

**Fire Emergency Evacuation Plan & Procedures**

# **Temporary Procedures during Construction Phase**

Angel Square, Torrens Street, Islington, London, EC1V 1NY

## Introduction

The purpose of this plan is to:

- Ensure those on site know what to do in case of fire.
- To ensure everyone can be safely evacuated.

## Nominated Persons

### Senior Fire Warden

The nominated Senior Fire Warden shall be responsible for the following:

- Liaison with the emergency services on whether persons are unaccounted for or the location of casualties.
- Provide the emergency services with relevant information i.e. fire fighting equipment available, shut off points, plans of the buildings etc.
- Act on instructions from the emergency services with regard to further evacuation or re-entry to the premises.

### Security Building Fire Wardens

- Will liaise with Tenant Fire Wardens and Contactors to confirm all Blocks are clear
- Will monitor and direct people out of Angel Square

Duty		Location
Senior Fire Warden	Building Manager or Duty Security Supervisor After 5pm or Security Officer	Waits in the Courtyard Liaises with the Fire Service
Security Building Fire Warden	Security Officer	Waits at the Courtyard Collects Reports from all Tenant Fire Wardens
Security Building Fire Warden	Security Officer Car Park Banksman	Waits at Torrens Street directing persons to the Assembly Point for Block 2 and 3 Duncan Gardens Terrace.
Fire Warden	Site Engineer	Waits for the Fire Service, Liaises with the Fire Service and provides details for access

N.B All Landlord Security Officers have radios so they can keep in touch with the Senior Fire Warden at all times.

**Person responsible for calling the Fire Service is the Senior Fire Warden or Building Fire Warden ie Security**

- ◆ Dial 999.
- ◆ Ask for the Fire Service.
- ◆ State the full address.
- ◆ Give the location and nature of fire if known.

**Tenant / Contractor Fire Wardens**

- Fire Wardens shall be responsible for responding to an evacuation on receiving a signal or instruction to evacuate the building.
- Ensuring as far as practical that the area for which they are responsible is fully searched including toilets, kitchens, storage areas and cloakrooms and that this area has been evacuated.
- The main contractors should ensure their visitors and contractors evacuate from the premises.
- Ensure that information regarding persons who are unaccounted is passed on to the Fire Service

Arrangements should be in place for each occupier to provide enough Fire Wardens for each of their demised areas listed below:

## Occupiers:

Block	Location	Company	
Block 1	All Floors	Expedia	Office Tenant
Block 2, Block 3	Expedia Top Floor	Expedia	Office Tenant
Block 2	Ground – 4 <sup>th</sup> Floor	The Office Group	Office Tenant
Block 2	Ground	Swat UK	Office Tenant
Block 3	All Floors	The Thornton Partnership	Main Contractor

A representative 'Fire Warden' from each Block or Company will need to report to the Senior Fire Warden or Security Officer who will wait in the central courtyard. Each Fire Warden will need to advise whether the Block / Floors are cleared.

**If the Fire is within your demise** - A representative from any of the Principle Contractors or Tenants will be required to wait with the Senior Fire Warden, to then liaise with the Fire Service and assist with access into their demised areas, if there are areas where the landlord doesn't have access or where doors will be locked.

All occupiers should ensure the following:

- They are aware of the procedures to follow in the event of fire or other emergency.
- They are aware of the escape routes within the building and the location of the manual call points.
- Ensure their visitors or contractors are able to evacuate the building.
- Evacuating any disabled persons from your floors.

## **Fire Procedures during Office Hours (Mon – Fri 8am – 5.00pm )**

### **Fire Procedures – For Wardens**

#### ON DISCOVERING A FIRE

- ◆ Activate the fire alarm by breaking the nearest call point.
- ◆ Begin Evacuation.

#### ON HEARING THE ALARM

- Check everyone in your area is responding to the alarm and leaving by the nearest safe exit at the appropriate pace.
- Search your area completely be sure to check the toilets, comms rooms and other storage areas if applicable, start at one end of your floor and walk through to the far end and out to the fire exit.
- Ensure all staff are responding and moving to the assembly area.
- Leave the building by the nearest fire exit and proceed to the assembly point.

