

# Fire S

## Table of contents

General statement of policy

Action to be taken by a person discovering a fire

How will the Fire Service be called

The fire warning system

The fire evacuation procedure

The assembly point

Role and r

# 1 General Statement of Policy

Crawley Borough Council are committed to ensuring the health and safety of everyone who works for us and also everyone who may be affected by the Councils activities, including residents, visitors, contractors and the general public. The Council aims to provide the optimum approach giving equal regard to the envi5 (op)-1207b3.4 (u)11.8 (m)-24.

## 2 Action to be taken by a person discovering a fire

If a fire is discovered the alarm will be raised by breaking the nearest break glass call point and the alarm will sound throughout the entire building. When the Duty Officer is off site the alarm will also automatically alert Mole Valley Life Care Centre who will on all occasions call the Fire Service and ask them to attend.

Furthermore, there is automatic detection in all risk areas, including individual flats which will allow for a fire to be detected when an area is unoccupied hence giving an early warning. When the Duty Officer is off site this automatic detection will again alert Mole Valley Life Care Centre.

## 3 How will the fire service be alerted?



If the Duty Officer is off site, the hard wired fire system will automatically alert Mole Valley Life Care Centre who will call the Fire Service stating the full postal address and any useful information about the fire.

## 4 The fire warning system

The fire warning system is fully compliant with the Category L2 system of BS 5839: Part 1 (protection of all escape stairways, all corridors, any other areas that form part of the common escape routes, all flats).

A bell/siren sounds to indicate the activation of the fire warning system. It can be clearly heard throughout the building. There are additional warnings in place for those who have hearing issues such as flashing beacons in their property and vibrating pillows.

The regular testing of equipment will be carried out by a reputable company for the six monthly and annual inspection tests, in accordance with the manufacturer's instructions.

## 5 The Fire Evacuation Procedure

The designated assembly point is next to the fenced wooden recycling area in the Car park of Halfacres.

### Stage 1

In the event of the fire alarm sounding all residents have been told to stay in their flats, close windows and doors and prepare themselves in case of an evacuation. This information is on the inside of each of resident's front doors.

On calling the Fire Service the Duty Officer, if on site, will check the location of the fire from the fire panel. Then, without putting themselves at risk, will assess the seriousness of the situation.

If it is safe to do so staff will help evacuate residents who are at risk because they are located close to the source of the fire and also consider the evacuation of adjoining flats in the compartment. This evacuation will be at least to beyond the first set of safety doors in the corridor.



All other tenants will stay put (delayed response) unless West Sussex Fire and Rescue Service instruct tenants otherwise.

## Stage 2

If there is an increased risk to adjoining flats due to fire/smoke growth, adjacent flats within the compartment zone are to be evacuated to a safe area. Following instruction from Fire Brigade this area could be inside the building (communal lounge with the exit to the outside) or evacuation to the designated assembly point which is next to the fenced wooden recycling area in the Car park of Halfacres.

However, if at any time the means of escape for these residents is threatened they should be evacuated to a safe area for example to neighbour's flats away from the fire.

If the Duty Officer is not on site, Mole Valley Life Care Centre will call the Fire Service. Additionally they will call the Duty Officer who will attend as soon as possible.

**LIFTS MUST NOT USED WHEN THE FIRE ALARM IS SOUNDING.**

No person will re-enter without the permission of the Senior Fire Officer present.

## 6 The assembly point

The designated assembly point is next to the fenced wooden recycling area in the Car park of Halfacres.

## 7 Duties and responsibilities of specific personnel

The Duty Officer, when on site, will be responsible for ensuring a detailed list of all residents, outside contractors and visitors within Halfacres.

When the Duty Officer is not on site and the Fire alarm has been raised.



Security must be considered at all times by key personnel during the evacuation process.

In the event of a major incident and a full evacuation of the building, the Crawley Borough Council Emergency Plan will be invoked. To invoke this out of hours, call 01293 438000 and the relevant personnel will be informed.

## 8 Fire fighting equipment

( E Fire fighting equipment is supplied to the relevant British Standard (BS 5306-3:2003) in accordance with the relevant fire risk assessment. (i)3.2 (a)-13



# Fire Safety Policy

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To be effective, any evacuation plan depends on the ability of staff to respond efficiently. Staff will therefore require regular instruction including, appropriate and adequate training to fulfil their responsibilities.

This may include some or all of the following elements:

- Action on discovering the alarm
- Calling the emergency service
- Means of escape
- The assembly point
- Use of extinguishers
- Fire Drills
- Basic fire prevention

Crawley Borough Council will provide suitable and sufficient training on all of the above topics.

All staff upon starting with Crawley Borough Council will have a recognised induction which includes Health & Safety Policy and Fire Safety Policy including evacuation routes and the sound of the fire alarm system.

All staff will be periodically trained in basic Fire Safety, fire chemistry, how fire spreads and the Regulatory Reform (Fire Safety) Order 2005. Records of this training are kept in the Fire Log file on the premises.

## 11 Outside contractors and visitors

Outside contractors are required to sign in and out using the visitor book located at the main entrance to Halfacres.

In the event of a fire alarm sounding all outside contractors and visitors must make their way to the fire evacuation assembly point which is next to the fenced wooden recycling area in the car park of Halfacres.

Visitors who are staying in the 192st room (so all have to be on the 75217 (eng) 2st 40th front) 28.1 ( po)-12.2





## 12 General

All members of staff should be aware, at all times, of any potential fire hazards and i.6 (ha)-12..502 rg 0 (i)3.1 (.ul)3.



## Fire Safety Policy

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Fire Alarm (for further information see B.S.5839 : Part 1)

Daily inspect the panel for normal operation of the system.

Weekly test by the Duty Officer and operate a call point, using a different call point and zone in a strict rotation every week. A visual inspection of all batteries and connections, including electrolyte levels also carried out.

Quarterly inspection tests carried out by a competent person in accordance with the manufacturers' instructions.