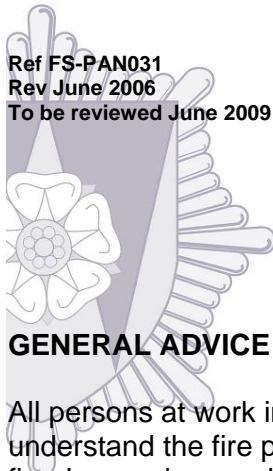


Advice Leaflet 31

Fire Instructions And Drills

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GENERAL ADVICE

All persons at work in buildings should be instructed and trained to ensure that they understand the fire precautions at the premises and the action to be taken in the event of fire. In premises and places open to the public, competent staff employed there, or appointed as safety assistants must be instructed on the methods to be used for the safe evacuation of these persons. A person will be regarded as competent where they have sufficient training and experience or knowledge and other qualities to enable them to properly implement the procedures.

The training should include persons on regular duties or shift duties outside normal working hours, including part time staff, cleaners, etc. The special needs of the young, infirm and persons with disabilities should be taken into account and also the need to provide direction and guidance for persons who are unfamiliar with the premises, eg, members of the public, contractors, visitors, shoppers, diners, members of an audience, etc.

Training should be based on written instructions but it is important that they are specific to individual premises. Reliance upon a standard instruction of a type used by many large organisations may not be satisfactory without modification to suit individual needs. The location of the evacuation assembly point must always be clearly explained.

If staff are employed whose knowledge of English may be limited, training should be given in a manner, which they can understand. Non-English speakers and staff who have a poor understanding of written English should be taken into account when written instructions are being prepared.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The above legislation applies to almost all premises and places, other than a domestic premises occupied as a private dwelling. The Order places duties upon Responsible Persons to take appropriate preventative and protective measures to ensure the safety from fire of all persons resorting to the premises. This is achieved initially by completing a risk assessment, part of which is the identification of persons especially at risk. Therefore, it is essential that to demonstrate compliance with the above Order, that where necessary, all persons, including those with disabilities are included in the risk assessment and the measures for ensuring their safety is completed.

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FIRE INSTRUCTION

Instruction should be given by a competent person to ensure that everyone at work is instructed, preferably at least twice and in all cases at least once in each period of 12 months. It is particularly important that management ensure that all newly appointed staff are made aware of the means of escape and fire procedures at the commencement of their employment.

Instruction and training should provide for the following:

- the action to be taken upon discovering a fire,
- the action to be taken upon hearing the fire alarm,
- raising the alarm, including the location of the alarm call points and alarm indicator panels,
- the correct method of calling the Fire Service,
- the location and use of fire equipment,
- knowledge of the method of operation of any special escape door fastenings,
- appreciation of the importance of fire doors and the need to close all doors at the time of a fire and on hearing the fire alarm,
- stopping machines and processes and isolating power supplies where appropriate,
- the operating of all escape doors, not in regular use, to ensure that they function satisfactorily,
- evacuation of the building to an assembly point at a place of safety (where members of the public are present, this will include reassuring them and guiding and assisting them to exits, etc),
- a roll call procedure where appropriate.

In addition to the above, certain categories of staff should be instructed and trained in matters, which will be their particular responsibility in the event of a fire. These will include:

Heads of department
Engineering and maintenance staff
Floor supervisors
Security staff
Telephonists
Attendants

In all premises one person (the Responsible Person) should be responsible for organising the fire instruction and training, and in larger premises a person or persons (the fire wardens or safety assistants) should be nominated to co-ordinate the actions of the occupants in the event of a fire.

FIRE DRILLS

Whenever feasible, practice fire drills should be carried out at least once and preferably twice a year simulating conditions in which one of the escape routes from the building is considered to be unavailable. During these drills the fire alarm should be operated by a member of staff, who is told of a supposed outbreak, and thereafter the fire routine should be rehearsed as fully as circumstances allow. Arrange to have the usual escape route 'out of bounds'. This will encourage staff to leave the building by an unfamiliar fire exit route.

