FALKIRK COUNCIL

FIRE SAFETY

AT WORK

POLICY

APPENDIX 2

**EMERGENCY FIRE ACTION PLAN**

***EXAMPLE OF INFORMATION REQUIRED FOR AN EMERGENCY FIRE ACTION PLAN***

**RESPONSIBILITY FOR THE EMERGENCY FIRE ACTION PLAN:**

**Premises Manager**

**Period of Review - Annually**

This emergency plan has been developed following a fire risk assessment of the premises. The aim of the plan is to ensure that in the event of fire everyone, (including contractors and casual employees) is sufficiently familiar with the action they should take in order that the building can be safely evacuated. The emergency fire action plan and fire risk assessment are kept by the Premises Manager and available for inspection by Officers from the Fire & Rescue Service.

Note: If the premises is shared with other Services or organisations the Emergency Fire Action Plan should be drawn up in consultation with these Services and organisations.

**1) Address of premises to which this emergency fire action plan relates:**

**2) Occupier(s) of the premises:**

(Take account of the fact the premises may be multi occupancy with different organisations being resident)

**3) The use or uses of the premises covered by this emergency fire action plan:**

(e.g. office, warehouse, school, care home, leisure centre, depot)

**4) Fire warning arrangements:**

General description and type of fire alarm system installed in the premises. Fire alarm systems comprise Control panel, Call points, Detectors and Sounders

The following is an example of a fire alarm warning system:

* Electrical system with smoke detectors;
* Powered by secondary batteries kept fully charged;
* General alarm signal is audible throughout the premises and the sound is produced by bells/sirens;
* There are manually operated (break glass) call points distributed throughout the premises (these should be individually numbered and identified on the fire safety arrangements drawing);
* The alarm sounds continually throughout the premises when activated by any manual call point;
* To silence and reset the fire alarm – go to main panel at (identify location) and reset.

**5) Appointed Personnel: -** Identify those personnel with specific duties in the event of a fire on the premises.

The following personnel (list names/deputies) are required to enable a safe and controlled evacuation of staff and visitors from the premises (include details of the duties in the Appendix) – (see Appendix A for example).

* Fire Marshall
* Marshalling Officer
* Fire Evacuation Officer
* Switchboard Operators / Reception Staff
* Officers trained in the use of fire evacuation chairs

**6) Identify any staff who are especially at risk:**

For example those staff who may be exposed to or in the proximity of higher risk areas such as working with machinery, working near flammable material, gas, electricity or chemicals.

**7) Identify the arrangements for disabled, young and elderly persons evacuation:**

Special arrangements will be required dependant on the premises e.g. Day Centres, Residential Homes, Public premises (Libraries, Museums, Town Halls).

**8) Identify the arrangements for outside contractors and maintenance workers:**

**9) Identify any specific arrangements if necessary for high fire risk areas in the workplace (e.g. storage of flammable material, gas, chemicals):**

**10) Identify the procedures for liaising with the Fire & Rescue Service at the incident:**

**11) Identify those staff trained to assist members of staff / public in an evacuation:**

**12) Fire training programme –** Responsibility of a Senior Officer within a Service.

All employees are regularly trained to ensure that they understand the fire precautions and the action to be taken in the event of fire. Training is reinforced by holding fire evacuation drills. Occasionally one exit or escape route is declared unavailable so that staff will become familiar with the alternative routes.

Training based on these written instructions which include the fire procedure described in this Emergency Fire Action Plan and must include the following:-

1. Familiarisation with the means of escape from the premises.
2. Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
3. Stopping machines and processes and isolating power supplies where appropriate.
4. The method of calling the Fire & Rescue Service.
5. The location and safe use of fire fighting equipment.
6. The action to be taken on discovering a fire.
7. The action to be taken when the fire alarm sounds.
8. Evacuation of the building (staff / public).
9. The location of the assembly point(s) and the correct roll call procedure.

Instruction, training and exercises are carried out not less than once in each of the following periods:

Instruction and training:

* For new staff on induction;
* Refresher training for all staff every 12 months;
* Fire drills every 12 months.

Training specific to Appointed Persons – as required i.e. initial training followed by regular refresher training.

**13) Emergency fire action plan fire safety arrangements drawing:**

The following fire safety arrangements are indicated on the attached drawing:

* Essential structural features – workplace layout, escape routes, doorways, walls, partitions, corridors stairways;
* Means for fighting fire – fire extinguishers, fire blankets, fire hydrant;
* The location of manually operated fire alarm call points and control equipment for the fire alarm system;
* The location of the electrical supply intake, the main water shut off valve and the main gas shut off valve.

