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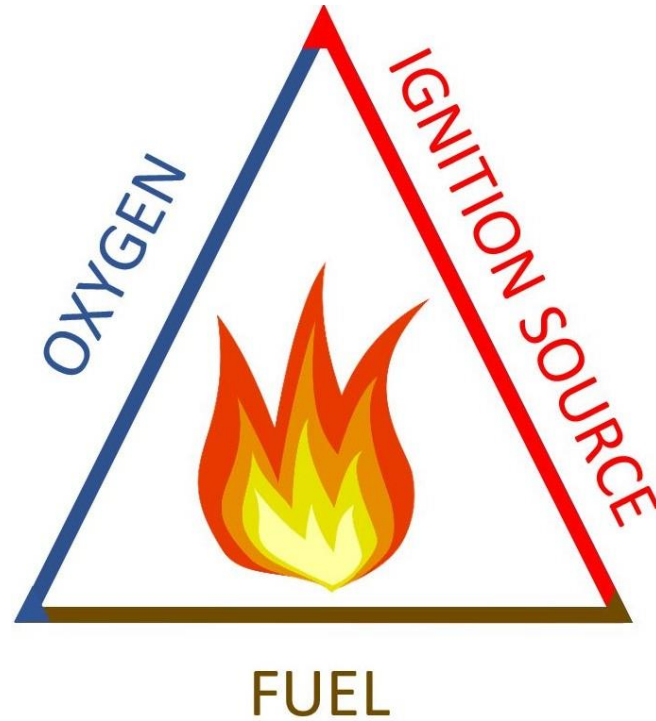
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Purpose

- To understand the roles and responsibilities in the event of an emergency
- How to support all staff during an emergency
- To understand the basic principles of fire safety

Fire Principles



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Effects of Fire

- Within 30 seconds Disorientation
- Within 2 minutes Unconsciousness
- Within 3 minutes Death



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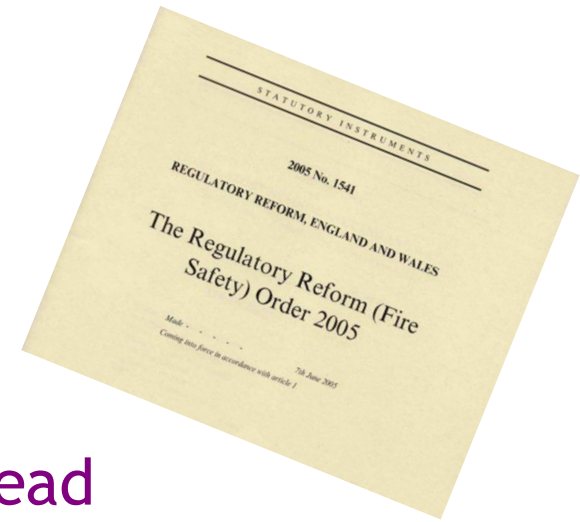
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Fire Legislation

Requires employers to ensure they:



the risk of fire and the risk of spread



ensure people to escape from the premise



escape routes can be safely and effectively used
at all times



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General Fire Precautions

Require:

- Employers to have the ability to fight fires in the premises i.e. extinguishers and sprinklers.

Do not fight a fire if you have not been trained

- The provision of a fire detection and warning system in case of a fire.
- To provide procedures detailing the action to be taken in the event of fire on the premises, including the instruction
- and training of employees.



Roles and Responsibilities

- Chief Executive
- Directors
- Building Managers

Responsible

- Emergency Evacuation Officer
- Fire Wardens

Practical
implementation



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Fire Evacuation Procedure: All staff

On the fire alarm sounding:

Staff should clear the building
by the nearest escape route

Escort visitors to the assembly
point

Should not return to their desk
to get personal belongings



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A fire action poster with a blue header and red footer. The header contains a white exclamation mark icon. The main body is blue with white text. The footer is red with white text. The poster is titled 'Fire action' and lists instructions for what to do in a fire emergency.