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LOGBOOK

The training and instruction given should be recorded in a logbook. The following are examples of matters, which may need to be included in such a record:

- (a) date of the instruction or exercise,
- (b) duration,
- (c) name of the person giving the instruction,
- (d) names of the persons receiving the instruction, and
- (e) the nature of the instruction, training or drill.

Suitable logbooks are available from the West Yorkshire Fire Prevention Panel at a nominal cost. Contact your local fire station for details.

FIRE INSTRUCTION NOTICES

Printed notices should be displayed at conspicuous positions, usually adjacent to fire alarm call points, in the building stating in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement.

The location of the evacuation assembly point must always be included.

Some examples of fire action notices are contained in the appendices to this note.

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BIBLIOGRAPHY

This Public Advice Note is not intended to provide comprehensive information on fire instruction and drills.

Further information can be obtained by consulting the appropriate publications from the following list of reference documents.

The list of reference documents is not exhaustive and additional information or clarification can be obtained from your local fire station.

Title	Available From
BS 5588: Part 6: (Places of assembly)	BSI
BS 5588: Part 10: (Shopping complexes)	BSI
BS 5588: Part 11: (Shops, Offices, Industrial, storage and other similar buildings)	BSI
BS 5839: Part 1: Fire Alarms	BSI
Fire Safety at Work	SO
The publications can be obtained from the following addresses:	
BSI	British Standards Institution, Sales Department 389 Chiswick High Road, LONDON, W4 4AL Tel: 020 8996 9001 web: bsonline.techindex.co.uk
SO	The Stationery Office Ltd PO BOX 29, Norwich, NR3 1GN. Tel: 0870 600 5522 Fax: 0870 600 5533 e-mail: customer.services@tso.co.uk web: www.tso.co.uk/bookshop/bookstore.asp or Blackwells, 21 Blenheim Terrace, Leeds, LS2 9HJ. Tel: 0113 245 2623 Fax: 0113 242 5641 E-mail: osleeds@blackwellsbookshops.co.uk Opening hours: Mon–Sat: 09.00 – 17.30
FPA	Fire Protection Association, Bastille Court 2 Paris Garden, London, SE1 8ND Tel: 020 7902 5300 Fax: 020 7902 5301 www.thefpa.co.uk

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APPENDIX 1 - FIRE INSTRUCTIONS - PREMISES WITH A SIMPLE ALARM SYSTEM

NOTE: Complete as to the assembly point and the person responsible for calling the fire service.

<p>FIRE ACTION</p> <p>IF YOU DISCOVER A FIRE:</p> <p>Immediately operate the nearest fire alarm call point.</p> <p>Attack the fire, if possible, with the appliances provided but without taking personal risks.</p> <p>ON HEARING THE ALARM:</p> <p>..... will call the fire service immediately.</p> <p>Leave the building and report to the person in charge of the assembly point at</p> <p>.....</p> <p>The fire warden or the deputy fire warden on the affected floor or department will take charge of any evacuation and ensure that no one is left in the area.</p> <p>USE THE NEAREST AVAILABLE EXIT</p> <p>DO NOT USE LIFTS (if the building contains lifts)</p> <p>DO NOT STOP TO COLLECT PERSONAL BELONGINGS</p>
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APPENDIX 2 - INSTRUCTIONS FOR CALLING THE FIRE SERVICE

For display at all telephones, which have an outside line and which may be used to call the fire service.

NOTE: Complete as to correct emergency dialling code and the exact address of the premises.

<p>FIRE ACTION</p> <p>Lift the receiver and dial</p> <p>Give the operator your telephone number and ask for FIRE SERVICE</p> <p>When the Fire Service replies give the call distinctly</p> <p>"FIRE AT"</p> <p>....."</p> <p>DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE SERVICE</p> <p>CALL THE FIRE SERVICE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE</p>

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APPENDIX 3 - INSTRUCTIONS FOR CALLING THE FIRE SERVICE

For display adjacent to a direct fire telephone.

