

Townhouse

Emergency Fire Action Plan

Introduction

Part 3 of The Fire (Scotland) Act 2005 requires employers to have in place both an emergency fire action plan and arrangements to implement the plan.

The evacuation of all persons, included disabled persons, is a management responsibility which cannot be delegated to the Fire and Rescue Service.

In accordance with Aberdeen City Council's Fire Safety Policy this document details the arrangements to allow employees and visitors within the Townhouse to evacuate the premises in a safe and orderly manner and to provide information to responding emergency services.

Certain employees have been given specific duties within the building to ensure a safe and orderly evacuation.

A copy of this plan will be held by each of the following:

- Fire wardens
- Facilities Manager
- Townhouse Extension Reception
- Telephone Exchange
- Directorate Support Managers

A copy of this plan will also be available and on The Zone.

Testing of Fire Alarms & Drills

Alarms

The fire alarm system will be tested every week by the Facilities Management team to ensure that the alarm system works and to allow users of the premises to become familiar with the alarm sound.

The alarm test will be carried out every **Tuesday** at **09:00**.

Notices about the test days and times are located in the following areas:

- Queen Street and Union Street entrances.
- Council Chamber and Committee Rooms.
- Staff Rooms.
- Notice Boards.

Drills

Fire Drills will be carried out at least twice per year with as many employees as possible being involved in at least one.

The Facilities Management Team will be responsible for planning the Fire Drill and activating the alarm. Wherever possible the Fire Drill will be undertaken when weather conditions are favourable to avoid unnecessary hazards to the participants (e.g. not carried out when there is snow or ice on the ground).

All actions during the Fire Drill must conform to the procedure as if an actual event has occurred.

The purpose and objectives of the Fire Drill include:

- To identify any weaknesses in the evacuation plan
- To familiarise new employees with the evacuation process
- To identify positive or negative reactions of those with designated responsibilities for the evacuation
- To test the arrangements for any disabled employees or users

Fire Wardens will report their floor is clear to Facilities Staff at the Townhouse Union Street Entrance or the Townhouse Extension Entrance at Queen Street, where in the event the situation was real it would be passed to the fire and rescue services on their arrival.

What period does this plan cover?

Any actions involving staff, other than emergency situations, apply to the following working hours:

07:30 – 18:30, Mon to Fri.

Out with these hours the automatic system will still operate and the emergency call out arrangements through the Regional Communication Centre (RCC) will be used.

Where the building is being used out with these hours service managers are responsible for developing robust and documented measures to ensure the safety of staff, any visitors, and the building.

How will a fire be detected?

There is an automatic fire detection system in the building. There is also the possibility that someone in or near the building may identify a fire.

What happens when a fire is detected?

Where the fire alarm has been activated automatically the following process will take place:

1. The system will transmit a signal to a 24 hour staffed control room where the information will be logged.
2. The control room will call the Fire and Rescue Service and the Regional Communication Centre (RCC).
3. The RCC will contact the next available person on the Facilities Management response list.
4. The next available person on the Facilities Management response list will attend site and become the Aberdeen City Council's Incident Manager.

In addition to the above the Townhouse Extension reception will call the Facilities Management response list, to let them know there is a fire at:

The Townhouse and Townhouse Extension
Union Street and Queen Street
Aberdeen
AB10 1LP

How will people be warned there is a fire?

The fire alarm will go off and this is in the form of a two tone a klaxon.

In addition Fire Wardens will carry out a sweep of their floor to ensure all those in the area are aware and have vacated that area.

What should you do if you are the person discovering a fire?

In the event of discovering a fire you should take the following course of action:

1. Break the nearest fire alarm break glass.
2. If trained to do so, and if the nature of the fire allows, use the fire extinguishers to fight the fire, otherwise immediately exit the building by the nearest fire exit, advising others as you pass.
3. Report to the Union Street main entrance for the Townhouse or Queen Street main entrance for the Townhouse Extension to provide as much detail of the fire as possible so this can be passed to the Fire and Rescue Service.

What should you do if you hear or see the fire alarm going off?

In the event of discovering a fire you should take the following course of action:

1. Leave the building **immediately** via the nearest exit route, ensuring that you take any visitors or members of the public with you, and closing any doors behind you.

DO NOT USE THE LIFTS

2. Make your way **immediately to the Assembly Point which is The Arts Centre** shown in Annex A.
3. Await further instructions or the sounding of the all clear which will be way of an air horn being sounded for approximately 3 seconds.

Do NOT re-enter the building until cleared to do so.

What is the procedure for checking whether the premises have been evacuated?

1. Fire Wardens will sweep their area of responsibility to ensure no one is left in the area, unless there are disabled personnel in which case the Fire Warden will ensure they are removed to the nearest Refuge Point if evacuation from the building is not possible.
2. Fire Wardens will then report to the Union Street or Queen Street entrances to confirm their area is clear and, if applicable, the location and numbers of people in a Refuge Point.
3. The Fire Wardens will then evacuate to the Assembly Area indicated at Annex A.
4. The Council's Incident Manager will pass on this information to the Fire and Rescue Service.

