

# DERWENT LONDON

## 20 Farringdon Road



## Fire Safety Management Plan & Evacuation Procedures

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## 1.0 Introduction

When a fire breaks out in a building in, which people are present, the primary need is for those people to be able to escape safely and quickly. Special experience and knowledge are needed to plan in advance what the escape routes should be and how they should be protected and equipped so that they will remain effective in an emergency for as long as necessary.

Being prepared will greatly reduce the likelihood of the fire evacuation procedures not being effectively carried out. It is vital that you are prepared at all times.

This building is provided with a mobile key holding service, a comprehensive fire alarm system, trained Floor Wardens, competent management and a Health & Safety management system with a Fire Risk Assessment carried out each year. It is therefore considered that this building is classed as a 'managed building'.

**All persons at 20 Farringdon Road** should be aware of the following, with responsible persons needing to be prepared in their additional areas as indicated below.

The requirement of Fire Safety Regulatory Reform Order 2005 (Fire Safety) (RRO) which came into force 1<sup>st</sup> October 2006.

The order has introduced radical and wide-ranging reforms to fire safety legislation in England and Wales. The legislative regime applies to most non-domestic properties and requires "A Responsible Person" – is defined in the case of a workplace as ***the Employer to the extent that the workplace is under his control and must carry out a "Fire Risk Assessment"*** to ensure that the more detailed fire safety requirements of the RRO are being met. As well as an "Alterations Notice" a Fire Inspector (as defined in the RRO), **CAN ISSUE ENFORCEMENT AND PROHIBITION NOTICES AS HE DEEMS NECESSARY.**

### 1.1 ALL PERSONS

General Fire Prevention

Know what action is to be taken on discovering a fire.

Know where to find fire fighting equipment and fire alarm call points.

Know how to use an extinguisher.

Know the layout of your floor.

Know your escape routes.

Know your assembly point.

Know what action is to be taken on hearing the fire alarm.

Know your floor wardens and their deputies.

Look after, and escort your visitors and contractors to the assembly area.

**Under the Fire Safety Regulatory Reform Order 2005 (Fire Safety) tenants are responsible for ensuring that the correct frequency of fire training is carried out and are recorded for audit purposes.**

**Each employee is to receive fire training with practical exercises where possible.**

- 1. On induction training.**
- 2. On an annual basis there after.**
- 3. The Landlord will conduct a Fire Evacuation Drill every six (6) months.**

The Landlord undertakes an annual Fire Risk Assessment for the building which includes all areas where the Landlord has responsibility (Plant Rooms, Common Area etc); this is to assess the impact on the remainder of premises.

Tenants are responsible for their own demise and are required to have competent person carry out a Fire Risk Assessment of their areas of responsibility. Any "Significant Findings" arising out of the Fire Risk Assessment **must be** communicated to the Landlord.

On majority request the Landlord will provide Fire Warden Training once a year.

**Landlord is responsible for the servicing of the;**

- Plant and common area fire extinguishers.**
- Common area emergency lighting.**
- Dry risers.**
- Sprinkler System.**
- Automatic Opening Ventilation System.**
- The fire alarm system.**

## 2.0 Means of Escape In Case Of Fire

### 2.1 INTRODUCTION

Means of escape in case of fire can be defined as “structural route” forming an integral part of the building whereby persons can escape from fire by their own unaided efforts to a place of “Ultimate” Safety or “Comparative” Safety.

For example, if a person leaves the building from any level and exits direct to open air, then they are in a place of “Ultimate” Safety. However, if entering a staircase from an upper floor of offices and the staircase is enclosed by fire resisting doors it is a place of “Comparative” Safety until they exit into the open air.