Fire action

Any person discovering a fire

- 1 Sound the alarm.
- 2 to call fire brigade.
- 3 Attack the fire if possible using the appliances provided.

On hearing the fire alarm

- 4 Leave building by route.
- 5 Close all doors behind you.
- 6 Report to assembly point.

Do not take risks
Do not return to the building for any reason until authorised to do so.

Do not use lifts.

Check the
information is
correct

If you discover a fire

Shout 'fire' repeatedly

Activate the fire alarm call point



Exit the building at the nearest exit

Report to the Emergency Evacuation Officer (EEO)/ Building Office/Head Teacher



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Discovering a fire: Reporting to the EEO

The information required by the Emergency Evacuation Officer

- ① Where is the fire
- ② Were there flames or just smoke
- ③ Were there any persons in the area at the time

Stay with the Emergency Evacuation Officer/Head Teacher until the Emergency Services arrive



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Grab Bag

- Floor plan, Emergency Plan, details of fire wardens and their areas
- Hi vis vests
- Loud hailer & whistle
- First aid kit and defibrillator
- Emergency contacts and medical details for student and staff
- Specialist medicines e.g. asthma inhaler
- Radios, Mobile phones
- Hard hats?



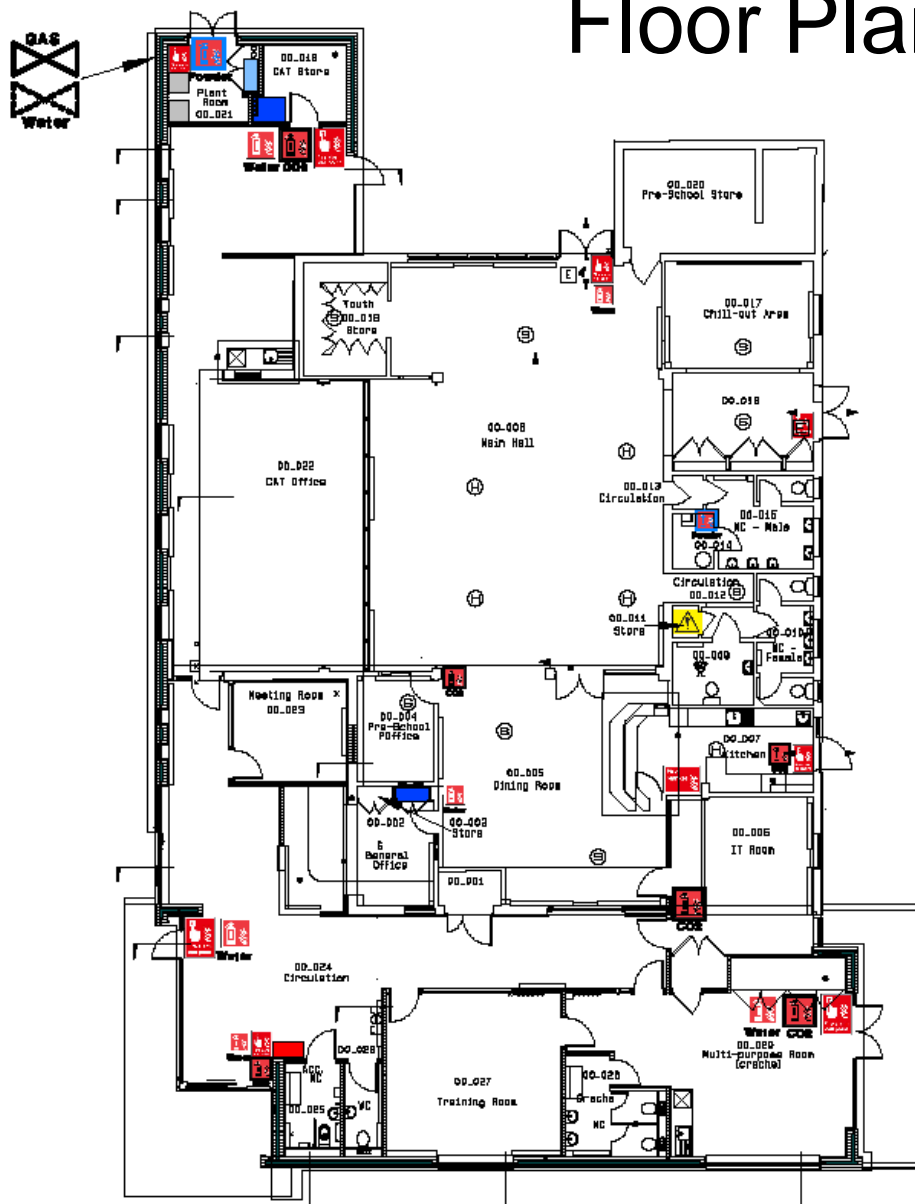
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Fire Evacuation Procedure Considerations