How are disabled and or non-ambulant personnel evacuated?

The responsibility for evacuating persons who are disabled and or non-ambulant and require assistance are the persons who have been designated and, if necessary, trained to assist them. This shall be in accordance with the PEEP formulated by the line manager undertaken in conjunction with the employee who requires assistance to evacuate from the building. There should be enough employees identified to cover the provision required for such assistance. Arrangements are also required to be in place for regular visitors to the premises who may require assistance to evacuate in an emergency.

Evacuation from the building is the preferred method but where this cannot be achieved then the use of a refuge point should be used.

Designated person/s must make themselves aware of the location of the nearest refuge point as well as an evacuation chair, should one be required.

That fire wardens will sweep through their area to ensure all persons (including disabled persons and or non-ambulant personnel and those assisting them as required) are proceeding to the means of escape. The Fire Warden should not however have to directly undertake such assistance.

Specific roles and responsibilities?

A comprehensive list of roles and responsibilities can be found at Annex B but in brief the following lists key personnel and their responsibilities.

Facilities Management

Have overall responsibility for ensuring all users of the building are familiar with the fire safety measures of the plan.

Service Managers

Have responsibility for ensuring:

- All staff and visitors within their service area are familiar with the fire safety measures of this plan
- Suitable PEEP's/evacuation plans are in place for all of their disabled staff and visitors.
- That the PEEP/s are tested on regular basis.

Individuals

Have responsibility for ensuring they are aware and implement the fire safety measures of this plan.

Union Street and Queen Street Receptions

Have responsibility for:

- Calling the Fire and Rescue Service immediately the fire alarm sounds and or a fire is reported to them and contacting the next available person on the Facilities Management response list.
- Collecting and providing information for those located in a Refuge Point/s.
- Providing the Incident Manager details of those located in Refuge Point/s.
- Ensuring no one re-enters through the Union Street and Queen Street entrances until such time as the all clear is given.

Incident Manager (the next available person on the Facilities Management response list)

Has responsibility for:

- Looking at the Fire Alarm Control Panel to identify/confirm the location of the fire
- Collating the information from, anyone reporting a fire, Queen Street Reception, and or the Fire Wardens.
- Meeting the Fire and Rescue Service when they arrive.
- Passing all the information above along with any other relevant information (e.g. hazardous materials) to the Fire and Rescue Service.
- Implementing any actions required by the Fire And Rescue Service Incident Commander

ANNEX B

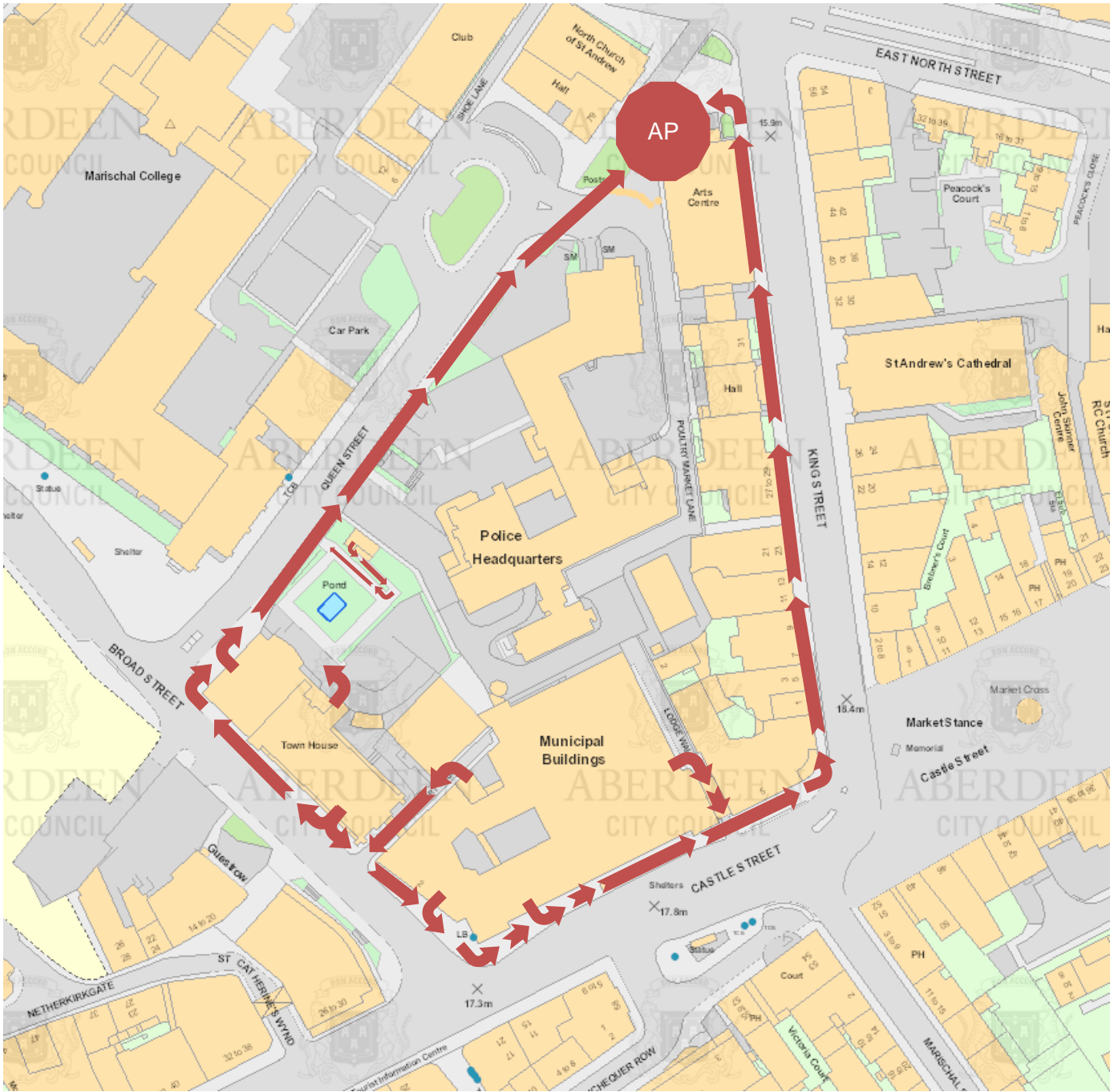
KEY ROLES AND RESPONSIBILITIES IN AN EMERGENCY