### 2.2 DETAILS AND DESCRIPTION

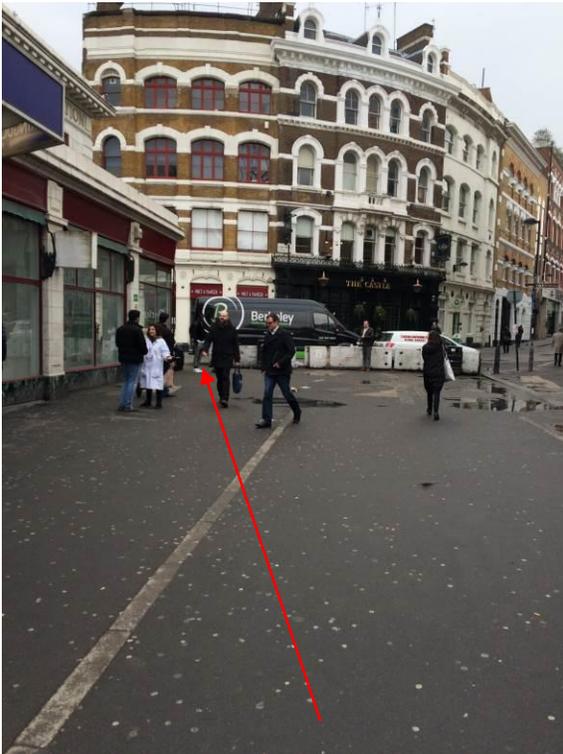
The escape routes are indicated with the appropriate Safe Condition 'Fire Exit' signage (Green & White Running Man) and emergency lighting is provided which will illuminate automatically in the event of an electrical power failure.

The Emergency Lighting system illuminates all stairways, exit routes and directional signs and changes to floor levels, to enable persons to leave the premises without assistance from normal lighting.

- **Exit the building and walk down Cowcross Street towards Farringdon Station.**