### **Fire Procedures – General Fire Routine for all Occupiers**

If you discover a fire:

- Operate the nearest manual call point this will raise the alarm throughout Angel Square.
- You should immediately begin evacuation.
- Use the nearest available fire exit.
- Go to the assembly point.

On hearing the fire alarm:

- You should immediately begin evacuation.
- Use the nearest available fire exit.
- Go to the assembly point.

**Do not use the lifts.**

**Do not go back to collect personal belongings.**

**Do not re-enter building until instructed by the Fire Wardens it is safe to do so**

N.B. Lifts travelling during a fire activation will return back to the Ground Floor, the doors will open to allow passengers to leave. The lifts will then remain and will not operate until the emergency is over.

N.B Lifts at Angel Square are not by current standards and regulations fire fighting lifts and will not be relied upon by the Emergency Services to assist in fire fighting or be used to evacuate persons.

**Landlords Contractors**

Any landlord contractors working within the complex will report to the Security Officer in the Courtyard

The site engineer will act as Fire Warden for any contractors working under their control and will notify the Building Fire Warden whether all persons have been accounted for.

## **Assembly Point(s) at Angel Square**

On activation of the fire alarm, all persons are to report to the fire assembly point as indicated on the fire action notices.

At Angel Square there are two assembly points:

### **Block 1: Outside Royal Bank of Scotland on Islington High Street**



### **Block 2 and Block 3: Duncan Garden Terrace**



**The areas at the assembly points can get very busy and congested with people. All persons should not gather too near the property or main roads but walk further down and away to keep walkways clear**

## Fire Escape Exits

Listed below are the specific fire exits to be used:

Block 1	Floor	Available Exits
	Plant	Staircase A or Staircase B
	5th Floor	Staircase A or Staircase B or Staircase C
	4 <sup>th</sup> Floor – Expedia Floor	Staircase A or Staircase B or Staircase C
	3rd Floor	Staircase A or Staircase B or Staircase C
	2nd Floor	Staircase A or Staircase B or Staircase C
	1st Floor	Staircase A or Staircase B or Staircase C
	LG Floor	Staircase B1 or Staircase C
	UG Floor	Staircase B or demised entrance

Block 2	Floor	Available Exits
	Plant	Staircase D or Staircase E or Staircase F
	Expedia Floor	Staircase D or Staircase E or Staircase F
	4th Floor	Staircase D or Staircase E or Staircase F
	3rd Floor	Staircase D or Staircase E or Staircase F
	2nd Floor	Staircase D or Staircase E or Staircase F
	1st Floor	Staircase D or Staircase E or Staircase F
	Ground Floor	Staircase E
	SWAT UK	Staircase D or demise entrance

Block 3	Floor	Available Exits
	Plant	Staircase H/J or Staircase G
	Expedia Floor	Staircase H/J or Staircase G
	4 <sup>th</sup> Floor	Staircase H/J or Staircase G
	3 <sup>rd</sup> Floor	Staircase H/J or Staircase G
	2 <sup>nd</sup> Floor	Staircase H/J or Staircase G
	1 <sup>st</sup> Floor	Staircase G or final exit door from demise
	Reception	Staircase G

N.B Staircase H serves 5<sup>th</sup>, 4<sup>th</sup>, 3<sup>rd</sup>, 2<sup>nd</sup> and then carries on down to Staircase J from the 1<sup>st</sup> down to LG