Name/Post (inc alternatives)	Usual location	Assigned to
Facilities Management Team	Townhouse Extension	<ul style="list-style-type: none"> • Ensure all employees are aware of their duties in an emergency. • Determining the nature of the alarm. • Implementing the action plan when needed. • Ensuring all areas within the Townhouse and Townhouse Extension are clear of people. • Meet and liaise as required with the emergency services upon their arrival. • Prevent persons re-entering the Union Street and Queen Street entrances until such time as the all clear has been given.
Union Street and Queen Street Receptions	Union Street and Queen Street Reception desks	<ul style="list-style-type: none"> • On hearing the fire alarm the Reception staff will: <ul style="list-style-type: none"> ○ Dial '9 – 999' and call the fire and rescue service. Inform them that the alarm is sounding and the building is

Name/Post (inc alternatives)	Usual location	Assigned to
		<p>being evacuated.</p> <ul style="list-style-type: none"> ○ Take control of the adjacent lifts and bring them to ground level. ● Give instructions to persons who require assistance who have made contact from the refuge areas and those who are assisting them. ● Prevent people entering the Union Street and Queen Street entrances until such time as the all clear has been given.
<p>Incident Manager <i>(next available person on the Facilities Management response list)</i></p>		<ul style="list-style-type: none"> ● Wear the orange Incident Manager high visibility waistcoat and bring into use the equipment provided. ● Identifying the Zone where the alarm was activated on the fire control panel. ● Be available to the emergency services and provide guidance and information.
<p>Fire Wardens</p>	<p>Located on each floor and level</p>	<ul style="list-style-type: none"> ● On hearing the alarm the Fire Wardens will don the yellow high visibility Fire Warden jacket and sweep through their area to ensure all persons (including disabled persons and or non-ambulant personnel and those assisting them as required) are proceeding to the means of escape. The Fire Warden should not however have to directly undertake such assistance. ● Fire Wardens will ensure that they close doors of rooms, stores etc. after checking that they have been cleared. ● Fire Wardens are empowered to

Name/Post (inc alternatives)	Usual location	Assigned to
		<p>order persons who have not responded immediately to the alarm to leave the building. Such persons may subsequently be reported for not taking due care for their own safety.</p> <ul style="list-style-type: none"> • Report the status of the evacuation of their area to the reception staff at Union Street for the Townhouse and at Queen Street for the Townhouse Extension. • Proceed to the assembly point. • AT NO TIME WILL FIRE WARDENS PLACE THEMSELVES IN DANGER.
<p>Evac Chair operators/ Dedicated escorts</p>	<p>Within the building as defined by risk assessment & PEEPs.</p>	<ul style="list-style-type: none"> • Going to the assistance of the mobility impaired person in the event of fire or other emergency. • Following the instructions given to the person requiring assistance by Reception staff. • Following the methods outlined in the persons PEEP which may include. <ul style="list-style-type: none"> ○ Selecting an Evac chair from the most appropriate location. ○ Removing the Evac chair from its position to avoid obstructing the evacuation route. ○ Once transferred, ensuring the person is secured into the evac chair. ○ Operating the evac chair as per their training. • Follow the designated evacuation route to the assembly point. • Remaining with the person until the

Name/Post (inc alternatives)	Usual location	Assigned to
		<p>emergency services take over, or they have been returned to their workstation once the situation has been declared safe.</p>
All employees	Within the building	<ul style="list-style-type: none"> • To ensure that all users, visitors they are responsible for have evacuated with them as required. • Ensure that they <u>immediately</u> proceed via the escape routes to the assembly point. • Follow any instructions given by the Fire Warden. • DO NOT use the lifts. • If employees require assistance to evacuate them in accordance with the agreed PEEP.



Assembly Point