

DERWENT LONDON



Fire Safety Management Plan & Fire 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 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 **Concierge** and **Security Staff**, a comprehensive fire alarm system, competent management, a Health & Safety Management System and with a Fire Risk Assessment carried out each year it is therefore considered that this building is classed as a 'Managed Building'.

All Persons working at the 'WCF' should be aware of the following:

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 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.

Fire Evacuation Procedures

White Collar Factory, 1 Old Street Yard, London, EC1Y 8AF

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

Each of the Tenants Employee's should receive fire training with practical exercises where possible.

1. On induction training.
2. 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 the premises.

Tenants ***are responsible for their own demise*** and are required **Under the Regulatory Reform Order 2005 (Fire Safety)** to have a Fire Risk Assessment undertaken of their areas of responsibility. Any "Significant Findings" arising out of the Fire Risk Assessment ***must be*** communicated to the Landlord.

It is the responsibility of all Tenants to ensure that they communicate these Fire Evacuation Procedures to all their staff, visitors and contractors.

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

The Landlord is responsible for the servicing of the;

- Common Area and Plant and Maintenance of Fire Extinguishers
- Common Area and Plant and Maintenance of Emergency Lighting
- Wet Risers
- Sprinkler System
- Smoke Ventilation System/Automatic Opening Vent's (AOV's)
- The Fire Alarm System, for the entire building, including Tenants Demise, Loading Bay Plant and Maintenance Areas. Retail Units are responsible for the own Fire Alarm Systems.

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 building and the staircase is enclosed by fire resisting walls and 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.

The Assembly Point to be used is
Featherstone Street
(See Below)



Fire Evacuation Procedures

White Collar Factory, 1 Old Street Yard, London, EC1Y 8AF

The Building Management Team's Incident Controller will locate themselves at the junction of Mallow Street and Featherstone as indicated by the Yellow arrow.



A further member of the Building Management Team will 'Don' a Hi Visibility Jacket/Vest and make their way to Mallow Street, where upon they will act as **Traffic Controller** to stop vehicles whilst personnel cross the road into Featherstone 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 Fire Alarm System

The WCF building has been fitted with a State of the Art fire detection system which 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 tenant's demised areas.

There are two (2) Fire Escape Stairs. These are

- Stair 1 (Central Core Stair)
- Stair 2 (North Stair)

A voice alarm system to type V1 has been installed in accordance with BS 5839-8 on floors 1-16. Alarm sounders are provided at the roof plant level and on the rooftop terrace to allow the occupants at these levels to recognise a fire alarm against any potential background noise.

Means for Giving Warning in Case of Fire

Upon activation of a **Single Smoke Detector** all floors will go to an alert signal which will be the start of the investigation period (60 Seconds to accept system alarm). Once accepted the automatic fire detection and alarm system has a 5 minutes investigation period, where the alert signal will continue until **Management** have confirmed whether it be a **False Alarm** or **True Fire Activation** this will minimise the interruption associated with false alarms.

Personnel must only evacuate their floor when the evacuation message alarm is activated on their floor.

When **Two Smoke / Heat Detector Heads** are activated or a **Break Glass** is activated, then the alarm will go into "**Full Evacuation**". The **Alert Message** will continue to run on all floors **except the floor of origin, its paired floor, level 16, level 17 and Basement**. After 3 minutes the evacuation message will escalate up or down the building depending on the origin of the fire. Upon this confirmed fire all lifts will go to the ground floor and the lift doors will open, plant is automatically shut down and all fire door magnets will release.

Note:

If it cannot be confirmed that it is a false alarm within the 5 minute investigation period then the floor of activation will go into full evacuation plus the floor it is paired with, level 16, level 17 and Basement level

The fire alarm system is powered from the mains through a separate main switch-fuse and backed up generator. 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 for 24 hours quiescent state and 1 hour in full Alarm mode.

The Fire Alarm is tested on a weekly basis by testing all Call Points on a rotational basis to check the alarm's operational effectiveness. These checks are undertaken on a **Friday @ 10:00 hrs**. Should any defects or issues be observed such lack of an audible alert during the test then please notify the reception team on **02073366128** or the **Security Control Room** on **0207 2503961**.

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 Sprinkler System

WCF is fitted with an automatic life safety sprinkler system throughout which serves every floor of the building.

4.3 Smoke Ventilation System/Automatic Opening Vent's (AOV's)

When the Fire Alarm System is activated within the North Core firemans lift lobby via the smoke detector, The AOV on the relevant floor will open and distribute smoke out of the building

4.4 Refuge Points with an Intercom System

WCF is fitted with fully integrated Refuge Points which have a 90-minute Fire Compartmentation with an Intercom System. These are located on every staircase landing, throughout the whole building and will protect the occupiers from smoke and flame for up to 90 minutes.

