

FIRE PROCEDURE

Regulatory Reform (Fire Safety) Order 2005

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1. Introduction

This procedure sets out how the Council complies with fire legislation. If you are in any doubt about the procedures and arrangements you need to follow, speak to your line manager. For further advice, contact the Facilities & Asset Manager (David Rust, ext. 2249 / dave.rust@maldon.gov.uk). The **Facilities & Asset Manager** is the **appointed** person who implements the emergency action plan, and the **Senior Facilities Officer** will deputise.

2. Partnership Organisations within the MDC Building

Maldon District Council currently leases office space within the building to external partners. External partners are asked to familiarise themselves with this document and follow the arrangements and instructions set out.

3. Arrangements for Fire and General Housekeeping

(read in conjunction with [the corporate Fire Risk Assessment](#))

All **employees and members** must:

- Be familiar with the means of escape and their assembly point
- Be familiar with fire procedures and fire notices
- Keep exits and the means of escape (including staircases) unobstructed
- Keep fire doors closed
- Immediately report any fire hazards to the Facilities team, via Fresh Service:

4. On Discovering a Fire

On discovering a fire (no matter how small), all **employees and members** must:

- Isolate the fire if safe to do so by closing doors and windows
- Sound the fire alarm by breaking the nearest fire call point
- Leave the building via the nearest fire exit, warning others as you go.

Unless very small, do **not** attempt to put the fire out.

5. On Hearing the Fire Alarm

The fire alarm is an ongoing siren sound. New staff can familiarise themselves with the sound when the alarms are tested every other Monday morning at 9am.

On hearing the fire alarm (outside of tests)

All **employees and Members** must:

- close open windows near to you and shut fire doors on the way out;
- proceed calmly and quickly to the nearest fire exit. The nearest fire exit can be found by following the green and white running man signs (example below).



- escort any visitors outside the building and to your assembly point;
- once outside the building, go to your designated assembly point and report to the appointed Fire Marshal (see end);
- follow directions given by the Fire Marshals;
- await instructions from Facilities & Asset Manager or Senior Facilities Officer before re-entering the building.

If a visitor or contractor is with you when they are about to leave the building, ensure that they sign out (this maintains an accurate record of who is in the building).

6. Facilities & Asset Manager / Senior Facilities Officer

In the event of a fire, the Facilities and Contracts Manager (deputised by Senior Facilities Officer) must:

- co-ordinate the evacuation of the building;
- ring the Fire Brigade to report the fire, using a mobile phone from outside the building
- delegate a senior member of staff to:
 - i) check that each visitor recorded in the visitors' book is still within the building or with the member of staff they are visiting;
 - ii) check that each contractor recorded in the visitors' book is still within the building or outside the main entrance;
 - iii) report back to Facilities & Asset Manager or Senior Facilities Officer if there is reason to believe that a visitor or contractor is still in the building;
- Inform the Fire Brigade of any person known to be left in the building or unaccounted for and their possible location within the building.

In the absence of the Facilities & Assets Manager and Senior Facilities Officer, the most senior member of staff must co-ordinate the evacuation.

The **Facilities & Asset Manager** is responsible for:

- 1) co-ordinating the role of the Fire Marshals, allocating each a designated search area;
- 2) ensuring Fire Marshals receive adequate information, instruction and training;
- 3) debriefing Fire Marshals after each evacuation to highlight and resolve any issues;
- 4) ensuring Fire Marshals fulfil their responsibilities.

7. Disabled People

During a fire evacuation, all **employees and members** must:

- assist disabled people to evacuate the building

- if on the first floor, ensure that disabled people who are non-ambulant (e.g. in a wheelchair) are assisted to a demarcated refuge area – see below - and advised that help will be sought.
- The employee or member must then evacuate the building (ensuring all fire doors are closed) and report immediately to the Facilities & Asset Manager or Senior Facilities Officer of the exact location of the disabled person.

Refuge Points are located as follows:

- 1) 1st floor landing between Council Chamber and Members Room (in stairwell);
- 2) 1st floor landing next to Leader and PA's office (top of main staircase from reception).

Disabled Visitors

If a disabled person visits an officer or department located in areas of the building that are difficult to reach, then officers are asked to meet the disabled person(s) in the accessible reception, making use of the adjacent accessible meeting rooms if privacy is required. This will facilitate easier evacuation in the event of an emergency.

8. Meet and Greet Staff

To account for all visitors and contractors during an evacuation of the building, all visitors and contractors must be signed in.

When visitors and contractors arrive at reception, Meet and Greet staff must:

- sign them in and out using the visitors' book located on the reception desk;
- give visitors and contractors a visitor badge, pointing out the fire evacuation information on the reverse.

In the event of fire, Meet and Greet staff must:

- collect the visitors' book and Members' signing-in book;
- ask all members of the public in the reception area to leave the building;
- pass visitors' book and Members' signing in book to the Facilities & Asset Manager or Senior Facilities Officer (or most senior member of staff in their absence).

9. Members in the Building During Normal Office Hours

During normal office hours, all Members must:

- sign in at reception so that they can be accounted for in the event of an evacuation;
- exit via the most direct route following the green and white running man signs (example below);



- assemble outside the main entrance where a member of staff will log that each Member has evacuated the building.

10. Evacuation Procedures Outside Normal Working Hours

A number of people, e.g. employees, Members and the public can be present in the building outside normal working hours and although most of procedures in this document stand, there are a number of significant differences which are outlined below.