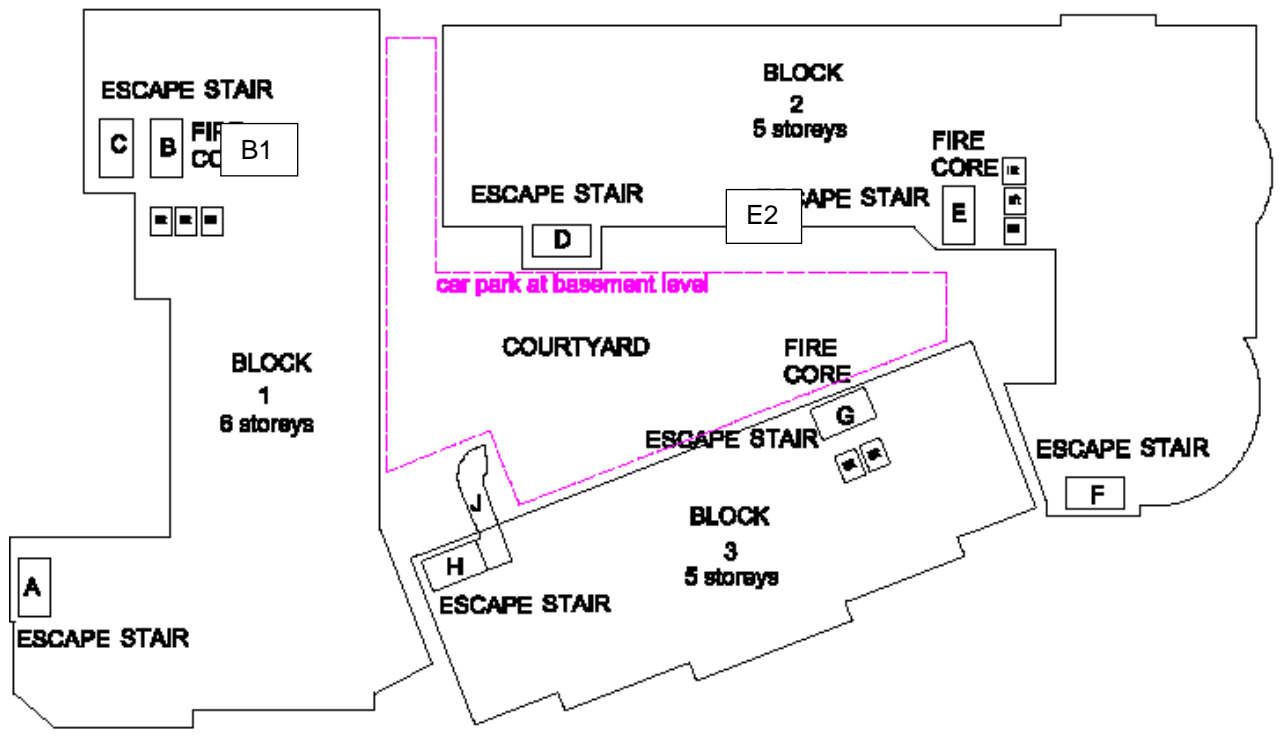
## Fire Escape Routes

Listed below are the specific fire escape routes to be used:

Staircase A	Leads to Final Exit Door out on to the street leading to Block 1 assembly point
Staircase B	Leads to Final Exit Door out on to rear courtyard and leading to Block 1 assembly point
Staircase C	Leads to Final Exit Door out on to rear courtyard and leading to Block 1 assembly point
Staircase B1	Leads to Lift Lobby Area

Staircase D	Leads to Final Exit Door and out on upper Court Yard go to Torrens Street leading to Block 2 assembly point
Staircase E	Leads to Final Exit Door and out on lower Court Yard go to Torrens Street leading to Block 2 assembly point
Staircase F	Leads to Final Exit Door and out on to High Street / City Road go to Torrens Street leading to Block 2 assembly point
Staircase E2	Leads to Final Exit Door and out on to lower Court Yard go to Torrens Street leading to Block 2 assembly point

Staircase G	Leads to Final Exit Door and out on upper Court Yard go to Torrens Street leading to Block 3 assembly point
Staircase H	Leads into Staircase J continue down to Final Exit Door
Staircase J	Leads to Final Exit Door and out on upper Court Yard go to Torrens Street leading to Block 3 assembly point



In addition there are staircases:

- B1 - serves basement to Upper Ground in Block 1
- E2 - serves basement to Lower Ground in Block 2

## **The Fire Alarm System**

The fire alarm system at Angel Square has been designed, installed and commissioned in accordance with BS5839 Part1:2002 to a L2 / M system, which encompasses automatic fire detection throughout Angel Square. The system comprises of six networked kentec syncro control panels, with a graphical user interface.