They are intended for use by Disabled, Immobile persons or Temporarily Immobile persons who are unable to evacuate the building via the staircases. It allows for persons in the Refuge Points to communicate with Security and the Fire Brigade via the Fire Alarm Panel in the FCC.

4.5 Fire Resisting Doors

Office doors and ones which open onto the fire escape stairways at all levels are signed with a blue disk, marked "Fire Door Keep Shut"

Doors to cupboards, plant rooms and service riser ducts in the tenanted and common parts are signed "Fire Door Keep Locked"

These are fire-resisting doors and should either be kept shut or locked. They should not be wedged or held open in any way. If they are, or if they do not close into the door-frame correctly, please report the location to reception. This requirement is to ensure that, in the event of a fire, the fire escape routes from the upper floors of the building, i.e. the fire escape stairways, are protected from smoke and flame, enabling employees and visitors to safely make their escape, and to prevent fire spreading from floor to floor.

If you see a Fire Door which has been left open then please close it or report it to the Building Management Team on 02072503961

4.6 Portable Fire Fighting Equipment

Types of Fire Extinguishers typically used in Multi Let Properties

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>
Water	Carbon based fires involving paper, wood, cloth, etc. NOT TO BE USED ON ELECTRICAL FIRES.
Foam	Flammable liquids, petrol etc and Carbon based fires involving paper, wood, cloth, etc. NOT TO BE USED ON ELECTRICAL FIRES.
Carbon Dioxide	Electrical, Flammable liquids, petrol etc and other fires where use of water would be dangerous
Powder	Often termed the 'multi-purpose' extinguisher, It can be used on paper, wood, plastic. On Liquids petrol, oil etc. Flammable Gases such as propane, butane, methane)

You should make yourself aware of the location of your Fire Extinguishers, their method of operation and the type of fire each is suitable to extinguish (See chart above), so that in the event of a fire you do not have to search for one.

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: WCF, 1 Old Street Yard, London, EC1Y 8AF



Leave the building by the nearest safe exit



All Tenants are to go to their designated Assembly Points in Featherstone Street



Do not stop to collect your personal belongings

DO NOT USE THE LIFTS

Fire Evacuation Procedures

White Collar Factory, 1 Old Street Yard, London, EC1Y 8AF

In case of Fire;

1. Operate the nearest call point.
2. Security will call the Fire Brigade, Dial 999
3. Fight the fire, if safe and trained to do so.
4. Leave the building by the nearest safe route
5. Do not stop to collect belongings
6. **Do not use the lifts**
7. Proceed to the Assembly Point.

6.0 Evacuation Procedure

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

6.1 All Persons

- Must evacuate the building by the **nearest** safe available escape route ensuring that they make use of the Double Doors on the Fire Escape Routes. Do not just use only one as this will cause "Bottle Necks". If you have visitors or contractors with you, instruct them to follow you.
- If possible close doors & windows without causing delay.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS - DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO.

- Leave the building by calmly walking to the assembly point, **never run**.

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 **Refuge Point** with a 'Buddy'; in addition, Disabled/Immobile 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.

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.

Fire Evacuation Procedures

White Collar Factory, 1 Old Street Yard, London, EC1Y 8AF

6.4 Building Management team consists off the following

Building Manager, Security Manager, Security Supervisor, Security officers x 5, Building Engineers x 2, Reception Supervisor, Receptionists x 2, Cleaning Supervisor and cleaners x 5

- Security will call the Fire Brigade, 'Don' their Hi Visibility Jackets/Vests and take up the following duties.
- **Incident Controller will take post on the junction of Mallow Street and Featherstone Street** and will obtain the results of the evacuation from the tenants Chief Fire Wardens at the Assembly Point.
(Only the Chief Fire Warden's should report to the Incident Controller) The Incident Controller will communicate the results of the evacuation to the Senior Fire Officer.
- Assist with the evacuation and guide people to the Assembly area (**Featherstone Street**).
- **Security Manager** will be located in the Security Control Room to monitor the CCTV for Security purposes.
- **Security Staff** will be located outside Loading Bay,
- **The Building Engineer / Building Manager** will hold access keys, know location of dry risers, plant areas, riser cupboards, Sprinkler room and location of any Hazchem etc and meet the Fire Officer at the reception on their arrival.
- **Security Supervisor / Engineer** will take post in the FCC by the Fire Alarm Panel to speak to any Disabled/Immobile Person and their "Buddy" that may be present at any of the Building's Refuge Points.
- Ensure that all Disabled Person's (If any) are accounted for and their location reported to the Incident Controller (Who will pass this information on to the Fire Officer) **Disabled persons must never be left alone.**
- Security will be located at the Main Entrance and the Fire Exit Doors to prevent unauthorised entry and anyone re-entering the building before being told to do use.