- **Walk past Farrington Station, turn left onto Turnmill Street.**

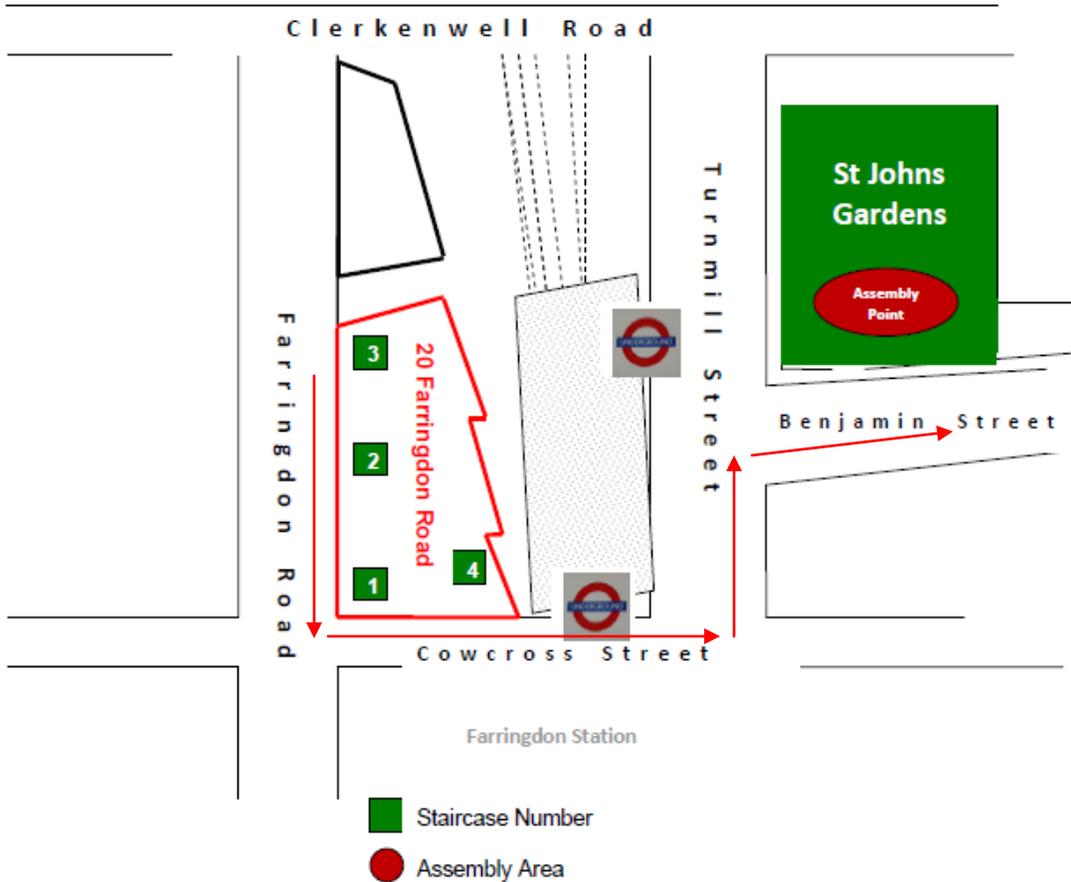


- **Turn Right into Benjamin Street.**



The assembly point available for the building is:

**St. John's Gardens, Benjamin Street**



### **3.0 Means for Giving Warning in Case of Fire**

#### **3.1 INTRODUCTION**

In any building, which is used as a workplace there should be a means of giving warning in the event of a fire. Therefore a fire alarm should be provided to give warning to persons in case of fire in the building. This can be a manually operated system, which consists of break glass call points located at entrances onto the main fire exit routes, or in larger buildings automatic detection systems are fitted throughout to detect fire & smoke.

#### **3.2 DETAILS AND DESCRIPTION**

The fire alarm system within the building is a multi-zone multi-loop system covering the whole building. The system is fully automatic and linked to sensors, manual call points and sounders. The fire alarm can be activated either by breaking the glass cover on one of the red call points or automatically when a smoke/heat detector is triggered. The red call point units are located adjacent to the fire exit doors leading to the stairways and in some of the corridors in addition there are red call points within the tenants demised areas.

The system is fully automatic. On actuation of the alarm will sound (continuous warbling siren) on all floors, the lifts will go to the ground floor and their doors will open. The plant is automatically shut down.

The Main Fire Panel is Located in the ground floor security control room behind the buildings main reception area. Repeater panels are located on the ground floor core 2 lift lobby, 2<sup>nd</sup> floor core 2 tenants demise, 3<sup>rd</sup> floor core 2 lift lobby and 4<sup>th</sup> floor core 2 lift lobby.

There is also a manual alarm activation button on the Fire Panel itself.

The fire alarm system is powered from the supply authority's mains through a separate main switch-fuse. A secondary source of power is by way of batteries continuously charged by an AC mains operated charger which in the event of a mains failure will continue to operate the system.

The fire alarm is tested on a weekly basis @ **11:00 Hrs** each **Tuesday** morning to test its operational effectiveness. Should any defects or issues be observed during the test please notify the reception on: **0207 566 6040**

## 4.0 Means for Fighting Fire

### 4.1 INTRODUCTION

Under The Regulatory Reform Order 2005 (Fire Safety) (RRO), it is a requirement, where people are employed to work, to provide a means for fighting fire. This includes portable fire fighting equipment.

### 4.2 Portable Fire Fighting Equipment

Portable fire extinguishers are provided on each fire escape landing and near the main fire exit routes. Each extinguisher has a label on it that describes its method of operation and the type of fire it can be used to extinguish.

#### Types of Fire Extinguishers normally used in Multi Tenanted Office Accommodation.

There uses and their colour coding according to **BS EN 3: 1999**

The contents of an extinguisher are indicated by a coloured zone on the body of the extinguisher.



Type	<u>Used on the following</u>
<b>Water</b>	Carbon based fires involving paper, wood, cloth, etc.
<b>Carbon Dioxide</b>	Electrical, Flammable liquids and flammable gases.
<b>Foam</b>	Flammable liquids, petrol etc and other fires where use of water would be dangerous

You should make yourself aware of the location of this equipment, its method of operation and the type of fire each is suitable to extinguish, so that in the event of a fire you do not have to search for one.