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Floor Plan



LEGEND

-  Fire Alarm Call Point
-  Fire Blanket
-  Fire Extinguisher (CO2)
-  Fire Extinguisher (Water)
-  Fire Extinguisher (Powder)
-  Fire Extinguisher (Foam)
-  Master Point
-  COSHH Store
-  Gas Cut Off Valve
-  Water Cut Off Valve
-  Master Fire Zone Board
-  Electric Main Switch
-  Electric Switchboard
-  Boilers

Reading PROPERTY SERVICES
 19 Banner Road, Reading RG2 0XK
 Tel: 0118 939 9099 Fax: 0118 939 9994

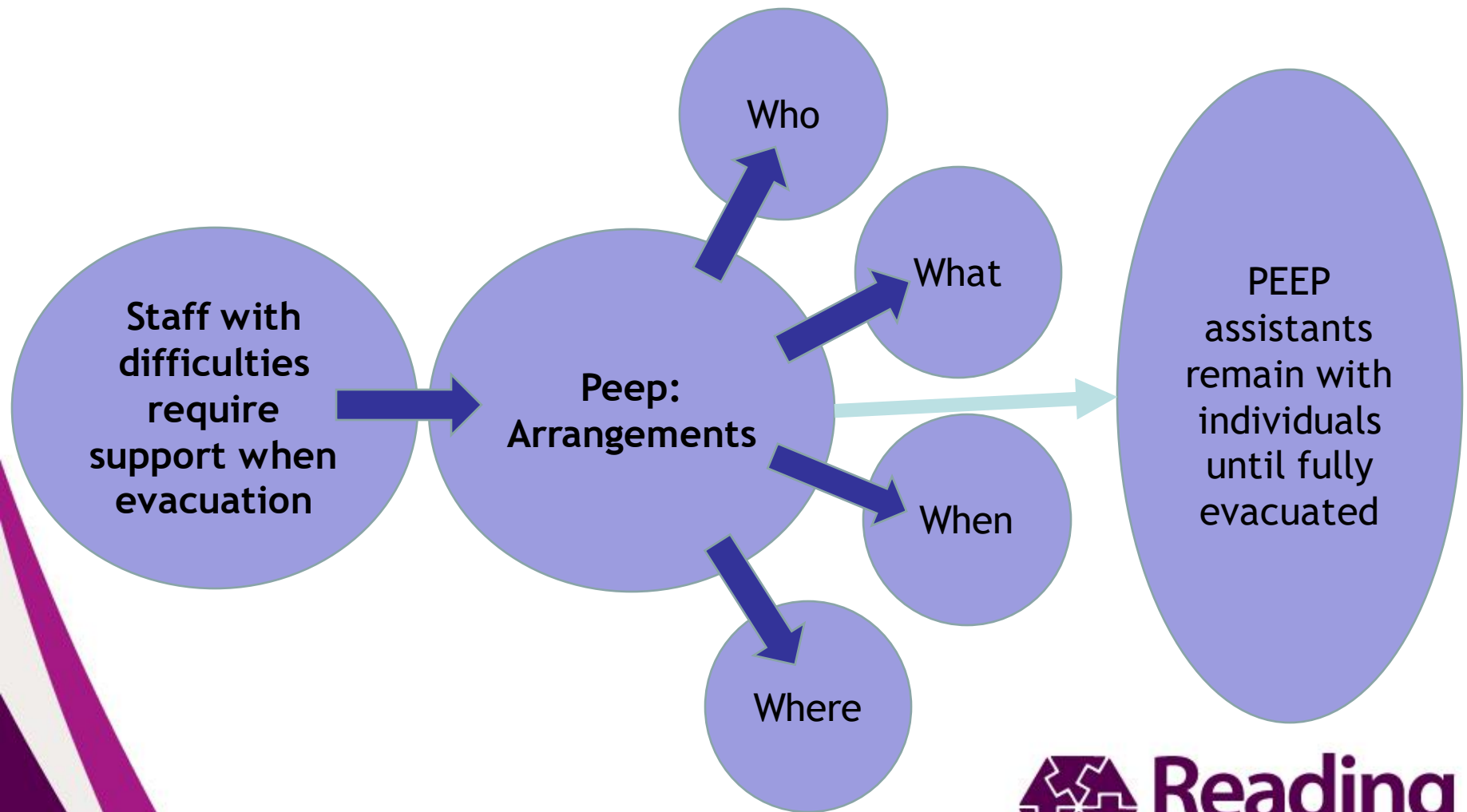
**Enner Green Youth
 and Community Centre**

