

# **Caledfryn Offices Emergency Plan (Short)**

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# Caledfryn Offices Emergency Plan (Short)

## Emergency Fire Plan

Facility Name:	Caledfryn, Denbigh (UPRN 0925-000)
Address:	Smithfield Road, Denbigh. LL16 3RJ
Telephone:	DCC general number: 01824 706000 DCC Out of hours number: 0300 1230368
Responsible person:	DCC John Dickson, Facilities Manager: 07810 758978
Key Holders	David Joe McCoolle: 07748 148238 Denis Newe: 07733 012426 John Dickson: 07810 758978
Plan prepared by:	John Dickson 04-08-2019, Reviewed 15-11-2022 (Review date 15-11-2023)
Normal occupancy:	Up to 300 Persons (Limited due to Covid restrictions) Permanent Staff, Visitors, Hot Desk/Agile Workers.
Operating hours:	The building is open to DCC staff between 07:00-19:00hrs Monday to Thursday and 07:00-18:30 on Friday. The building is open to BCUHB staff between 07:00-20:00hrs Monday to Friday. and 09:00-16.00 Saturday`s and Sunday`s

## Introduction

This is the emergency fire plan for Caledfryn Offices, Denbigh. The plan can be used for any emergency event requiring evacuation such as a fire, explosion, gas leak, building damage etc.

The Person in Charge may be any trained member of the Building Fire Safety Team who is on site during the emergency (Facilities Manager, Caretaker, Floor Manager, Fire Warden etc.)

The emergency plan is put into operation immediately upon the activation of the fire alarm sounders, verbal fire alarm warnings (such as shouting 'fire') or any other instructions given by the Person in Charge.

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The fire evacuation strategy requires an immediate, simultaneous evacuation of all persons from the building.

All members of staff (including new, temporary, agile/hot-desk workers) will be made familiar with the plan and will receive suitable information, instruction and training.

## Emergency Fire Actions

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

Any person discovering a fire should raise the alarm by operating a fire alarm manual call point and by making colleagues aware using verbal warnings.

e.g. shouting “Fire”, “evacuate the building” etc”,

### Fire Alarm Warning

This facility has an automatic fire detection and alarm system. If any electronic sensors, detect heat or smoke (or a manual call point is activated) the fire alarm warning system will be activated to give audible and visual alarms.

The fire warning alarm at this facility is a loud, two-tone, repeated warble.

When the fire alarm has been activated the alarm system will **NOT** be reset by any person other than a member of the Facilities staff.

### Confirm the Fire

If the fire alarm is activated, the **Person in Charge** (or assigned deputy) will investigate the location of the identified fire to confirm that the incident is a real fire or a false alarm.

Note: The Fire Service will not attend site until the fire has been confirmed by Key holders or other responsible persons at the site.

### Contacting the Emergency Services

If signs of a fire are identified (flames, smoke, burning smell, significant heat) the **Person in Charge will call 999 to request Fire Service assistance.**

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## **Fire Evacuation (All Staff)**

If the fire alarm is activated, all staff, visitors and contractors are instructed to evacuate the building by the nearest safe fire exit route to the signed assembly point in the rear carpark and await further instructions.

Nominated members of staff will assist persons with identified disabilities and/or mobility problems to evacuate the building. Details recorded in personal emergency evacuation plans (PEEPs)

All persons must wait at the assembly point for further instructions off the Person in charge. No one must re-enter the building until told it is safe to do so.

All staff, visitors and contractors will be made aware of the fire evacuation procedures, means of escape routes and fire exit doors.

## **Emergency Fire Actions – Organisation and Arrangements**

### **Building Fire Safety Team**

#### **The Building Fire Safety Team includes**

- The Facilities Management Team (FM Managers, Sit Supervisor/Caretakers)
- Reception Manager.
- Fire Wardens
- First Aiders
- All members of the Building Fire Safety Team will be identified by high visibility jackets/waistcoats (Orange for Floor managers, Yellow for Fire Wardens/ first aiders).

### **The ‘Person in Charge’ Role**

The Facilities Team are the primary responders who would usually be expected to manage a fire alarm event and evacuation.

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At times, the Facilities team are required to work at other buildings/locations, it is therefore foreseeable that the Facilities Staff may be off site when a fire alarm event occurs.

The **Person in Charge** is therefore a role and not a named person and will vary according to availability, work activities and time of day but will generally be:-

- A member of the Facilities Management Team or
- Reception Manager/Senior Member of staff or
- (Building Fire Safety Team)

## The Person in Charge - Emergency Actions

In the event of a fire alarm, the **Person in Charge** will attend the fire alarm panel in reception to identify the detected location of the fire. A zone diagram next to the alarm panel will relate the indicated fire zone to the building plan.