**Fire Extinguishers within the tenant's demise are the tenants responsibility and should be serviced annually by a competent contractor.**

## 5.0 Discovering a Fire

### 5.1 All Persons

- If you discover a fire you should follow the steps outlined below.



## Fire Action

### If you discover a fire



Operate the nearest fire alarm point.



Call the Fire Brigade by telephoning 999  
and state there is a FIRE at:  
20 Farringdon Road, London, EC1M 3HE



Leave the building by the nearest  
safe exit.



Report directly to the assembly point at:  
St. John's Gardens, Benjamin Street



- Do not stop to collect personal belongings.
- Do not use lifts.

**In case of Fire;**

- **Operate the nearest call point.**
- **Call the Fire Brigade, Dial 999**
- **Fight the fire, if safe and trained to do so.**
- **Leave the building by the nearest safe route**
- **Do not stop to collect belongings**
- **Do not use the lifts**
- **Proceed to the assembly area.**

**The assembly point available for the building is:**

**St. John's Gardens, Benjamin Street**



- **Do not re-enter to the building unless you are told it is safe to do so by the Senior Fire Officer.**

## 6.0 Evacuation Procedure

On hearing the fire alarm sound, the following should be carried out:

### 6.1 All Persons

- Must evacuate the building by the nearest available safe escape route. If you have visitors or contractors with you, instruct them to follow you.
- Close doors & windows without causing delay.
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- Leave the building by calmly walking to the assembly point, never run.
- **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO.**

6.2 Once an evacuation has started the procedure must be completed. This is to prevent accidents by the merging of persons going out and persons going back in.

### 6.3 DISABLED PERSONS

- Disabled persons ***must*** be escorted to the relevant **assembly area or place of refuge** with a 'Buddy' also Disabled persons ***must not*** be left alone.

#### REGARDING EVACUATION OF DISABLED PEOPLE

Be aware of the specific needs of the Disabled Persons and Persons with Impaired Mobility, Vision and Hearing; be aware that each individual will have different needs due to the varying levels of Disability and Impairment.

#### Wheelchair Users and Persons with Impaired Mobility

Wheelchair Users and Persons with Impaired Mobility should have an identified "Buddy" and they should be moved along the specific escape routes to the identified refuge point (Or a landing on a protected fire stair) Do not attempt to lift the wheelchair or occupant unless you have been specifically trained to do so. All tenants are responsible for their own Disabled Staff, Staff with Impaired Mobility & their Visitors with Disabilities and Impaired Mobility. In addition they must carry out a Personal Emergency Evacuation Plan (PEEP) for each individual (This must be recorded for the Audit Process). Do not use the lifts unless there is a designated Fireman's Lift.

#### People with Impaired Vision

Look out for the people who may be disoriented. Tell them your name and speak clearly giving them instructions. Use your arm to lead them through the evacuation route identified by the green & white running man. Provide continuous commentary as to where you are going. If you have Employees or Visitors within your demise with Impaired Vision then they also must have a "Buddy". In addition they must carry out a Personal Emergency Evacuation Plan (PEEP) for each individual. Do not point as these gestures will go unnoticed.

#### People with Impaired Hearing

These people may not have heard the alarm. Attract their attention some way or another and ensure that they follow the evacuation route identified by the running man. All tenants are responsible for their own Staff with Impaired Hearing & their Visitors with Impaired Hearing. In addition they must carry out a Personal Emergency Evacuation Plan (PEEP) for each individual.

#### 6.4 **FIRE WARDENS DUTIES**

On hearing the evacuation fire alarm:-

- Ensure that all persons (including visitors and contractors) in your area of responsibility evacuate by the nearest safe available escape route immediately.
- Check your area, including toilets, meeting and store rooms to ensure that all personnel under your care have evacuated.
- **Do not** take personal risks through delay.
- Proceed to the assembly point and await further instructions.
- Ensure a 'current floor evacuation list's are available.
- Report to your Chief Fire Warden or Senior Member of Staff at the assembly point and make your report. e.g." *Fire Warden of Walker Media 6<sup>th</sup> floor north. All areas clear*".
- If you are not on your floor, evacuate or stand by as appropriate. (***You must never return to your area of responsibility***) If you evacuate report to the Fire Warden or Senior Member at the assembly point that you are the Fire Warden of e.g. 2<sup>nd</sup> floor but do not know the result of the evacuation.