Calling the Fire Brigade

The main reception desk/building manager should call the fire brigade once a fire has been confirmed.



Personal Emergency Evacuation Plan (PEEP)



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PEEP Form

Department _____

Brief Description of Duties _____

LOCATION _____

1. Where are you based for most of the time?

Please name: the building, the floor and the room number.

2. Do you routinely use more than one location in this building?

YES ☐ NO ☐

If you feel it is necessary please provide further details below. (Please list the buildings and floors you used in each building)

Awareness Of Emergency Evacuation Procedures

3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?

YES ☐ NO ☐

4. Do you require written emergency evacuation procedures?

YES ☐ NO ☐

4a Do you require written emergency procedures to be supported by BSL interpretation?

YES ☐ NO ☐

4b Do you require the emergency evacuation procedures to be in Braille?

YES ☐ NO ☐

4c Do you require the emergency evacuation procedure to be on tape?

YES ☐ NO ☐

4d Do you require the emergency evacuation procedures to be in large print?

Distribute to:

- Individual
- Manager
- PEEP Assistants
- Facilities
- H&S COP 012



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Evacuation Chairs Training

- A number of staff should be trained in the use of evac chairs
- Only trained staff should use the evac chairs





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Role of A Fire Warden

- First and foremost safeguard your own safety
- If in doubt: **Get Out**
- Listen to your gut feeling in all fire situations
- Always:
Look and Listen



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Role of Fire Warden



ASSESSING THE FIRE
RISK



SPOTTING AND
REPORTING HAZARDS



TAKING APPROPRIATE
ACTION IN THE EVENT
OF A FIRE



ENSURING FULL AND
SAFE EVACUATION OF
THE AREA



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Role of Fire Warden



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Situations



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Areas to check

Toilets

Offices

Rest areas

Classrooms

Walk in cupboards



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Areas to check

- Once an area has been checked:
 - close windows and doors - if safe to do so
 - make your own way out of the building safely
 - Report to the Emergency Evacuation Officer/Head Teacher.