If the Fire is located at the "Back of House" near the Building Managers or the Security Control Room then these locations will not be manned.

6.5 Fire Wardens

On hearing the evacuation fire alarm on your floor:-

- Ensure that all persons (including your visitors and contractors) in your area of responsibility evacuate by the nearest available safe escape route immediately. Tenants Fire Warden **must** ensure that **all** Fire Exits are used and in addition ensure that personnel **DO NOT LEAVE THE BUILDING CARRYING DRINKS.**
- Check your area, including communal toilets, meeting rooms, shower areas and store rooms etc to ensure that all personnel under your care have evacuated.
- **Do not take any personal risks.**

Fire Evacuation Procedures

White Collar Factory, 1 Old Street Yard, London, EC1Y 8AF

- Proceed to the Assembly Point and report to **your Chief Fire Warden** and make your report. e.g. "2nd floor Admin Area clear", or words to that effect.
- Only the **Chief Fire Warden's** will then report to the **Incident Controller** that all their areas of responsibility are clear or otherwise.
- Remain at the Assembly Point and await further instructions.

6.6 Occupiers Management Teams

- All **Tenants Office Managers, Facilities Managers**, etc must assist their Fire Wardens and the Building Management Team at the Assembly Point in Featherstone Street by ensuring that all of their Staff are adhering to instructions given to them by your Fire Wardens and the Building Management Team.
- In addition, the **Occupiers Management Teams must ensure** that when the instruction is given for a phased **re-entry** of the Building, **only those personnel** from the floors being called for-ward are permitted re-enter. **Occupiers Management Teams** must keep all personnel from other floors at the Assembly Point until called forward by the Building Management Team.

PLEASE NOTE THAT OCCUPIERS ARE RESPONSIBLE FOR THEIR OWN MEMBERS OF STAFF, VISITORS AND CONTRACTORS. YOU MUST PASS ON ANY INSTRUCTIONS TO YOUR STAFF THAT MAY BE GIVEN FROM THE INCIDENT CONTROLLER OR THE SENIOR FIRE OFFICER.

7.0 Assistance to Emergency Services

7.1 Building Manager / Security Manager / Reception / Security Officers / Building Engineers

- Ensure all keys are available which could provide access to other areas such as switch rooms, gas shut off valves and plant enclosures.
- Provide precise details as to the location and status of the emergency.
- Provide details of the location and type of any fire fighting appliances and dry risers, if asked.
- Provide the location of fire alarm reset panel, etc.
- Provide details of all 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 (7pm – 7am, Weekends and Bank Holidays)

This Building is provided with 24 Hours Security

- 8.1 **(All Tenants)** Out of hours, all persons must respond to the Fire Alarm Activation on their floor by **evacuating the building immediately** and move directly to the Fire Assembly Point. All persons evacuating must then report to **Security Staff** at the Assembly Point informing them they have vacated their demised area.
- 8.2 If **Security Staff** at the assembly point do not receive confirmation that occupied areas have been vacated, **this information must be** reported to the fire brigade on arrival.
- 8.3 Once personnel are at the Assembly Point, they should await further instructions from Security.

9.0 FIRE WATCH CONTINGENCY PLAN –

The WCF 1 Old Street Yard EC1Y 8AF

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

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

1. In case of a fire, the Fire Watch Warden or the person discovering the fire is to raise the alarm by **INFORMING A MEMBER OF THE BUILDING MANAGEMENT TEAM WHO WILL INFORM ALL PERSONNEL VIA THE BUILDING PA SYSTEM.**
2. If the fire is considered small enough to be easily and safely extinguished (i.e. a small waste paper bin fire) attempt to put the fire out with the nearest correct type of extinguisher if trained to do so, but **Do Not** take personal risks.

**ONLY ATTEMPT TO EXTINGUISH A FIRE IF IT IS SAFE TO DO SO AND YOU HAVE A
CLEARESCAPE 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 – **Reception : 0207 3366128**
Security: 0207 2503961
5. Inform the other floors in their demise

Security is to immediately Ring the Fire Brigade and inform other tenants Receptions and nominated fire wardens/evacuation officers on each floor.

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 safe escape route. Wherever possible, assist in the evacuation of visitors. **DO NOT** stop to collect personal belongings.

Fire Evacuation Procedures

White Collar Factory, 1 Old Street Yard, London, EC1Y 8AF

- 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. All Fire Warden's once having checked that their area has been evacuated must report this to their Senior/Chief Fire Warden who will report to the Incident Controller

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 Point.

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

