



HEALTH & SAFETY NOTICE

HSN-09 ISSUE 02 JANUARY 2002

FIRE AND EVACUATION PROCEDURES

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FIRE AND EVACUATION PROCEDURES

INTRODUCTION

1. This Health and Safety Notice should be read and understood by all staff of Vacman Cleaning Ltd and be brought to the attention of all visitors to the premises. The relevant sections of this document will be brought to the attention of contractors working on Vacman premises in (Contractors working on Vacman property and developments HSN-14). This information is also included in the Code of Practice for Contractors.
 - 1.1 For the purposes of this document `normal working hours` should be taken to mean 0800 - 1800 on Mondays to Fridays, i.e. excluding weekends, statutory holidays and other days when some parts of the building are not open.
 - 1.2 Some parts of Vacman property have 24-hour access that is controlled by a card access system (HSN-31). In the event of fire alarm activation all card access doors in the fire zone and other main exits will automatically open
 - 1.3 Fire alarms will be used whenever a building, fire zone or a site as a whole is to be evacuated. Whenever the fire alarms sound the situation must be treated as an emergency except at the time of a pre-announced alarm test or planned maintenance. Smoke and flames do not necessarily accompany emergencies. Buildings may have to be evacuated because of bomb alerts, chemical pollution, major incidents and imminent collapse as well as for fire.
2. All Managers or their nominees must ensure that all new staff and visitors (HSN-13) are made aware of the contents of this document.
 - 2.1 The emergency procedures for contractors will be covered in HSN-14
- 3 It is the responsibility of all Managers or their nominee to instruct their staff that they must read out the Emergency Procedures to all staff at the start of each year.
- 4 It is the responsibility of all Managers or their nominee that they must read out the Emergency Procedures - Information to Staff (Appendix 2) when new members of staff start their contract of employment with Vacman Cleaning Ltd.

GENERAL EVACUATION PROCEDURE

5. When the alarm bells sound in any building, property or fire zone that property, building or fire zone is to be evacuated. During any evacuation staff must:
 - 5.1 not delay to collect personal belongings,
 - 5.2 not use lifts,
 - 5.3 walk not run,
 - 5.4 get well clear of buildings and access routes,
 - 5.5 not attempt to leave the site by use of any vehicle, not even a bicycle,
 - 5.6 not go back into the building until instructed by a responsible member of staff,
 - 5.7 advise a member of staff or fire fighter if they have any reason to believe that anyone has remained in the building.
 - 5.8 certain designated members of staff will not evacuate the building(s) when the fire alarm sounds because they have specific duties to perform.

6. On hearing the fire alarms:
 - 6.1 All staff in the building or fire zone must leave the building by the recommended escape route. This information can be found on the fire action notice that should be displayed in all rooms.
 - 6.2 If staff are working :
 - 6.2.1 Manager must instruct the staff to leave the building quickly and proceed to the prescribed assembly area. Staff must so far as is reasonably practicable ensure that all persons under their control (including visitors) evacuate the building. Staff must advise a fire fighter if they believe that persons may be left in the building.
 - 6.2.2 Staff must follow management instructions and leave the building quickly.
 - 6.3 No one who is outside a building or fire zone in which the alarms are sounding may attempt to enter/re-enter it. They must proceed to a safe assembly area.
 - 6.4 If they are in a client property then everyone must follow the evacuation instructions relevant to the building. Failing knowledge of the evacuation instructions or an obvious escape route, then they should refer to the Fire Action Notices that are displayed.

7. After any evacuation of a building it is the duty of every member of the University who believes that they have identified a fault in the evacuation procedure or any hazard arising during it to inform their Supervisor, Site Services Manager, Site Services Shift Control Manager, or the Safety Officer.

ACTIONS ON DISCOVERING A FIRE

8. Procedure to be followed on discovering a fire during normal working hours and/or outside normal working hours:
 - 8.1 Any person(s) who discovers a fire must sound the alarm at the nearest fire alarm call point.
 - 8.2 They must then find a telephone and dial for help and follow the appropriate instructions in the appendices below.
 - 8.3 Only then should the person(s) consider fighting the fire if safe to do so. Remember a fire that has been burning for longer than three minutes is probably too large for portable fire fighting equipment to extinguish. Never put yourself or others in danger. If in doubt get out, call the brigade out and stay out
 - 8.4 When time allows, i.e. probably after the emergency services have arrived, the discoverer of a fire must inform the Site Services Shift Control Manager, Site Services Manager or Site Security of the event and whether or not the area of the building concerned is secure and if the fire alarms are still sounding. If the Site Services Manager, Site Services Shift Control Manager or Site Security is not available and the building is not secure then the Police must be informed of these facts.
 - 8.5 If the discoverer of a fire called the emergency services directly because they were unable to find a member of staff then they should continue to make efforts to find and inform such a person after making the alarm call. If the discoverer fails to find a member of staff then the discoverer must arrange to meet and direct the emergency vehicles as required when they arrive.