NOTE: Complete as to exact address of the premises.

FIRE ACTION

LIFT THE RECEIVER AND WHEN THE FIRE SERVICE OPERATOR ANSWERS, GIVE THE
CALL DISTINCTLY

"FIRE AT

....."

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE
FIRE SERVICE

CALL THE FIRE SERVICE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE

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APPENDIX 4 - FIRE INSTRUCTIONS - SECURITY STAFF

NOTE: Complete as appropriate.

FIRE ACTION

IMMEDIATELY a fire is discovered or suspected, CALL THE FIRE SERVICE FROM THE NEAREST TELEPHONE CONNECTED TO THE EXCHANGE

NOTE: Extensions connected to the exchange are situated at:

.....
.....
.....

TO CALL THE FIRE SERVICE

DIAL

Give the operator your telephone number and ask for FIRE SERVICE

When the fire service replies give the call distinctly -

"FIRE AT
....."

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE SERVICE

SHUT ALL DOORS AND WINDOWS

MEET THE FIRE SERVICE AT THE ENTRANCE AND DIRECT THEM TO THE FIRE

After carrying out the above instructions, inform Mr/Ms

Telephone number

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APPENDIX 5 - STAFF FIRE INSTRUCTIONS - RESIDENTIAL SCHOOLS, CHILDREN'S AND OLD PERSONS' HOMES

(To be posted in staff rooms)

FIRE ACTION

1. In the event of fire it is the primary duty of all concerned to prevent injury or the loss of life.
2. For this purpose you should make certain that you are familiar with all the means of escape in case of fire and the method of operating the fire fighting equipment.

3. IF YOU DISCOVER A FIRE or one is reported to you, you should

SOUND THE ALARM

4. The Principal or authorised deputy is responsible for ensuring that the fire service is called immediately on the sounding of the fire alarm.

5. Immediately after the fire alarm has been sounded you should

(a) See that any doors immediately surrounding the fire situation are closed, and

(b) Escort the persons in your charge from

in accordance with the detailed fire drill procedure ensuring that all doors through which you pass are closed after you;

(c) When the persons arrive at the assembly point (which is)

call the roll and notify the Principal at once of the result (eg all persons present, or, one missing and the name and likely location, as the case may be).

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APPENDIX 6 - FIRE INSTRUCTIONS FOR DISPLAY AT EACH FIRE ALARM POINT IN RESIDENTIAL SCHOOLS, CHILDREN'S HOMES AND OLD PERSONS' HOMES.

Note: Complete as to the person responsible for calling the fire service and the place of assembly.

FIRE NOTICE

THE PERSON DISCOVERING A FIRE SHOULD:

Operate the nearest fire alarm

ON HEARING THE FIRE ALARM

..... will call the fire service immediately

By Night:

Put on adequate clothing for the conditions prevailing outside

DO NOT stop to dress fully

Ensure that others in your room are awake

Go to the place of assembly, shutting all doors behind you

By Day:

Go at once to the place of assembly

At all times:

ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY

The place of assembly is

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APPENDIX 7 - FIRE INSTRUCTIONS FOR DAY SCHOOLS

Note: Complete as to the person responsible for calling the fire service and the place of assembly.

FIRE NOTICE

ANY PERSON DISCOVERING A FIRE SHOULD:

Operate the nearest fire alarm

ON HEARING THE FIRE ALARM

..... will call the fire service immediately

WHEN IN CLASS - THE ORDER TO CLEAR WILL BE GIVEN BY YOUR TEACHER, WHO
WILL INDICATE THE ROUTE TO BE FOLLOWED

WHEN NOT IN CLASS - FORM SINGLE FILE AND MOVE BY THE MOST DIRECT
ROUTE TO THE PLACE OF ASSEMBLY

AT ALL TIMES - ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY

The place of assembly is

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APPENDIX 8 - FIRE INSTRUCTIONS - PLACES OF PUBLIC ENTERTAINMENT

Note: Complete as to the staff emergency signal.