The fire alarm system is also monitored (24/7) by an alarm receiving centre who will call the **Key Holders** to warn of the fire alarm activation.

The **Person in Charge** or an assigned deputy will investigate the location of the detected fire to confirm that the incident is a real fire or it is a false alarm.

If signs of a fire are confirmed (flames, smoke, burning smells, significant heat) the **Person in Charge will call 999** to request Fire Service assistance and provide any known details of the fire.

The **Person in Charge** will remain at the fire alarm panel (if safe to do so) and co-ordinate all activities with the rest of the Fire Safety Team. They may assign duties to any of the available Fire Safety Team according to the nature of the emergency.

The **Person in Charge** will liaise with the Fire Fighters on their arrival to the building to provide details of the fire, reported evacuation status and any site hazards that they need to be made aware of.

They will make the site fire folder/grab bag available to the Senior Fire Officer.

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The person in charge will communicate with the Floor Managers at the assembly point to advise whether it is safe to re-occupy the building or if further contingency actions are required.

## **Reception Managers/Senior member of Staff -**

In the event of a fire alarm activation, the Reception manager or a senior member of staff should attend the Fire Panel to liaise with **Person in Charge**. They may be needed to assist **the Person in charge**. If not needed, they will proceed to the Assembly Point to direct and co-ordinate all staff activities.

If the Facilities Management Team are off-site, a senior member of staff or fire warden will temporarily assume the role and carry out the duties of the **Person in Charge**;

At the assembly point, senior members of staff/Fire Wardens will ensure that all persons remain safely in the assembly area, and where possible collate roll call and other information to identify any persons missing or not accounted for.

They will communicate any relevant information back to the **Person in Charge** and

Keep all persons at the assembly point informed on what is happening.

## **Fire Wardens -**

As soon as the fire alarm is activated, the Fire Wardens will encourage all colleagues to evacuate the building as quickly and calmly as possible.

They will check all assigned areas to ensure that all persons have left the building and if applicable collect the signing in/out boards.

Close windows and doors wherever possible within their assigned area.

Exit the building and as soon as possible report to the **Person in Charge** informing them of the evacuation status for their assigned Floor/area.

Assist the **Person in Charge** with any further requested activities.

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Please Note: All fire wardens present at the time of the evacuation must report to the **Person in Charge** to pass on any relevant information.

## **All Staff**

Make safe any work in progress.

Where and whenever possible ensure all windows and fire doors are closed.

Follow the evacuation instructions and leave the building via the nearest safe means of escape route.

Congregate at the identified assembly point in the rear car park and wait for further instructions.

Report any persons unaccounted for immediately to a senior member of staff or Fire Warden.

## **First Aiders**

Trained First Aiders are requested to carry first aid kits/supplies with them when they evacuate the building and be prepared to administer first aid if required at the assembly point.

Any injuries sustained during a building evacuation must be reported to a senior member of Staff or Fire Warden at the assembly point.

Casualties will be monitored and if required Paramedics will be requested by emergency 999 call.

## **Contingency Plans**

### **Secondary Evacuation**

As a short-term measure, persons evacuated from the building will be expected to remain at the fire assembly point until given further instructions.



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If the fire alarm event is a false alarm it is likely that members of staff will be allowed back into the building once the **Person in Charge** is satisfied that it is safe to do so.

If the fire alarm event is not likely to be resolved quickly or it is inclement weather, members of staff will be advised on available alternative accommodation or sent home.

## **.Major Incident**

If a major incident is declared by the Fire Service, The **Person in Charge** will contact the Corporate Landlord/Senior Leadership Team for them to initiate the County Business Continuity Plan.

At this point the **Person in Charge** will close the building and send staff home or to work at another location.

## **Power Failure**

Some of the emergency lights are permanently lit. In the event of a power failure all emergency lights will be activated. This will provide sufficient low-level lighting to assist escape from the building.

During an alarm activation the passenger lift should not be used/operated. If it is in use at the time of a power failure the lift car will lower to the ground floor, open the doors then go out of service.

## **General Fire Arrangements**

### **Fire Detection and Alarm System**

The fire detection and alarm system is visually checked daily and tested weekly (Wednesday 10:00 hrs) with the results recorded in the fire alarm system logbook. All faults are reported immediately to the alarm provider via Building Services Help Desk and faults rectified as soon as practicable by the alarm Service provider.

