

Fire Safety Management Plan

Charlotte Building, 17 Gresse Street, London W1T 1QL

# DERWENT LONDON

**Charlotte Building,  
17 Gresse Street,  
London W1T 1QL**



## **Fire Safety Management & Evacuation Procedures**

**Fire Safety Management Plan**  
**Charlotte Building, 17 Gresse Street, London W1T 1QL**

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## Fire Safety Management Plan

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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 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 it is therefore considered that this building is classed as a 'Managed Building'.

**All Persons** at the **Charlotte 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 firefighting 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.

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**Under the Fire Safety 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 employee is to receive fire training with practical exercises where possible.**

- 1. On induction training.**
- 2. On an annual 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 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
- Dry Risers
- Smoke Ventilation System
- All of the Fire Alarm System

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### 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 walls and 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.

The assembly point available for the building is:

**Directly Outside The Fashion Retail College**



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### 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

##### Fire Alarm System

Charlotte Street building has been fitted with a "State of the Art" fire detection system 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 to the reception.

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 @ **10:45 am** each **Wednesday** morning to test its operational effectiveness. Should any defects or issues be observed during the test please notify the reception on: **0207 6365 863 or 0207 5808 676**

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### 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 firefighting equipment.

#### 4.2 Dry Risers

Charlotte Street building is fitted with two Dry Risers which serves every floor of the building. The purpose of a dry riser system is to enable the Fire Brigade to pump high pressure water into the riser, thus allowing them to draw on the supply wherever it may be needed within the building.

#### 4.3 Safe Haven / Refuge Intercom System

Charlotte Street Building is fitted with a fully integrated Safe Haven / Refuge 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 an hour. They are intended for use by non ambulant persons or persons who are unable to evacuate the building via the staircases. It allows for persons in the Safe Havens / Refuge areas to communicate with the Fire Brigade via the reception.

#### 4.4 Fire Resisting Doors

The doors: -

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

To cupboards, plant rooms and service riser ducts in the tenanted and common parts, and which 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 fact 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.

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### 4.5 Portable Fire Fighting Equipment

Portable fire extinguishers are provided in the reception Area, 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 the Reception Area are Chrome, CO2 and Foam their uses and colour coding are compliant with BS EN 3: 1999. In the Plant Areas Red CO2 are also compliant with 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 and flammable gases.
<b>Powder</b>	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 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.

**Fire Extinguishers within the tenant's demise are the tenant's 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: Charlotte  
Building, 17 Gresse Street, London W1T  
1QL



Leave the building by the nearest ex-  
it



Report to the person in charge on arrival at  
the assembly point, on Gresse Street in  
front of "The Fashion Retail College"



Do not stop to collect personal  
belongings

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In case of Fire;

- 1 Operate the nearest call point.
- 2 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 area.

The assembly point available for the building is:

**Directly Outside The Fashion Retail College**



## 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 available 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.

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### 6.4 Receptionists

- Ensure a current company visitor evacuation list's is available.

### 6.5 Building Supervisor / Reception / Security Officers / Building Engineer

- On hearing the fire alarm call the Fire Brigade, 'Don' your Hi Visibility Jackets/Vests and take up the following duties.
- Ensure that the "Emergency Pack" (The Red Ruck Sack) is collected and taken to the assembly point.
- The reception, security & concierge / assist with the evacuation and guide people to the Assembly area (**Directly Outside the Retail Fashion College**).
- The Building Supervisor and Building Engineer is to hold access keys, know location of plant areas, riser cupboards, location of any Hazchem etc and meet the Fire Officer at the reception on his arrival.
- The Reception / Security representative will obtain the results of the evacuation from the Tenants Fire Marshals at the assembly point and report them to the Incident Controller. The Incident Controller will obtain results of the evacuation and relay any pertinent information to the Fire Officer.
- Ensure any disabled register is current and monitor safe haven refuge intercom panel.
- Prevent unauthorised entry and anyone re-entering the building.

### 6.6 Fire Warden Duties

On hearing the evacuation fire alarm:-

- The reception will call 999 in consultation with yourself
- Ensure that all persons (including visitors and contractors) in your area of responsibility evacuate by the nearest 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 Reception 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", or words to that effect.*

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### 7.0 Assistance to Emergency Services

#### 7.1 Building Supervisor / Reception / Security Officers / Building Engineer

- 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 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

#### This Building is provided with 24 Hours Security

- 8.1** Out of hours, any person(s) remaining at work must inform the Building's Reception Staff of their direct dial phone number. Building reception will therefore know who is still present in the building in the event of a Fire Alarm Activation. All persons must respond to the Fire Alarm Activation 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 does 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.

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### 9.0 FIRE WATCH CONTINGENCY PLAN –

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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 6365 863 or 0207 5808 676**
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 is 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).

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### 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

#### **Notes**