STAFF FIRE NOTICE

1. A member of the staff discovering a fire must at once inform the Manager.
2. The Manager must give instructions for the fire service to be called immediately.
3. The Manager must give the staff emergency signal, on receipt of which all staff will move quietly to their pre-arranged posts and duties - including the lowering of the fire curtain, where provided.
4. If the Manager decides to clear the premises, he will have the house lights raised and will address the public, following which all exit doors must be opened and the public encouraged to leave quickly and quietly.

Discretion must be used as to whether to tackle a fire whilst an audience is present. A very small smouldering outbreak may be quickly smothered without disturbance but nothing must be allowed to alarm the public who, if at all possible, should remain unaware of an incident.

On no account must fire hose be run out while the public is in the building.

Never mention the word "FIRE" in the hearing of the public.

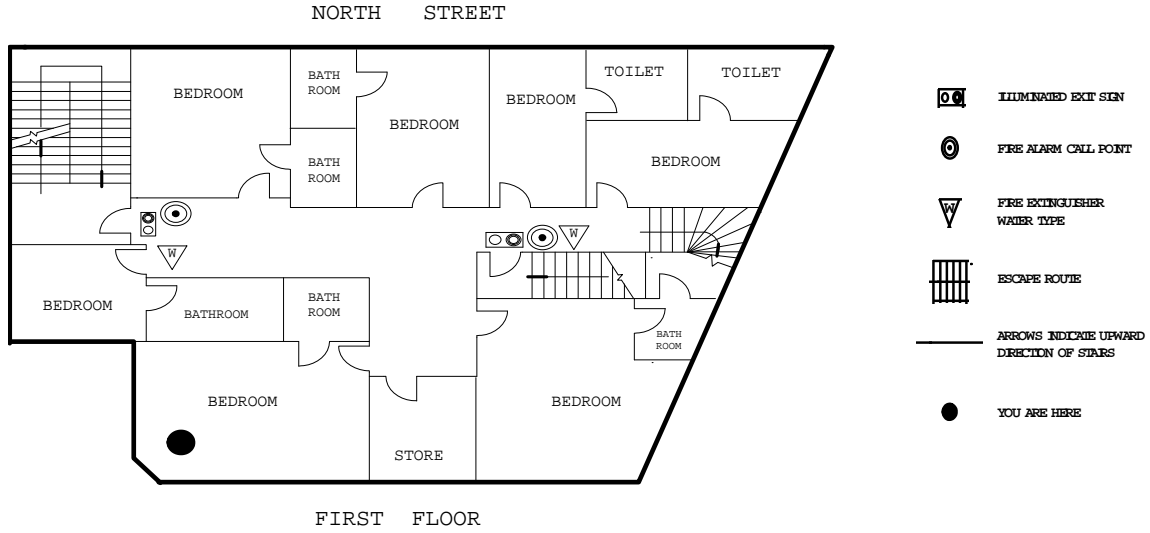
The staff emergency signal is

This signal must not be divulged to any person not employed on the premises.

Fire Alarms - General

APPENDIX 9 - FIRE INSTRUCTIONS - HOTELS, GUEST HOUSES, ETC

NOTES: Where appropriate, a translation into other languages should be provided.



IF YOU DISCOVER A FIRE

Raise the Alarm at once by Breaking the Glass of the nearest Fire Alarm.
Break Glass Point.

ON HEARING THE ALARM

Leave the building at once, quickly and calmly by the nearest available route.
Escape Routes are indicated by Green Signs.

Proceed to the Assembly Point in

IMPORTANT POINTS TO REMEMBER

Familiarize yourself with the building Floor Plan above.

DO NOT stop to collect personal belongings.

DO NOT run.

DO NOT use the lifts.

DO NOT open a door if you suspect that there is a fire on the other side.

Guests with any disability, likely to affect their own safety should inform reception immediately.

DO NOT re-enter the building until advised to do so by Hotel Management

The fire alarm is tested weekly:-

Day..... Time