

**FIRE EMERGENCY PLAN**

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| **Fire Emergency Plan for St Peter’s House** | |
| Premises address and contact number | *Forster Square*  *Bradford BD1 4TY* |
| Plan date | March 2022 |
| Review date | March 2023 |

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| **Premises Normal Hours:** 7.30am – 6.00pm |

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| **Sound of the alarm** |
| The sound of the alarm will be:   * *A continuously warning siren* |

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| **Raising the alarm** |
| In the event of a fire beginning:   * *If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point.* * *If fire is detected by automatic detectors, this will trigger the fire alarm* |
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| **Action staff should take on hearing the alarm** |
| The following actions will be taken upon the fire alarm being sounded/raised:   * The Fire Wardens on site will take charge of the evacuation (separate guidance issued to wardens). One member of staff will be the lead (Fire Marshall). * Dial 999 and request attendance by the Fire & Rescue Service to either:  1. **Confirm the Fire or suspicion of fire** – where the person making the make call must:    * Give their name;    * Name of building & building address (as detailed above);    * Contact number;    * Details of fire if known; OR 2. **Confirm it is a false alarm**. (This must only be done when it is known that the activation of the alarm resulted from a cause other than a fire). The person making the call must:    * Give their name;    * Name of building & building address (as detailed above);    * Contact number;    * Reason for false alarm.   In the event of a fire (or suspicion of fire) the Fire & Rescue Service will attend and take command of the premises and determine when the building is safe for the return of its occupants.  All fire alarm activations must be recorded within the Fire Register noting time, date, location and reason of activation. |



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| * *A member of staff nearest the reception is to pick up visitors signing in book/sheets and take them to the assembly point.* * *Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner.* * *Separate ‘Personal Emergency Evacuation Plans (PEEPs)’ are in place for staff and known visitors with additional needs as well as ‘General Emergency Evacuation Plans (GEEPs)’ for members of public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site).* * *Fire Wardens to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.* * *Fire Wardens to ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service.* * *Meet at assembly point and check all contractors and staff members are accounted for.* * *Fire Wardens to liaise with Fire & Rescue Service upon their arrival.* * *Debrief will be arranged by Fire Marshall (lead fire warden) and a Report written of any lessons/actions required. This Report should be made available to all staff and a hard copy filed in the Fire Register.* |

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| **Escape routes** |
| The escape routes from the building are detailed around the building. |

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| **Fire assembly point** |
| *The assembly point is outside Bennett’s Barbers on Bolton Road.* |

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| **Fighting fires – Extinguisher use** |
| Fire extinguishers will only be used where:   * *Staff have received training and feel confident in their use.* * *Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.*   **Personal safety always takes priority and if in any doubt, staff should not attempt to extinguish a fire.** |

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| **Location of key safety hazards or other fire related equipment**   * Location of fire alarm panel: Entrance area. |
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| **Number of staff needed to carry out evacuation plan** |
| * *To implement the evacuation plan, 2 number of trained staff are needed on duty.* |



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| **Equipment needed to effect the emergency plan** |
| *Mobile phones to liaise with CCTV/fire service etc* |

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| **Variations to plan** |
| *Late opening and lone working: Caretaker to follow normal procedures as far as*  *possible and liaise with Fire Service.* |

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| **Back up arrangements** |
| *If the fire alarm failures, all staff have undertaken the Fire Awareness Course and should call 999, inform the caretaker and inform staff as they evacuate to leave the*  *building.* |

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| **Co-ordination with other premise occupants** |
| *The Fire Marshall to liaise with Kala Sangham with regards to joint evacuation and contact with the Fire Service. The debrief fire report should be shared with Kala*  *Sangham.* |

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| **PEEP** |
| *All Peeps are logged in the Fire Register.* |

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| **Responsibilities** | |
| For ensuring plan is up to date | *Usually the Responsible Person* |
| For ensuring adequate staff are on duty to carry out the evacuation plan | *Managers of the service* |
| For training staff on the evacuation plan and in their roles and responsibilities | *Line Managers* |

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site