

# DERWENT LONDON

## Tea Building & Biscuit Building



# Fire Safety Management Plan and 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
- 10. Location of Fire Stairs

## 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 emergency procedures not being effectively carried out. It is vital at all times that you are prepared.

This building is provided with reception and security staff, 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 or after any major changes to the Building It is therefore considered that this building is classed as a 'Managed Building'.

Every person in the **Tea & Biscuit Building** 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 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" – 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 a regular basis thereafter.
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 Areas etc); this is to assess the impact on the remainder of premises. Any "Significant Findings" arising out of the Fire Risk Assessment **will be** communicated to the Tenant or Tenants concerned.

Tenants are responsible for their own demise and are required to have a 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 and Plant Area's Fire Extinguishers
- Common and Plant Area's Emergency Lighting
- Dry Risers
- The Entire Building's Fire Alarm System (Including Tenant's Demised Areas)
- Common and Plant Area's Lighting
- The Lifts
- Lightning Conductor
- Fixed Electrical Installation for the Common and Plant Areas.

## 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 “Comparatively” 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 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.

Please see Part 10 for a diagram of the locations of all Fire Exits Stairs

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

**The assembly point available for the building is:  
Junction Bethnal Green Road / Ebor 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 Tea & Biscuit 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.

Main fire alarm indicator panels within Tea Building are located in the following locations, first floor main corridor, second floor electric riser cupboard, fourth, sixth & seventh floors main corridors. There is a repeater panel in the Security Cabin on the ground floor.

Main fire alarm indicator panels within Biscuit Building are located in the following areas. Reception area Redchurch Street and stair seven (7) glass door lobby, Bethnal Green Road.

The system is fully automatic. If there is an activation of a Smoke/Heat Detector, there is a 240 Second (4 Minute) Delay on the system allowing staff to investigate any false alarms to reduce Business Interruption. Staff are alerted to the activation by a local alarm and flashing beacon which are located at the main reception desk.

However, if two Smoke/Heat Detector Heads are activated (Double Knock) or a Manual Call Point is activated then the alarm will go into 'Full' alarm and sound (continuous warbling siren) on all floors (Including Basement and Roof Areas). On actuation of the fire alarm the passenger lifts ground; however the goods lift does not but has suitable signage informing persons not to use the lift. (Fire Action Notices)

If within the 240 second delay it is found to be a false alarm, then the system will be reset and the alarm will not sound, however if the reason why the system went into alarm is not found within the 240 seconds then the system goes into "Full" alarm.

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 am** each **Monday** morning to test its operational effectiveness. Should any defects or issues be observed during the test please notify the reception on: **0207 033 0296**

## 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 in Plant Rooms. 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 used in Multi Tenanted Office Buildings.

Their 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.



<u>Type</u>	<u>Used on the following</u>
<b>Water</b>	Carbon based fires involving paper, wood, cloth, etc.
<b>Foam</b>	Flammable liquids, petrol etc and Carbon based fires involving paper, wood, cloth, etc.
<b>Carbon Dioxide</b>	Electrical, 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 responsibility and must be serviced annually.**

## 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 Tea/Biscuit Building, Junction Bethnal Green Road / Ebor Street, London, E1



Leave the building by the nearest safe exit.



Report directly to the assembly point  
Corner of Ebor Street / Bethnal Green Road



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

The onsite process is reception will call 999 as a 24hr x 7day Security operation –this will alleviate the Brigade dealing with multiple callers

In case of Fire;

- 1 Operate the nearest call point.
- 2 Fight the fire, if safe and trained to do so. (Nothing bigger then a small waste paper bin fire)
- 3 Leave the building by the nearest safe exit
- 4 Do not stop to collect belongings
- 5 Do not use the lifts
- 6 Proceed to the assembly point.

**The assembly point available for the building is:  
Junction Bethnal Green Road / Ebor Street**



- **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 actions 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. (They are your responsibility)
- 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 try to go back into the building.

### 6.3 DISABLED PERSONS

- Disabled persons **must be escorted** to the relevant **assembly point** 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 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 RECEPTIONIST/SECURITY**

Ensure a 'current floor evacuation list's are available.

#### **6.5 BUILDING MANAGER (INCIDENT CONTROLLER)**

- On hearing the fire alarm 'Don' your Hi Visibility Jacket/Vest and take up the following duties.
- Ensure that the "Emergency Pack" (The Red Ruck Sack) is collected and taken to the assembly point.
- The Building Manager is to hold access keys, know location of plant areas, riser cupboards, and location of any Hazchem etc and meet the Senior Fire Officer at the reception on their arrival.
- The Incident Controller will obtain results of the evacuation from the Fire Wardens and forward the results to the Senior Fire Officer
- Ensure any disabled register is current and the Safe Refuge Location of any disabled persons must be forwarded to the Senior Fire Officer.
- Prevent unauthorised entry.

#### **6.6 Fire Warden Duties**

On hearing the evacuation fire alarm:-

- The reception will call 999 in consultation with The Building Manager (Or Deputy)
- 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
- Report to the Incident Controller 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. If you evacuate report to the Security staff 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 Assistance to Emergency Services

### 7.1 BUILDING MANAGER (Or Deputy in their absence)

- Ensure all keys are available which could provide access to other areas such as switch rooms and plant enclosures.
- Provide relevant plans of the affected area.
- Provide precise details as to the location and status of the emergency.
- Provide details of the location and type of any fire fighting appliances if asked.
- Provide the location of fire alarm reset panel, etc.
- Provide details of all specialist and emergency engineers who may be called to provide assistance with plant.
- Remember that in an emergency situation, the Senior Fire Officer will assume **Absolute Authority** until the emergency is over.

## 8.0 Procedures for Persons Working Out of Normal Hours

**There is 24/7 Security in Operation at this building.**

- 8.1 Out of hours persons remaining at work ***must*** inform the building reception of their direct phone number. Building reception 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 evacuating to the assembly point. Persons evacuating must then report to Security staff at the assembly point informing them that they have vacated.
- 8.2 If 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, await further instructions from Security.

## 9.0 FIRE WATCH CONTINGENCY PLAN –

### Tea & Biscuit Building 56 Shoreditch High Street London EC1 6JJ

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.** Notify Reception/Security of the 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 033 0296**
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
9. 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).

## **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.

10. LOCATION OF FIRE STAIRS