The fire alarm system will function by:

- ◆ The operation of a manual call point which will operate a continuous alarm.
- ◆ The operation of a smoke detector or heat detector, which will operate a continuous alarm
- ◆ The operation of the sprinkler system which will activate the fire alarm system.

On hearing a continuous alarm, all persons are to evacuate.

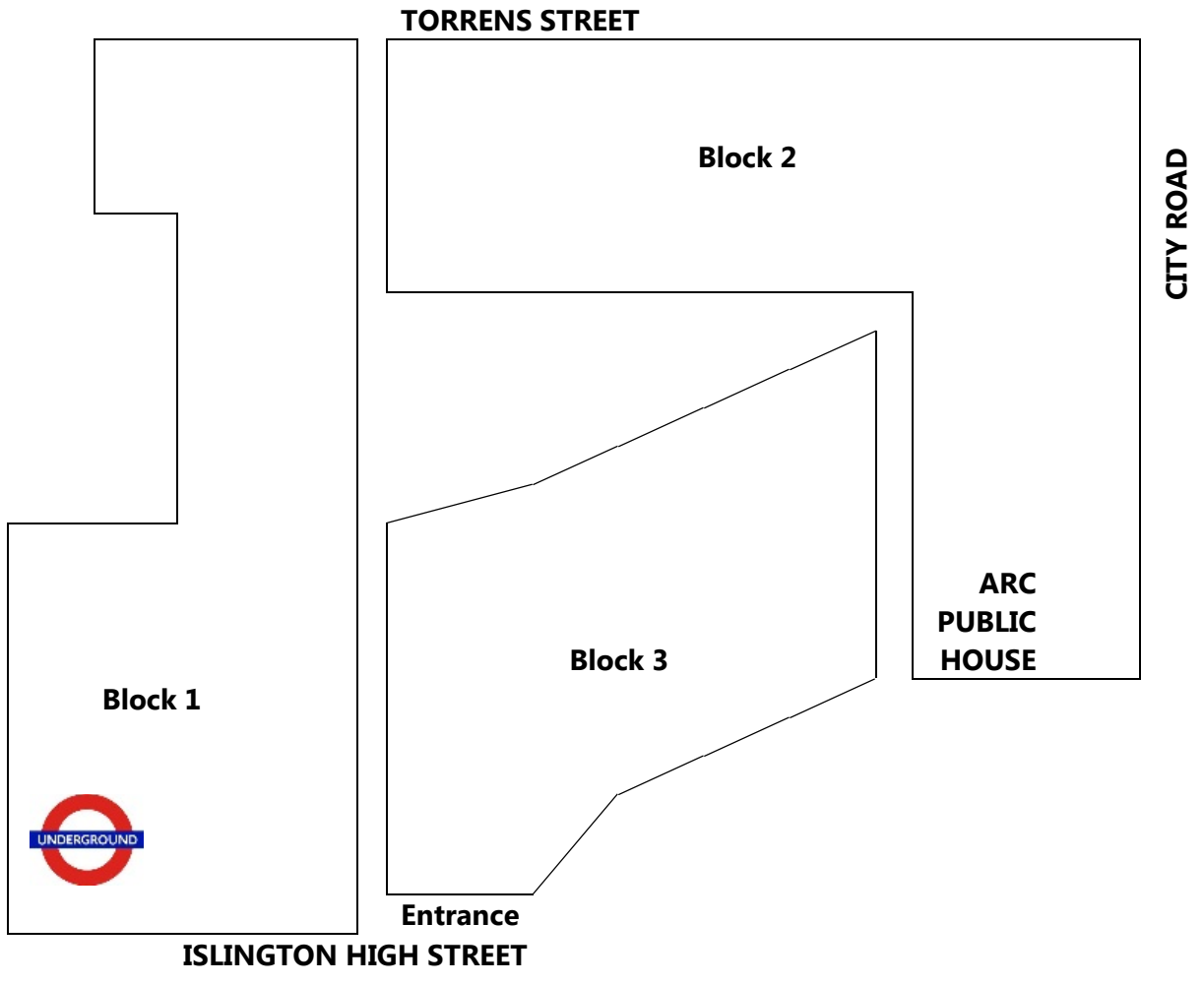
### **Fire Strategy**

At present the building will operate a simultaneous evacuation strategy, whereby on activation of the fire alarm in any block or location, all blocks will evacuate at the same time. Exit routes have been designed so there is sufficient capacity for all persons to evacuate the premises at the same time.