PERSONS WITH RESTRICTED MOBILITY AND WHEELCHAIR USERS

9. The following advice is contrary to the emergency instructions given to able-bodied persons. These instructions do not increase the risk to wheelchair users or other persons with restricted mobility. These emergency instructions will reduce the risk of injury to these persons while the emergency evacuation procedures are in progress.

10. Persons with restricted mobility should make their way to a fire-protected staircase or other protected area and wait until the main body of people has passed. If possible they should wait with person(s) who can help them to exit the building. Others should be discouraged from taking persons with restricted mobility onto the stairs until safe to do so. Their restricted mobility could possibly cause an accident to others when there are many people on the stairs.
 - 10.2 In large or linked buildings, if familiar with the environment, wheelchair users or their helpers should attempt to leave the affected area by a horizontal route to a safe place or to the designated assembly point area.

 - 10.3 If wheelchair users or their helpers are unfamiliar with the building and there is no horizontal escape route please follow the procedure below:
 - 10.3.1 When the alarm sounds wheelchair users should request assistance from any available person to the nearest staircase which is a fire escape route. They must not block the staircase or impede the operation of emergency fire doors. The person that is helping should remain with the wheelchair user and send any other available person to contact the Site Services Shift Control Manager or member of Site Services.

 - 10.3.2 The wheelchair user must not attempt to exit the building using the staircase unless fire or any other emergency directly threatens. Site Services staff will inform the Fire Brigade of their location and will ascertain whether: -

they can safely remain at your present location, or

they can use the lift (with the permission of the Fire Brigade) to evacuate the building.

 - 10.3.3 If the wheelchair user cannot remain safely in the staircase, site services staff will assist in moving them to a safer location or evacuating them from the building.

 - 10.3.4 Under no circumstances should a lift be used to evacuate the building unless the Fire Brigade or Safety Officer authorise it.

 - 10.3.5 If it is a false alarm the wheelchair user will be advised as soon as possible and instructed on what to do.

Vacman Cleaning Ltd
Health & Safety System Manual

Approved by:



.....
Managing Director

Date...../...../.....

VACMAN- HSN-09 APPENDIX 1

EMERGENCY PROCEDURES - INFORMATION TO STAFF

To be read to all staff at the commencement of their contract with Vacman Cleaning Ltd.

FIRE OR EVACUATION

Fire alarms will be used whenever building or a site as a whole is to be evacuated. Whenever the fire alarms sound the situation must be treated as an emergency except at the time of a pre-announced alarm test. Smoke and flames do not necessarily accompany emergencies.

WHEN THE ALARM SOUNDS

When the alarm bells sound in any Vacman property that property or building is to be evacuated and you must:

1. not delay to collect personal belongings
2. not use lifts,
3. walk not run,
4. get well clear of buildings and access routes,
5. not attempt to leave the site by use of any vehicle, not even a bicycle,
6. not go back into the building until the alarm has stopped sounding and you have confirmed that it is safe with a responsible member of staff,
7. advise a member of staff or firefighter if they have any reason to believe that anyone has remained in the building.

ON HEARING THE ALARM

1. Everybody must leave the building by the recommended escape route.
2. All staff should encourage those around them or those under their control to leave the building in which the alarms are sounding
3. If you are outside a building in which the alarms are sounding do not attempt to enter it but proceed to a safe assembly area.
4. Everyone must follow the evacuation instructions relevant to the building they are in.

DISCOVERING A FIRE

1. Anybody who discovers a fire must sound the alarm at the nearest fire alarm point, shutting all doors through which they pass
2. If there is only a public telephone available, the person discovering the fire must dial 999 and give the emergency services the relevant information.
4. Any person discovering a fire outside normal working hours must sound the alarm at the nearest fire alarm point, shutting all doors through which they pass to do so. Then they must find a telephone and notify the emergency services.

ACCIDENT /INCIDENT

1. As soon as an accident/incident occurs take immediate action to render the area safe or move to a safe area.
2. If anybody is injured seek assistance of a first aider or the nearest member of staff.
3. If there is no member of staff available call the emergency services from internal phones by dialling 999.
4. As soon as is practicable the line manager must be informed of the incident/accident so that the necessary reporting procedure can be initiated.

EVACUATION OF STAFF, AND VISITORS WHO CANNOT SAFELY USE THE STAIRS

1. If it is not possible to leave the building by the recommended escape route, and the lecture is above ground floor level then help from fellow staff might be required.
2. In accordance with the Fire Services advice if it is not possible to evacuate staff or visitors (who cannot safely use the stairs) then they should be left in a place of safety. The senior fire officer must be notified of this fact as soon as he/she arrives on site.

Note This is a general procedure and each Site will have variations in procedure. Check with your line supervisor.

