

FIRE ACTION PLAN

1. ACTION IN THE EVENT OF FIRE. Any person discovering a fire in this building, is to raise the alarm to alert the occupants and carry out the following actions:
 - a. Shout "FIRE, FIRE, FIRE" and operate the fire alarm to alert the occupants.
 - b. Ensure the Fire Service is called by; Dialling (9) 999, from any internal telephone, or mobile phone 999 or 112
 - c. Inform the Operator that you require the Fire Service.
 - d. If practicable and you have had practical fire training then attempt to fight the fire using the appropriate fire fighting media

2. EVACUATING THE BUILDING. Personnel hearing the alarm being raised by word of mouth, fire alarm bell or sounders are to;
 - a. Close all windows (If time permits) and doors to rooms to prevent the spread of smoke and flame (DO NOT LOCK DOORS).
 - b. Evacuate the building using the nearest safe exit
 - c. A nominal roll call / register should be carried out to ascertain whether anybody is missing.

3. SENIOR PERSON RESPONSIBILITIES. The senior person is to take responsibility for the evacuation and initial fire fighting action. He/she is to ensure the following actions are carried out;
 - a. He/she is to ensure the Fire Service has been informed of the emergency. If this is not the case; one person is to be detailed to carry out this action.
 - b. He/she is to nominate one person to take the nominal roll call.
 - c. Traffic control should be established to cordon the area.
 - d. On arrival of the Fire Service the senior person present is to inform the Fire Crew of the following:
 - i. If any personnel are missing or are known to be still inside the building.
 - ii. The location and nature of the fire.
 - iii. Any hazards that may present a danger to those likely to be involved in fire fighting operations.

NOTE:

Under no circumstances is anyone to re-enter the building without permission of the attending Fire Service

4. FIRE PREVENTION. Fire prevention is the responsibility of ALL personnel. To safeguard the occupants of buildings, the following standards are to be maintained:

ESCAPE ROUTES

- a. All exits and escape routes, including corridors and stairs, should be kept clear of all obstructions likely to impede or obstruct the occupants in the process of evacuating the building in the event of fire.
- b. Escape routes and corridors are to be kept clear of all combustible materials such as furniture and packing boxes.
- c. Fire check/stop doors are NOT to be propped or wedged in the open position.
- d. Self-Closing Devices fitted to doors are not to be disconnected.

STORAGE

- a. Storage rooms are to be secured and a control of access is to be maintained. No item is to be stored within;
 - i. 1 metre of internal doors including the angle of swing,
 - ii. 1 metre of electrical hazards such as fuse boxes, ventilation fans, light fittings etc,
 - iii. 1 metre of ceilings,
 - iv. 1 metre of heating pipes, radiators etc.
- b. Flammable liquids or hazardous materials are NOT to be kept in the building, unless certificated; this includes mains distribution, switchgear or storage rooms.

ELECTRICAL

- a. Electrical appliances should be disconnected from the wall sockets when not in use.
- b. The correct type of extension lead is the strip-fused type with an indicator light. On no account is the "cube" type adaptor to be used. Additional attention is to be paid to the possible overloading of the sockets within a room and items should be unplugged if you require using another item, 1 Socket =1 Plug. All connectors and leads should be in good condition, have no loose terminals, frayed insulation or loosely fitted plugs or taped wiring joints.
- c. Wires should not be run under carpets or across floors where occupants may tread on them and break down the inner flexes.
- d. No unauthorised heaters should be used in buildings.

NAKED FLAMES / COOKING APPLIANCES

- a. Any item that produces a naked flame is NOT to be used in buildings.

- b. The use of cooking appliances, toasters, ironing is not to take place in rooms fitted with smoke detectors. Any cooking/ironing is to be carried out in a designated kitchen / utility area fitted with a heat detector.
5. FIRST AID FIRE APPLIANCES. The building custodian or nominated person, is to ensure the cleanliness and general upkeep of the first aid fire appliances, in addition he/she is to ensure that they are inspected monthly, plus:
- a. They are correctly sited.
 - b. Have no visual defects, i.e.~ dents, corroded bodies.
 - c. Safety pins and/or seals are undisturbed.
 - d. Report promptly to the building custodian and the nominated contractor any discharge or suspected defect found on the extinguishers.
 - e. Sign form in the Fire Safety Information Log Book as having carried out the monthly inspection.

6. FIRE ALARM PANELS.

A visual inspection of the fire alarm system is to take place DAILY.

- a. The panel is active and not showing any fault.
- b. The LCD display can be read. (if fitted)
- c. All detector heads are seated correctly and/or not missing.
- d. The panel and system has not been interfered with or damaged.

All faults are to notified to the management without delay.

Complete failure of the fire alarm system will require a 'Fire Watch' to be maintained by the building occupants during failure, until the system is restored. A strict control of entry should be implemented, room inspections and maintenance of a logbook stating all occurrences, inspections and visitors' in/out. Should a fire be discovered during this down period, all occupants are to be alerted and ensure a complete evacuation is carried out.

SMOKE DETECTORS

Ensure the smoke detectors are regularly vacuumed to remove any bugs and/or cob webs; this will reduce the chance of activation. Dust, steam, ironing, cooking process or any smoke will activate the alarm causing discontent to occupants.

NOTE:

This Fire Action Plan is to be clearly displayed and read by all occupants.