The alarm system will operate throughout all three blocks thus evacuating all occupants at the same time.

### **Investigating the Activation**

If a single device activates, we need to ascertain whether it is a real fire, and will investigate. During this time the alarm will be sounding. If we don't have access into tenant demise or we cannot verify ourselves whether it is a false alarm or real fire, then we will call or radio the tenant. If we know it to be a false alarm the fire alarm will be silenced and Security will confirm a false alarm.



## **Information for the Emergency Services**

This information is kept within the fire cabinet held with Security

This information is handed by the **Senior Fire Warden** to the Fire Services on their arrival:

- Building floor plans.
- Fire alarm system plans.
- The cause and effect and shut down procedures within the property.
- Location of Mechanical and Electrical Plant.
- Details of fire-fighting facilities available to the Emergency Services.
- Details of the fire services equipment available to the Emergency Services
- The location of main electrical and gas intake.
- Means of escape.
- Persons known or reported to be missing or trapped.

## **Fire Emergency Procedures Out of Hours**

### **ESTATE opening and closing times**

Monday – Friday      Gates OPEN at 05:00

Monday – Friday      Block 2 gates CLOSE at 19:15

Monday – Friday      Block 1 gates CLOSE at 22:00

Saturday / Sunday    Torrens Street      gates OPEN at 07:00 (No EARLIER)

Saturday / Sunday    Torrens Street      gates CLOSE at 15:00

Weekend Times of opening and closing can vary.

Block 1 Main Entrance Gates - Whilst the gates are locked, any person can open the right hand side gate during an emergency from the inside to get out

Block 2 Torrens Street Gates – Push Bar to open the Fire Door to get out

One Representative / Fire Warden from each Block (if present) should report to the Security Officer on duty in the central courtyard.

## Emergency Access

The following access is needed for the Emergency Services, **forced entry** by the Fire Services will be required if Security cannot provide access.

<b>Block 1</b>	Access via Block 1 Reception on the Upper Ground Floor	
	Access via basement car park and staircase B1 and staircase B	
<b>Block 2</b>	Access via Block 2 Reception	<b>N.B there is no staircase access to the basement in Block 2</b>
<b>Block 3</b>	Access via Block 3 Reception	
<b>Block 3</b>	Access via basement Block 3, staircase G	

Lifts Ground to the reception floors and cannot be used during a fire emergency

In some cases Security will not have access into the block and will be unable to investigate a fire alert. Security will dial 999 if fire is suspected. Landlord Security will require tenant's on duty officer to investigate.

### **Out of Hours are defined as:**

Monday to Friday 18:00-07:00

All Day Saturday and Sunday

Angel Square is manned 24 / 7

If you discover fire or on hearing the fire alarm, follow the same procedure as before:

- Operate the nearest manual call point this will raise the alarm throughout Angel Square.
- You should immediately begin evacuation.
- Use the nearest available fire exit.
- Go to the assembly point.

### Nominated Persons – Nights and Weekends

Duty	Named Person	Location
Senior Fire Warden	On Duty Security Officer	Dials 999 Unlock Gates so Fire Service has access Waits for the Fire Service Liaises with the Fire Service Directs the Fire Service as to Access into the Blocks
Security Building Fire Warden	Security Officer	Waits for Tenant Fire Wardens to advise whether floors are clear Uses Checklist to tick off when Blocks are clear Waits for any contractors Confirms Blocks have evacuated to Fire Service

One Representative / Fire Warden from each Block (if present) should report to the Security Officer on duty in the central courtyard.

All others persons present should make their way to the assembly points and then wait to confirm whether it is safe to re-enter.