## 7.0 Information for Emergency Services

The following information will be useful for tenants to familiarise themselves with in the event of an emergency as the Emergency Services/Fire Brigade have no local knowledge of the premises.

- Keys will be made available which can provide access to other areas such as switch rooms and plant enclosures.
- Details of the location and type of any fire fighting appliances if asked.
- The location of fire alarm reset panel, etc.
- Details of all specialist and emergency engineers who may call upon to provide assistance with plant.
- Details of any Substances Hazardous to Health (COSHH)

## 8.0 Procedures for Persons Working Out of Normal Hours

### 7pm – 7am Monday to Friday

All persons *must* respond to the fire alarm as normal by either evacuation or standing by depending on whether it is an evacuate signal or alert. Persons evacuating must then report to the assembly point at St. John's Gardens, Benjamin Street

- Persons evacuating must proceed to the assembly point at **St. John's Gardens, Benjamin Street** and await instructions from the Senior Fire Officer.
  - Remember that in an emergency situation, the Senior Fire Officer will assume **Absolute Authority** until the emergency is over.
- **Do not re-enter to the building unless you are told it is safe to do so by the Senior Fire Officer.**

## 9.0 FIRE WATCH CONTINGENCY PLAN –

### 20 Farringdon Road, London, EC1M 3HE

If for any reason the fire alarm system is taken out of service in your area or suffers a system failure, then a Fire Watch Plan must be implemented. This must also be recorded for Audit Purposes.

#### A. Action to be taken on discovering a Fire:-

1. In case of fire the Fire Watch Warden is to raise the alarm by activating the nearest fire alarm system call point and shout **FIRE. FIRE. FIRE.**

#### **WORD OF MOUTH, FIRE ALARM or AIR KLAXON HORN MAY RAISE THE ALARM**

2. If the fire is considered small enough to be easily and safely extinguished (i.e. a waste paper bin fire) attempt to put the fire out with the nearest correct type of extinguisher, but ***Do Not*** take personal risks.

#### **ONLY ATTEMPT TO EXTINGUISH A FIRE IF IT IS SAFE TO DO SO AND YOU HAVE A CLEAR ESCAPE ROUTE AWAY FROM THE FIRE. NEVER PUT YOURSELF AT RISK**

3. Never attempt to fight large fires.
4. From the floor of the incident the tenant would:
  - Inform Reception / Security – **Telephone: 0207 566 6040**
5. Inform the other floors in their demise by either or all the following:
  - Activating a Fire alarm call point
  - Shouting **FIRE. FIRE. FIRE.**
  - Sound the Klaxon horns
  - Phone

Security are to immediately inform other tenants Receptions and nominated fire wardens on each floor. Ring the **Fire Brigade**

6. Normal evacuation procedures ***must*** then come into play.
7. If the fire is considered too large, or if it should get out of control or an escape route is threatened, leave the building quickly and calmly by the nearest available escape route. Wherever possible, assist in the evacuating visitors. **DO NOT** stop to collect personal belongings.
  - Information to be given: Name and address of the premises.
  - Any missing persons
  - Location and type of fire
  - Location and involvement of hazardous materials
8. Report to the Fire Assembly Point. Fire wardens to check that their area of the building has been evacuated and report to your Chief Fire Warden or Senior Member or Senior Fire Officer.

## **B. Evacuation Procedures**

If you hear the fire alarm or other warning, leave the building in a calm and orderly fashion using the nearest safe fire exit and report to the pre-determined assembly points.

### **IF YOU CAN.**

Switch off any machinery.  
Close all doors behind you.  
Close windows behind you.

### **DO NOT.**

Use the lifts.  
Never delay departure by gathering personal belongings.