- there will be only 1 fire assembly point outside normal working hours: this will be outside the main entrance to the Council Offices;
- the most senior Officer of MDC present will co-ordinate the evacuation in line with the Council's procedures;
- if a Committee is in session, the most senior officer of MDC present will take charge of the evacuation of the Council Chamber - all people present should evacuate the building as quickly as possible and congregate at the assembly point outside the main entrance to the Council offices;
- if there are people in the Training Room during a Committee, the on duty member of the Facilities team will take charge of evacuation of the Training Room;
- Fire Wardens / Marshals will not undertake a search of their designated areas, roll call will not be undertaken.

'Normal working hours' are defined as 8.30am – 5pm Monday to Thursday and 8.30am – 4.30pm on Friday.

11. Fire Marshals

Fire Marshals must:

- update the evacuation checklist when an employee starts work/leaves the service area;
- receive appropriate information, instruction and training for their role as Fire Marshal.

On hearing the fire alarm, Fire Marshals must:

- collect the evacuation checklist for their service area;
- evacuate their designated area including ancillary areas, e.g. kitchens, toilets, etc. before leaving the building: do **NOT delay** your escape unduly or put yourself at risk;
- using the evacuation list, take roll call and when finished, pass to the **Facilities & Asset Manager** (or Senior Facilities Officer or most senior member of staff present) at the front of the Council offices;
- advise the **Facilities & Asset Manager** (or Senior Facilities Officer or most senior member of staff present) if you are aware of anybody left in the building or a missing person (somebody who the line manager or colleagues are not able to account for).

Do NOT go back to your designated service area to search if you are in another part of the building when the fire alarm sounds – proceed directly to your assembly point.

List of Fire Marshals and Assembly Points

SERVICE AREA	ASSEMBLY POINT	FIRE MARSHAL	SEARCH AREA
Environmental Health, Revenues & Benefits (Recovery team) and Directors Hub	Outside main entrance to Council offices	Gill Gibson / Sue Thomas	ZONE 5 (part) EH/ Revs & Bens recovery team offices, Directors hub, kitchen and lab
Strategy, Performance & Governance	St Cedds car park	Tara Bird / Russell Dawes	ZONE 5 & 7 (part) SPG, nearby kitchen, Leader's office, Members' room, kitchen + toilets
Resources specialists & caseworkers	Chief Officers' car park	Frank Britt / Nigel Morrall	ZONE 4 Resources office, drop-in area, general office, nearby kitchen and toilets
Planning Services	Roundabout in America Street	Hayley Sadler / Mel Waumsley	ZONES 6 & 8 (part) Planning offices, nearby kitchen and toilets, former HR office
IT	St Cedds car park	Sharon White / James Wright (& Darren Hunter)	ZONES 2 & 12 IT server rooms, rec room, kitchen and meeting rooms
Revenues & Benefits	St Cedds car park	Josh Vina / Lisa Aldridge	ZONE 6 (part) R&B office, meeting rooms & adjacent kitchen & toilets
Housing and Building Control	Chief Officers' car park	Eileen Wheeler / John Swords	ZONES 7 & 8 (part) Housing/Building Control, kitchen and Council Chamber
Countryside & Coast, Community Safety and Waste	Chief Officers' car park	Sonia Ianniello / Esme McCambridge - going	ZONE 3 (part) C&C, CS and Waste offices plus public toilets
Customer Services	America Street (reception: outside main entrance)	Jackie Bryant / Lorna Thacker (& Luke Daley)	ZONE 1 (part) Telephony, reception & meeting rooms
Community Transport	Chief Officers' car park	Stephen Smith / Paul Harris	ZONE 1 (part) Own area
Homestart (external partner)	Chief Officers' car park	Cindy Blease / Frances Patten	ZONE 3 (part) Own area
Citizens Advice Bureau (External Partner)	Chief Officers' car park	On duty manager	ZONE 1 (part) Own area
Essex Police	St Cedds car park	On duty manager	ZONE 10
Neon Digital	St Cedds car park	On duty manager	ZONE 11
Maldon Talking Newspaper (external partner - Thurs & Fri only)	St Cedds car park	On duty manager	ZONE 2 (part) Own area
Outside Normal Working Hours	Outside main entrance to Council Offices	None	

The Use of Fire Extinguishers

Staff and Members are not to attempt to put out a fire unless they need to in order to escape.

How to Use a Fire Extinguisher

- 1) Take the pin out
- 2) Aim at the base of the flame
- 3) Sweep from side to side

Use the following types of extinguisher for each type of fire:

Type	Use	Must NOT use on
Water	Wood and paper	electrical, liquid or gas
Foam	flammable liquids, e.g. oil, petrol	gas, electrical or cooking oils / fats
Powder	most fires including electricity	cooking oils / fats
Carbon dioxide	most fires including electricity	flammable gas

Checks, Tests and Precautions

The **Facilities & Asset Manager** must ensure that fire safety precautions are maintained and that the following checks / tests are being carried out properly and at the frequency indicated and that a log / record of such is kept:

Check / Test	Frequency	By Whom
Fire Panel	Daily	Premises Assistant
Fire Safety Tours	Fortnightly	Senior Facilities Officer
Fire Alarm	Fortnightly	Premises Assistant
Emergency Lighting	Monthly	Premises Assistant
Emergency Lighting (discharge 1 hour)	Annually	Senior Facilities Officer
Fire Alarm Maintenance (including sounders, call points and smoke detectors)	6 monthly	Contractor
Fire Evacuation Drill	6 monthly	Facilities and Asset Manager
Fire Extinguishers	Annually	Contractor

The **Facilities & Asset Manager / IT Manager** must ensure that the computer room firefighting system is maintained and checked / tested annually by the supplier and that a record / log of such checks is kept.