**FIRE
SAFETY**

Role of the Fire Warden continued

- Wait at the 'Assembly Point' for further instruction.
- Keep everyone at the assembly point until permission is granted to re-occupy or disperse
- Clear a route for emergency services
- Don't allow people to collect or move cars until told it is safe to do so



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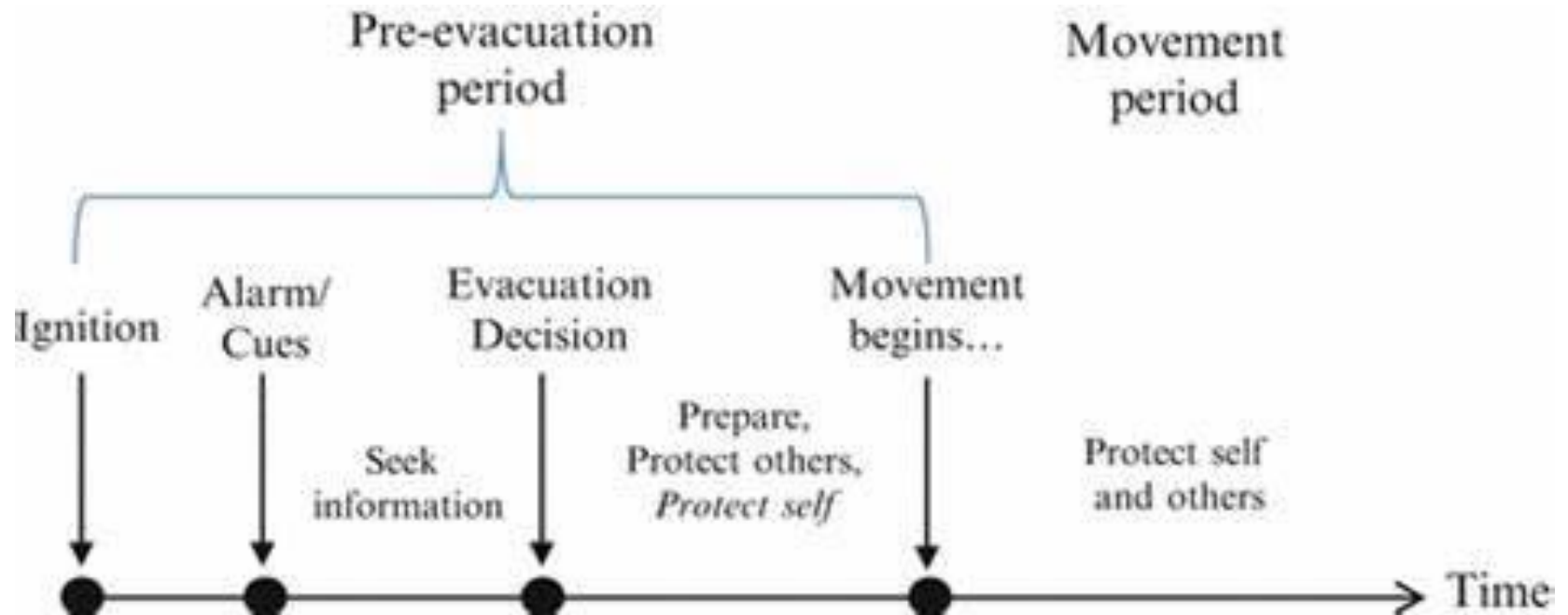
Planned Fire Exercises

Why should staff not be made aware of a practice fire drill?



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Human Reaction to the Fire Alarm



Role of Emergency Evacuation Officer (EEO)

- Position themselves a safe distance away from the entrance to the building and those evacuated
- Gather the grab bag and distribute accordingly
- Gather information from the Fire Wardens
 - Location of fire (if known)
 - Number of people missing and last know location
 - List of hazards within the building



Role of Emergency Evacuation Officer

- To take instruction from the Senior Emergency Services Officer
- Only re-occupy the building when instructed to do so from
 - The Senior Fire Officer
 - The Police
 - A Structure Engineer



After an Evacuation



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Station Fire Nightclub- 2003

SCENARIO



courtesy of Anthony Baldino III



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The majority of people chose to exit by the same door they came in. A double door which narrowed to a single door.

