

# Somerset County Council Premises



## Fire Safety Procedures

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# Duty of Care

These procedures apply to ALL persons in your building/s regardless of who they work for.



Contractors





Instructions to ALL staff

Please read carefully!





# The Law



ALL persons MUST take part in evacuation exercises. Failure to do so may result in PROSECUTION or DISCIPLINARY ACTION being taken .



# What to do if you discover a fire?



1. Raise the warning immediately – operate your nearest fire alarm break glass point!



2. Extinguish the fire – always ensure that the correct extinguisher is used for the fire you intend to fight!



























# However.....

DO NOT remain in the building if there is IMMEDIATE DANGER to your life!



# Choosing the right fire extinguisher for your fire risk

## Fire Extinguisher Chart

Extinguisher		Type of Fire					
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	Special Notes
	<b>Water</b>	 Yes	 No	 No	 No	 No	Dangerous if used on 'liquid fires' or live electricity.
	<b>Foam</b>	 Yes	 Yes	 No	 No	 Yes	Not practical for home use.
	<b>Dry Powder</b>	 Yes	 Yes	 Yes	 Yes	 No	Safe use up to 1000v.
	<b>Carbon Dioxide (CO2)</b>	 No	 Yes	 No	 Yes	 Yes	Safe on high and low voltages.



# Always Remember to:



1. Familiarise yourself with the location of the fire fighting appliances within your work area
2. Familiarise yourself with the types of fire fighting appliances within your work area so that you know what you've got and on what type of fire they can be used





# NEVER OBSTRUCT A FIRE EXIT!!



# Always store flammable materials away from escape routes



# What to do if you hear the fire alarm?

1. Evacuate the building immediately using your nearest available exit route – close windows & doors if possible & escort any visitors with you



Use nearest available exit route



Close windows & doors where possible



Escort any visitors with you



# Warning!



150 x 150mm



200 x 150mm



80 x 200mm  
& 100 x 300mm



**NEVER** use lifts in the event of a fire evacuation!





# Beware!



**NEVER** re-enter the building for any reason until the 'all clear' is given



# What to do if you hear the fire alarm?

1. Go immediately to your assembly point  
– unless informed otherwise

2. Stay well away from the  
building(s) affected by the  
incident



# Always ensure that:

You familiarise yourself with your designated Fire Warden





# Remember:



Keep calm!



Keep quiet!



Do NOT push past others!







# Warning:



- Never carry cups of tea or coffee down the stairs during an evacuation



- Never try to leave the site in your vehicle during an evacuation



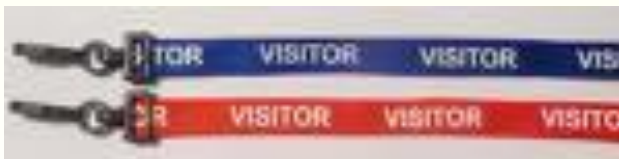
# Personal Emergency Evacuation Plans (PEEPS):

Managers **MUST** prepare a Personal Emergency Evacuation Plan (PEEP) for **ANY DISABLED** member of staff within their teams.



# Looking after your visitors

- Hosting staff are responsible for ensuring the safety of their visitors whilst on your premises
- Visitors should be escorted to the assembly point in the event of the fire alarm sounding
- Where your premises has more than one floor, staff are strongly encouraged to meet non-ambulant visitors on the ground floor



# Visitors – PEEP's

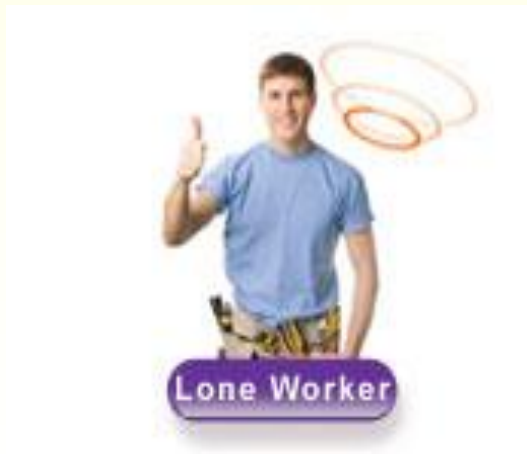


- Staff are requested to ask any visitors, whom they know to have a relevant disability, to let receptionists know when they arrive at the premises
- A generic personal emergency evacuation plan (PEEP) should be produced by each Premises Manager for their premises
- A generic (PEEP) will be issued to the member of staff collecting the visitor.
- Regular visitors with a relevant disability should help to develop a bespoke PEEP for your premises



# Outside of Core Hours

For premises which operate outside of their core hours, it is the responsibility of the Line Manager, or other nominated persons to put in place effective lone working procedures for their team/s e.g. buddy systems etc. These procedures **should also include the arrangements to manage emergency evacuation out of hours** (examples on next slide)



# Arrangements for Emergency Evacuations outside of core hours

- Always ensure that staff are aware of the fire evacuation procedures for your premises, either via induction and/or by issuing them with a copy of the document
- Consider the need to have a first aider & fire warden present when staff are likely to be in the building out of core hours
- Make sure that a record is kept (e.g. a signing in book) of ALL staff who are in the building outside of core hours
- Include preparing for Emergency Evacuations (during & out of core hours) as a topic for discussion at team meetings
- Ensure that all contractors due to work on the premises are aware of your fire evacuation procedures



# Testing the Alarms



The fire alarm for this premises is tested on a weekly basis (Day & time to be specified)



If the alarm continues to sound then staff should evacuate the building in the normal manner



# Looking after your visitors

- Visitors should never be left alone in the building outside of core hours
- Staff are responsible for ensuring that their visitors leave the building safely & should remain in the building until the visitors are ready to leave





# Instructions to Fire Wardens

Fluorescent jackets must be worn at all times in the event of a fire alarm being activated.



# Fire Wardens duties include:

- Checking specific areas of the building to ensure that they are clear
- Reporting to their designated person once they have completed their evacuation duties
- Ensuring that staff remain within the assembly point area during an evacuation
- Ensuring that no vehicle movement takes place on site during an evacuation (except for emergency vehicles)



# Instructions to First Aiders

During an incident, First Aiders should collect their green waistcoats & first aid boxes & report to the designated assembly point



# Confirmation Questions

Please print off this sheet, answer the questions and discuss responses with your manager.

Name..... Date .....

- In the event of hearing the fire alarm whilst responsible for a visitor, what should you do?
  
- While you are evacuating after an alarm, you detect smoke near the end of your normal escape route. How would you proceed?
  
- A person arrives for a meeting in a wheelchair, what process should take place?
  
- You are alone in a room and a computer near you starts to emit smoke. What is your immediate reaction? What is your subsequent action likely to be?
  
- Do you know the location of key fire safety features in the building that you may need to use? If not – go and check them out