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## **Emergency Lighting System**

The emergency lighting system (maintained luminaires, signed light boxes, bulkhead luminaires) is tested monthly and the results recorded in the fire alarm system logbook. All faults are reported immediately to the Building Services Help Desk and faults rectified as soon as practicable.

## **Arrangements for containing a fire:**

The building is designed and built to delay the spread of fire and smoke with fire compartments separated by fire resisting doors and partition walls.

All fire doors must be kept closed to prevent the spread of fire and smoke.

## **Means of Evacuation and Evacuation Routes**

There are sufficient fire exits to provide emergency egress from all areas of the building.

The fire exits are located to allow emergency exit in more than one direction from each area.

Both fire escape stairwells are protected means of escape routes.

All fire exit doors are clearly identified with emergency directional evacuation signage, adequately illuminated and fitted with appropriate single action door opening devices.

In the event of a Fire Alarm/Evacuation, the lift is not to be used.

If the fire alarm sounds, all visitors and contractors will evacuate the building immediately using the nearest safe emergency exit and make their way to the assembly point at the rear of the building.

In preparation for an emergency, regular fire evacuation drills will be carried out. Records of drills will be maintained.

All means of escape routes and fire exit doors are checked for condition, correct operation and housekeeping weekly. The checks are recorded and immediate remedial action taken where required.

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## **Personal Emergency Evacuation Plans (PEEPs)**

Every person identified as requiring assistance has a Personal Emergency Evacuation Plan which details their individual assistance needs and capabilities.

The PEEP details the best means of evacuation (assisted walking, wheelchair, evac chair etc) and is located in the site fire folder for reference.

Evacuation chairs are available and located in each protected stairwell on Level 2.

## **Emergency Assembly Point:**

The emergency assembly point for all persons evacuating the building is the rear car park.

Whenever possible a roll call will be carried out at the assembly point by the Person in Charge, senior member of staff or Fire warden.

## **Arrangements for firefighting:**

A range of fire extinguishers (water/foam, carbon dioxide & Fire blankets) are provided as firefighting equipment.

Fire extinguishers are located throughout the site and their positions marked on the site plan.

Fire Wardens are instructed in the use of fire extinguishers through fire awareness training and practical training courses.

If it is safe to do so any trained person discovering the fire may attempt to fight the fire using an appropriate fire extinguisher.

Smoke Dampers: The Air handling unit smoke dampers automatically activate when the fire alarm is activated the reset button and Fire Mans switches can be found next to the main fire alarm Panel.

The Building is fitted with an automatic Smoke/gas extraction system that is automatically activated when the Fire alarm is activated, the override button can be found on the control panel that is located next to the main fire alarm panel in the foyer main reception.

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## Plan drawings of the facility:

Plan drawings of the site are located in the site fire folder and a '**grab bag**' located in a locker adjacent to the main fire alarm panel.

The drawings identify the plan layout of the facility, means of escape routes, fire exits, stairways, means for fighting fire etc.

## Gas, Electric, water Isolation points

- **Electric** – Mains power isolation is in the external electrical intake building to the rear of the building. Keys to this building are located in the Caretaker's office.
- **Gas** – The main gas isolation point is located within the external gas locker to the side of the building. Keys to this locker are located in the Caretaker's office.
- **Water** – Open water supplies are located in the Mains water isolation is on the roadway at the rear car park vehicle entrance.
- All isolation points are marked on the building plan for Fire Service information.

## Emergency Continuity Plan Contact Details

### EMERGENCY CONTACT NUMBERS / INFORMATION

EMERGENCY SERVICES '999'

North Wales Police: 0845 607 1001

NHS Direct Wales: 0845 46 47

North Wales Fire Service (Fire Safety) 0800 169 1234

### UTILITY / EXTERNAL COMPANIES

Scottish Power/MANWEB: 0800 001 5400

Welsh Water (Leak line): 0800 052 0130

Any Gas Leaks (Wales & West) 0800 111 999

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LPG (Flo Gas) 0345 720 0100

Knowsley Lift Services 0151 286 1322

## **DCC EMERGENCY NUMBERS**

DCC Emergency Helpline 01745 538414

(Out of Hours)

Corporate Health & Safety Dept: 01824 712541 / 2516 / 2517

Building Services Help Desk: 01824 706893

Facilities Manager: 01824 706748 / 07810 758978

Senior Site supervisor: 01824 706198 / 07733 012426

Site Supervisor: (CALEDFRYN) 01824 706817 / 07748 148238