POSITION:

Report of fire incident

- | | |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Area _____
Site _____</p> <p>2. Date of fire _____</p> <p>3. Age of premises _____</p> <p>4. Time of discovery _____</p> | <p>5. Estimated time to discovery: _____</p> <p>6. Time of call to Fire Brigade: _____</p> <p>7. Time Fire Brigade arrived: _____</p> <p>8. Time fire was extinguished: _____</p> <p>9. Estimated cost of damage: _____</p> |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Answer questions 10 to 20 by 'ticking' one, or more, of the options provided.

10. Fire discovered by:

- | | | | |
|-----------------------------------|---------------------------------------------|-----------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Visitor/passers-by | <input type="checkbox"/> Smoke Detector | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Client | <input type="checkbox"/> Sprinkler | <input type="checkbox"/> Heat Detector | |

11. Building type:

- | | | | |
|-----------------------------------------|-----------------------------------|--------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Workshop | <input type="checkbox"/> Client site | <input type="checkbox"/> Office |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Day centre/clinic | <input type="checkbox"/> Other (please specify) |

12. Location of fire:

Please State

13. Method of extinguishment:

- | | | | |
|--------------------------------------------|---------------------------------------------|-------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Fire hose | <input type="checkbox"/> Smothering | <input type="checkbox"/> CO ₂ , Halon etc |
| <input type="checkbox"/> Self extinguished | <input type="checkbox"/> Dousing with water | <input type="checkbox"/> Removal | <input type="checkbox"/> Fire Brigade |
| <input type="checkbox"/> Extinguisher | <input type="checkbox"/> Equipment isolated | <input type="checkbox"/> Sprinkler | <input type="checkbox"/> Other (please specify) |

14. Material first ignited:

- | | | | |
|---------------------------------------------|--------------------------------------------|------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Raw materials | <input type="checkbox"/> Bedding, mattress | <input type="checkbox"/> Fittings | <input type="checkbox"/> Decoration, soft toys |
| <input type="checkbox"/> Vegetation | <input type="checkbox"/> Upholstery | <input type="checkbox"/> Food | <input type="checkbox"/> Cleaning materials |
| <input type="checkbox"/> Clothing on person | <input type="checkbox"/> Other furnishings | <input type="checkbox"/> Electrical insulation | <input type="checkbox"/> Waste |
| <input type="checkbox"/> Other textiles | <input type="checkbox"/> Structure | <input type="checkbox"/> Lagging | <input type="checkbox"/> Unknown |
| | | | <input type="checkbox"/> Other (please specify) |

15. Spread of fire within room of origin:

- | | | | |
|-------------------------------------------|-----------------------------------------------|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Stored material | <input type="checkbox"/> Furnishings/linings | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Confined to item | <input type="checkbox"/> Furnishings/fittings | <input type="checkbox"/> Equipment | |

16. Cause of fire:

- | | | | |
|---------------------------------------------|----------------------------------------|---------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Deliberate | <input type="checkbox"/> Water heating | <input type="checkbox"/> Equipment failure (elec) | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Cooking appliances | <input type="checkbox"/> Hot work | <input type="checkbox"/> Equipment failure (mech) | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Space heating | <input type="checkbox"/> Lighting | <input type="checkbox"/> Wire & cable (fixed) | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Central heating | <input type="checkbox"/> Naked lights | <input type="checkbox"/> Wire & cable (leads) | |

17. Spread of smoke beyond room of origin: (Provide sketch if necessary)

- | | | | |
|-------------------------------------------|-------------------------------------------------|-----------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Adjacent room(s) | <input type="checkbox"/> Stairway(s) | <input type="checkbox"/> Adjacent building(s) |
| <input type="checkbox"/> Confined to item | <input type="checkbox"/> Street/main corridor | <input type="checkbox"/> Other floor(s) | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Corridor(s) | <input type="checkbox"/> Adjacent department(s) | <input type="checkbox"/> Roof void(s) | |

29. Additional comments, including the sequence of events (where relevant) and a brief description of the building construction and size. Use additional sheets if required.

Return to:
Managing Director
Vacman Cleaning Ltd
Budhmer Place
Portree
IV51 9DJ

Completed by:
Name:
Signature

Position:
Date:

Appendix

FALSE ALARM DATA REPORT FORM

✓ "Tick " where applicable

Location:

Time of false alarm:

.....

Time fire brigade called:

Date of false alarm:.....

Time fire brigade arrived:

.....

Nature of false alarm:

- False alarm - good intent Brief description of false alarm:
- False alarm - system fault
- False alarm - malicious
- False alarm - cooking
- False alarm - contractor

Fire alarm system.

Type of fire alarm system make/model:

- Manual system Conventional zoned analogue Addressable Addressable

(specify)

Were emergency procedures instigated:

Report completed by: