

## **FIRE SAFETY AND EVACUATION PROCEDURE**

International House  
109-111 University Street  
Belfast  
BT7 1HP  
02890330700

Responsible Person	Duanes Santos
Fire Marshalls	Duanes Santos Carole Kane Stephen Farren

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### **Aim**

This document is aimed to provide all employees with a written fire safety evacuation procedure, and what actions to take in the event of a fire. This should be used in conjunction with the appropriate fire safety training carried out by competent trainer who has had suitable & sufficient training and experience to carry out this role. Training is required at induction and periodically thereafter in line with current fire safety legislation. The industry standard for staff fire safety training is that it is delivered on an annually basis.

### **Fire Safety Policy and Procedure**

If you discover a fire or if you hear the fire alarm signal the following procedure is to be implemented. All tenants are responsible for the full evacuation of their premises.

#### ***Upon discovery of a fire***

- Operate the nearest fire alarm call point immediately.
- Inform the senior member of staff / fire warden of the location and extent of the fire.
- Senior member of staff to call the fire service immediately without delay by phoning 999.
- Proceed to the nearest means of escape, assisting others if necessary.
- Report immediately to the designated fire assembly point.

#### ***Fire Alarm Warning Signal***

The fire warning signal is: An electronic sounder

#### ***Fire Alarm Call Points***

The fire alarm call points are located at each of the exits and on every level.

#### ***Assembly Point***

The fire assembly point is: All saints Church Opposite School.

#### ***Evacuation on hearing the Fire Warning Signal***

- Senior member of staff to call the fire service immediately without delay by phoning 999.
- Begin immediate evacuation of the building and provide assistance to others as required.
- Proceed to the assembly point.
- Evacuate in a controlled manner by walking, do not run and do not attempt to pass others.
- Do not stop to collect personal belongings or company property.
- Ensure all visitors and contractors etc. Respond to the fire alarm signal.
- Report immediately to the designated fire assembly point.

- Senior member of staff to bring the staff register and the visitor's book to the assembly point.

and carry out a role call.

- Do not reset the fire alarm panel until told to do so by the fire service.
- Do not re-enter the premises until told to do so by the fire service or the chief fire warden.

#### ***Fire warden***

- A nominated fire warden should be in charge of the fire evacuation in each tenancy of the Building.
- All the occupants are to be urged to respond to the fire alarm immediately and without delay and should be directed to the nearest fire exit.
- The fire warden should check all areas are cleared including stores and toilets, ensuring all doors are closed behind them to help contain the fire, especially fire doors onto escape routes.
- If it is safe to do so, shut down any hot work processes that may cause a fire if left unattended.
- If it is safe to do so, close all windows as this will have the effect of starving any fire of oxygen and limit property damage.
- Report to the assembly point where they should confirm to the senior person in charge that their section has been fully evacuated.
- Be aware that there may be persons with disabilities present who may require additional assistance.

#### ***Fire fighting equipment***

- You should familiarise yourself with the fire fighting equipment.
- Remember the fire extinguishers are only intended to deal with very small fires, no bigger than a wastepaper bin.
- Only personnel who have received the appropriate training should attempt to tackle small fires, if it is safe to do so and if they can be extinguished quickly and in line with your training
- Never tackle a fire if it endangers your or a colleagues personal safety
- If you are unsure about tackling the fire leave it to the fire brigade who are professionally trained and evacuate to assembly point immediately.

#### ***Fire doors***

Fire doors are provided to limit the spread of fire and smoke.

Fire doors must never be propped or wedged open and to do so is a disciplinary offence.

#### ***Fire Escape Routes***

Fire escape routes must be kept clear of obstruction at all times. If an obstruction is observed it must be removed immediately and reported to the fire warden immediately

All employees must ensure they are familiar with the primary and secondary fire evacuation routes. If you require clarification of these please contact one of your nominated Fire Wardens.

#### ***Fire safety training***

Training should be carried out by a competent trainer who has had suitable & sufficient training and experience to carry out this role.

All employees should receive information and training on the following periodically:

- The industry standard for staff fire safety training is that it is delivered on an annually basis.
- Their role & responsibilities with regard to Fire Safety.
- To develop an appreciation of the danger of Fire and how it can spread.
- The threat to people and property.

- The basic elements required for combustion, fire and heat transfer.
- How to prevent fire and good practice within the workplace.
- Fire classification and the use of extinguishers on different types of fires.
- Practical demonstration with discharge of extinguishers.
- Appreciate the main causes of workplace fire and preventative strategies.
- The action to take on discovering a fire and how to raise the alarm.

#### ***Fire drills***

- Fire drills should be carried out at four times per year.
- The fire warning system should be sounded and the premises should be evacuated in accordance with the emergency plan.
- Observers should check that everyone immediately responds to the fire alarm, the building is fully evacuated, a roll call is taken at the assembly point and all the fire doors are closed.
- The evacuation lift and the communication system should be included in the fire drill with a member of staff playing the role of a person with a physical disability.
- An observer should ensure that the lift is used in accordance with the evacuation lifts and refuge areas section.
- A record should be maintained of all fire drills and observations should be noted together with the remedial actions that may have been necessary.
- Take care to ensure that the operation of the fire alarm system does not automatically summon the fire service.

Prepared By – Jonathon Reid  
Fire Compliance & Safety NI Ltd