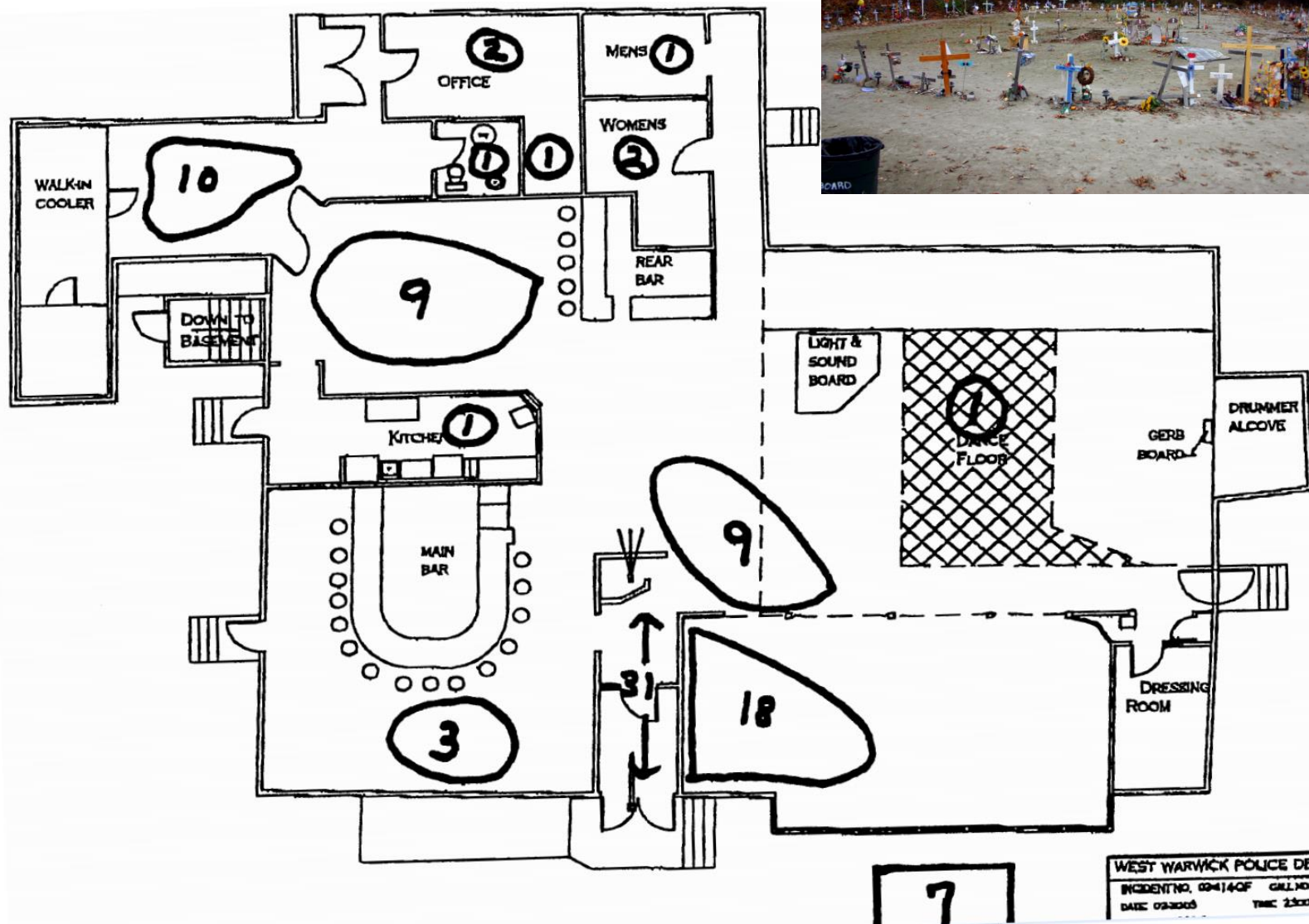


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1m 40 from the fire starting