**APPENDIX A**

**APPOINTED PERSONS DUTIES (List names/deputies and identify their area of responsibilities in the premises in the event of fire)**

* **Fire Marshall –** ( e.g. the Fire Marshall will be responsible for ensuring the building has been evacuated and for liaison with the emergency services when they arrive on the scene).
* **Marshalling Officer** – (The main duties of the Marshalling Officers is to act as a liaison between the Fire Evacuation Officers and the Fire Marshall).
* **Fire Evacuation Officer** – (The main duty of the Fire Evacuation Officers is to ensure that all personnel are evacuated from their sector of the building).
* **Switchboard Operators / Reception Staff** – (The main duties of the switchboard operators / reception staff are to inform the emergency services of the incident and to stop vehicles entering the car park).
* **Officers trained in the use of fire evacuation chairs** – (It is the responsibility of these trained officers to assist, wherever possible and if it is safe to do so, with the evacuation of disabled persons).

**FIRE PROCEDURE**

The procedure to be followed in the event of fire, and displayed in Fire Action notices: (*see Fire Action Notice example template below)*

The Fire Action notice should include information on the following :-

* Action on Discovering a fire - ( e.g. person discovering a fire to clear personnel from the room and close the door, then activate the fire alarm).
* Action on Hearing a Fire Alarm - ( Employees make safe any operation they are involved in and follow the safest evacuation route to their fire assembly point – NEVER use lifts to evacuate a building).
* Suggested Primary Exit Route - (Identify the primary exit routes from the premises e.g. Main door, Rear door etc. In the case of a large premises show the primary route for each Department).
* What to do in the event of a fire during “non standard” hours (ie. before 0900 and after 1700 on weekdays, at weekends and Public Holidays).
* Use of fire extinguishers - (Employees will not normally be expected to attempt to fight a fire. Only employees trained in the use of fire extinguishers should attempt to fight a fire, if safe to do so).
* Employee responsibilities – (Must know how to find the escape routes provided).
* Calling the Fire & Rescue Service - (a nominated person (having designated Deputies) will call the Fire & Rescue Service immediately the fire alarm sounds - Management must ensure that the Fire & Rescue Service are called even if the designated person fails to do so. It should also be noted that the premises fire alarm system may be linked to an external Agency who will contact the Fire Service. This arrangement can be verified by contacting Facilities Section who will be able to confirm if this is the case).
* Managing Evacuation of Disabled Persons – (Identify what the procedure is for assisting disabled visitors or employees and who will assist these persons in the event of the Fire Evacuation Procedure being implemented).

**FIRE ACTION NOTICE – Example Template**

In the event of fire the following procedures shall be implemented.

|  |  |
| --- | --- |
| **1** | **Action on discovering a fire**   * Clear personnel from the room; * Close the door; * Activate the nearest fire alarm call point. |
| **2** | **Action on hearing a fire alarm**   * Make safe any operation you are involved in; * Follow the safest evacuation route to the fire assembly point; * **NEVER** use lifts to evacuate a building. |
| **3** | **Suggested Primary Exit Route**   * Identify the primary exit routes for the premises. |
| **4** | **Use of fire extinguishers**   * Employees will not normally be expected to fight a fire. Only employees trained in the use of fire extinguishers should attempt to fight a fire, if safe to do so. |
| **5** | **Employee responsibilies**   * Employees must know how to find the escape routes provided; * Employees must know how to operate the fire alarm. |
| **6** | **Calling the Fire & Rescue Service**   * A nominated person will call the Fire & Rescue Service immediately the fire alarm sounds. |
| **7** | **Managing evacuation of disabled persons**   * People within a premises identified as being at greater risk from fire will have persons designated to assist in any fire evacuation. |

**FIRE ALARM SYSTEM**

Testing – Describe the arrangements for testing the fire alarm - (e.g. the fire alarm system shall be tested on a weekly basis by (enter person responsible and how the test will be carried out) e.g. by activating the call point on a cyclic basis until all call points have been tested then commence at the beginning). The test will be conducted at (show time and day) unless circumstances dictate otherwise and a record of test showing which call point has been activated kept along with any actions required. For out of office hour employees the weekly test is carried out and recorded on a monthly basis in order that these employees will recognise the fire alarm actuating in an emergency.

**MAP SHOWING THE FIRE ASSEMBLY POINTS FOR THE PREMISES**

Prepare a plan of the site showing the location of Fire Risers (if installed), the Fire Control Panel, Fire Alarm Points, Detectors, Emergency Lighting, Fire Fighting Equipment and Emergency Exits (see Section 2 Plan of Premises).

**FIRE SAFETY RECORDS – Log Book**

A fire precautions log book is kept in the premises, and is available for inspection by any officer of the Fire Authority, recording dates and details of the training, testing and maintenance of the following:

* The means for detecting fire and for giving warning in case of fire e.g. an automatic fire detection system, a manually operated electrical system, manually operated sounders or other devices;
* The means for fighting fire, e.g. portable equipment or fixed fire suppression systems;
* Any smoke management, smoke control or smoke venting facility;
* The emergency escape lighting system;
* Instruction and training;
* Fire drills.

The record further includes:

* The date on which the testing and maintenance was carried out and by whom;
* The date on which any defects were reported and the person responsible for carrying out the action;
* The date on which the defect was remedied and by whom.