

**DERWENT
LONDON**

**76 – 78
Charlotte Street
W1T 4QW**



**Fire Safety Management Plan &
Evacuation Procedures**

Contents

- 1.0 Introduction
 - 2.0 Means of Escape in Case of Fire
 - 3.0 Means for Giving Warning in Case of Fire
 - 4.0 Means for Fighting Fire
 - 5.0 Discovering a Fire
 - 6.0 Evacuation Procedure
 - 7.0 Assistance To Emergency Services
 - 8.0 Procedures for Persons Working Out of Normal Hours
 - 9.0 Fire Watch Contingency Plan
-

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 at all times that you are prepared.

This building is provided with a comprehensive fire alarm system, trained fire 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'.

Every person at **76 - 78 Charlotte Street** should be aware of the following, with responsible persons needing to be prepared in their additional areas as indicated below.

The requirement of The Regulatory Reform Order 2005 (Fire Safety) (RRO), which came into force 1st 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" – defined in the case of a workplace as the Employer to the extent that the workplace is under his control and is to 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),

A FIRE INSPECTOR CAN ISSUE ENFORCEMENT AND PROHIBITION NOTICES AS THEY DEEM 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;

Common area fire extinguishers
Common area emergency lighting
All of 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 any floor of offices and the staircase is enclosed by fire resisting doors it is a place of “Comparatively” Safety until they exit into the open air.

2.2 DETAILS AND DESCRIPTION

Details & description are contained in the Buildings Fire Risk Assessment.

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

The 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.

The assembly point available for the building is:

Charlotte Mews

The assembly point available for the building is:

CHARLOTTE MEWS



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. On activation of the fire alarm the lifts ground and plant is automatically shut down.

A fire alarm indicator panel is provided in the reception area by the main entrance doors.

On activation of a fire alarm from a call point or a detector head the fire alarm will sound an evacuation (continuous sound) on all floors.

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 @ **09:30hrs** each **Friday** morning to test its operational effectiveness. Should any defects or issues be observed during the test please notify The **Qube Reception** on **0207 636 3884**.

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 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>
Water	Carbon based fires involving paper, wood, cloth, etc.
Carbon Dioxide	Electrical, Flammable liquids and flammable gases.
Foam	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 tenant's 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 76 – 78 Charlotte
Street W1T 4QW



Leave the building by the nearest
safe exit.



Report directly to the assembly point
in Charlotte Mews



- 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:

The assembly point available for the building is:

CHARLOTTE MEWS



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

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** with a 'Buddy'.
- 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 the Reception staff at the assembly point and make your report. e.g." *Fire Warden of Walker Media 6th 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 Security staff at the assembly point that you are the Fire Warden of e.g. 2nd 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 are 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 be called upon to provide assistance with plant, call Qube reception for engineers.
- Details of any Substances Hazardous to Health (COSHH)

8.0 Procedures for Persons Working Out of Normal Hours

18:00 hrs – 08:00 hrs Monday to Friday
Saturdays and Sundays 24 hours

- 8.1 Out of hours – Tenants switchboard closed. Persons remaining at work are to inform the Qube Reception of their direct phone number. The **Qube Reception** on **0207 079 2830** will therefore know who is present in the event of activation of the fire alarm. All persons are required to respond to the fire alarm by either evacuation or standing by depending on whether it is an evacuate signal or alert. Persons evacuating must then report directly to the assembly point that they have vacated.
- 8.2 If the Qube Security staff at the assembly point do not receive confirmation that occupied areas have been vacated, this must be reported to the fire brigade on arrival.
- 8.3 Once at the assembly point and await further instructions.

9.0 FIRE WATCH CONTINGENCY PLAN –

76 – 78 Charlotte Street, London, W1T 4QW

In case of Fire alarm failure the following actions are to be taken.

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:
 - Activating a Fire alarm call point
 - Shout **FIRE. FIRE. FIRE.**
 - Sound the Klaxon horns
 - The person discovering the fire are to immediately inform other tenants receptions and nominated fire wardens on each floor. Ring the **Fire Brigade 999.**
 - The **Qube Reception** on **0207 636 3884**
5. Normal evacuation procedures **must** then come into play.
6. 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
7. Report to the Fire Assembly Point. Fire wardens to check that their area of the building has been evacuated and report this to the nominated person(s) 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 fire exit and report to the pre-determined assembly points.

IF YOU CAN.

- a). Switch off all machinery
- b). Close all doors behind you.
- c). Close windows behind you.

DO NOT.

Use the lifts
Delay departure by gathering
Personal belongings