- \$115 million in settlement agreements: Including
- Jack Russell Tour Group. \$1 million - the maximum allowed under the band's insurance plan.
- Club owner: \$813,000 covered by their insurance due to bankruptcy
- The State of Rhode Island and of West Warwick town \$10 million
- [Sealed Air Corporation](#) \$25 million. Sealed Air made flammable packaging foam that was improperly installed, which required acoustic foam designed for this purpose.
- Providence television station \$30 million as a result of the claim that their video journalist was said to be obstructing escape and not sufficiently helping people exit.
- [JBL](#) Speakers \$815,000. JBL was accused of using flammable foam inside their speakers.
- Promoters Providence radio station :\$22 million
- American Foam Corporation who sold the insulation paid \$6.3 million

What can you do to help on a daily basis



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To prevent the spread of fire



Ensure that all fire doors are kept closed.



Never prop open any fire door.



When the fire alarm is raised close all windows and doors- where possible.



Switch off all electrical items



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Fire wardens should carry out inspections of their area on a daily basis.



Two fire extinguishers are mounted on a red wall. The one on the left is a larger, red, cylindrical extinguisher with a black hose and a red handle. The one on the right is a smaller, red, cylindrical extinguisher with a red handle. Both have labels with text and a fire icon.



 <h2 style="margin: 10px 0;">FIRE EXTINGUISHER RECHARGE & INSPECTION RECORD</h2> <h3 style="margin: 10px 0;">INSPECTION CHECKLIST</h3> <ol style="list-style-type: none"> 1. Access to, or visibility of, the extinguisher shall not be obstructed. 2. The operating instructions on the extinguisher certificate shall be legible and not fading or torn. 3. Has the extinguisher been activated or tampered with? Any marks or damage that are broken or missing shall be repaired. 4. Visually examine externally. Check for there is no obvious physical damage or condition that would prevent operation. 5. Inspect for any evidence of corrosion, leakage or mechanical injury. If so, extinguisher needs to be hydrostatically tested. 6. Check that the extinguisher is fully charged and operates. Be sure hose and/or nozzle is undamaged. 7. Sign-off inspection on reverse with the date and initials of your inspector. 	 <h2 style="margin: 10px 0;">RECHARGE RECORD</h2> <div style="display: flex; justify-content: space-between; font-weight: bold; font-size: 0.9em;"> <div style="text-align: center;"> <p style="margin: 0;">DATE</p> <p style="margin: 0;">BY</p> </div> <div style="text-align: center;"> <p style="margin: 0;">DATE</p> <p style="margin: 0;">BY</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td><td style="height: 25px;"></td></tr> </table>																																								

HYDROSTATIC TEST RECORD

Date of Test _____ Test Pressure _____

Tested by _____

When is fire door is not a fire door?



>>

Fire Warden Inspections


**ESCAPE ROUTE KEEP
CLEAR AT ALL TIMES**





- Bradford City Football Club fire
- Occurred May 11 1985
- Commentator reported the fire at 15:44:27
- Stand was fully ablaze at 15:46:20
- First ambulance arrives 15:49:20
- Fire Brigade arrives soon after.





TCR 15:42:59:04

What was the root cause of the fire?



- What do you think they did wrong in terms of response to the fire?



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Summary

- Ensure you know your building and area to evacuate
- Make sure you are easily identifiable
- Take charge in your role
- If you are on leave inform other Fire Wardens and ensure you have cover
- Act quickly but safely
- Report to the EEO outside and take instructions
 - communicate
- You make an impact



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ANY
QUESTIONS
?



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