

# **Russell House Emergency Fire Plan**

# Russell House Emergency Fire Plan

## Contents

|  |    |
|--|----|
| Contents   | 2  |
| Emergency Fire Plan  | 3  |
| Introduction   | 4  |
| Emergency Fire Actions   | 4  |
| Action to be taken by any person discovering a fire            | 4  |
| Fire Alarm Warning   | 4  |
| Confirm the Fire   | 5  |
| Contacting the Emergency Services                              | 5  |
| Fire Evacuation (All Staff)                                    | 5  |
| Emergency Fire Actions – Organisation and Arrangements         | 6  |
| Building Fire Safety Team                                      | 6  |
| The ‘Person in Charge’ Role                                    | 6  |
| The Person in Charge - Emergency Actions                       | 6  |
| Floor Managers -   | 7  |
| Fire Wardens -   | 8  |
| All Staff  | 8  |
| First Aiders   | 9  |
| Contingency Plans  | 9  |
| Secondary Evacuation   | 9  |
| Major Incident   | 9  |
| Power Failure  | 10 |
| General Fire Arrangements                                      | 10 |
| Fire Detection and Alarm System                                | 10 |
| Emergency Lighting System                                      | 10 |
| Arrangements for containing a fire:                            | 10 |
| Means of Evacuation and Evacuation Routes                      | 11 |
| Personal Emergency Evacuation Plans (PEEPs)                    | 11 |
| Emergency Assembly Point:                                      | 12 |
| Arrangements for firefighting:                                 | 12 |
| Russell House I.C.T/Communications Room (Basement Server Room) | 12 |
| IMMEDIATE ACTIONS:   | 13 |
| ACTION BY I.C.T MANAGER  | 13 |
| COMMUNICATIONS ROOM HOUSEKEEPING                               | 13 |
| Plan drawings of the facility:                                 | 13 |
| Gas, Electric, water Isolation points                          | 14 |
| Emergency Continuity Plan Contact Details                      | 14 |
| EMERGENCY CONTACT NUMBERS / INFORMATION                        | 14 |
| EMERGENCY SERVICES - ‘999’                                     | 14 |
| UTILITY / EXTERNAL COMPANIES                                   | 14 |
| DCC EMERGENCY NUMBERS  | 14 |

# Russell House Emergency Fire Plan

## Emergency Fire Plan

|                            |   |
|----------------------------|---|
| <b>Facility Name:</b>      | <b>Russell House – Rhyl U.P.R.N = 0913-000</b>  |
| <b>Address:</b>            | <b>Churton Road, Rhyl LL18 3DP</b>  |
| <b>Telephone:</b>          | <b>DCC general number: 01824-706000</b><br><b>DCC Out of hours number: 0300-123-0368</b>                    |
| <b>Responsible person:</b> | <b>DCC John Dickson, Facilities Manager: 07810 758978</b>   |
| <b>Key Holders</b>         | <b>Paul Ollerhead, Senior Fire Engineer: 07795 335288</b>   |
|                            | <b>Simon Davies, Site Supervisor: 07810 815404</b>  |
| <b>Plan prepared by:</b>   | <b>John Dickson 14/11/2022</b><br><b>(Review date 01/11/2023)</b>   |
| <b>Normal occupancy:</b>   | <b>Up to 400 Persons</b><br><b>Permanent Staff, Visitors, Hot Desk/Agile Workers.</b>                       |
| <b>Operating hours:</b>    | <b>The building is open to staff between 07:00-19:00hrs Monday to Thursday &amp; 07.00-18.30 on Fridays</b> |

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# Russell House Emergency Fire Plan

## Introduction

This is the emergency fire plan for Russell House Offices, Rhyl. 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, and 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**.

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.

# Russell House Emergency Fire Plan

When the fire alarm has been activated the alarm system will **NOT** be reset by any person other than the **Person in Charge** or the Fire Service.

## 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.**

## 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.

# Russell House Emergency Fire Plan

## Emergency Fire Actions – Organisation and Arrangements

### Building Fire Safety Team

The Building Fire Safety Team includes

- The Facilities Management Team (FM Managers, Caretakers)
- Floor Managers (Levels: basement, ground, 1,2 & 3 Floors)
- 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.

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
- One of the Floor Managers (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.

# Russell House Emergency Fire 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 Floor Managers/Fire Wardens according to the nature of the emergency.

The **Person in Charge** will liaise with the Fire Fighters on their arrival to the front of 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.

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.

## **Floor Managers -**

In the event of a fire alarm, one or more nominated Floor managers will attend the Fire Panel to liaise with **Person in Charge**. They may be needed to assist **the Person in charge**. If not needed, the Floor Managers will proceed to the Assembly Point to direct and co-ordinate all staff activities.

If the Facilities Management Team are off-site, one of the Floor Managers will temporarily assume the role and carry out the duties of the **Person in Charge**;

At the assembly point, the Floor Managers will ensure that all persons remain safely in the assembly area, collate roll call and other information from the Fire Wardens and identify any persons missing or not accounted for.

# Russell House Emergency Fire Plan

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 report to the relevant floor manager to inform them of the evacuation status for the assigned Floor/area.

Assist the Floor Managers with any further requested activities.

**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.

Ensure all fire doors and windows 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 Floor Manager or Fire Warden.



# Russell House Emergency Fire Plan

## 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 Floor Manager/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.

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 of any further action required or relocation available.

### 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.

# Russell House Emergency Fire Plan

## 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.

*The passenger lift will not operate. If it is in use at the time of a power failure the lift car will lower to Level 1, open the doors then go out of service.*

*Persons trapped in lifts.*

## General Fire Arrangements

### Fire Detection and Alarm System

The fire detection and alarm system is visually checked daily and tested weekly (**Thursday 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.

### 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.

# **Russell House Emergency Fire Plan**

## **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 most areas of the building. (Rooms in the North facing wing of the top floor (Civica) have their exit restricted to one direction, extra provision has been provided in this area to restrict/contain the spread of fire).

All corridors 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, the lift should not 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.

## **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 stairwell.

# Russell House Emergency Fire Plan

## **Emergency Assembly Point:**

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

Whenever possible a role call will be carried out at the assembly point with any relevant information gathered by the floor managers and or fire wardens being passed onto the person in charge.

## **Arrangements for firefighting:**

A range of fire extinguishers (water, foam, powder, carbon dioxide) 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.

## **Russell House I.C.T/Communications Room (Basement Server Room)**

The Basement ICT Server room is protected by separate Automatic FM200 Gas suppression systems. The smoke damper control panels are located in the corridor outside the room.

The smoke dampers will be operated by Members of the FM Team or ICT only. See separate procedure.

*Fire Mans switches at main fire alarm panel. Detail what for and how to operate..*

# Russell House Emergency Fire Plan

## IMMEDIATE ACTIONS:

1. In the event of a fire and/or detection of smoke/heat source, the automatic fire suppression system will activate. This in turn will activate the fire sounders (high pitched wailing) and the fire warning lights (Red Light)
2. On the activation of the fire suppression system you are to evacuate the communications room as quickly as possible, ensuring that you are out of the communications room within two minutes.
3. On evacuation, ensure that the communications room is not secured, this will enable the fire services to gain entry once the fire suppression system has fully discharged.
4. Report to your line manager at your fire assembly point informing him/her that the communications room is clear and all staff are accounted for, and that the fire suppression system has been released.

## ACTION BY I.C.T MANAGER

1. Ensure that any staff working in the communications room are accounted for.
2. Report to the building manager (Person in Charge) that the fire suppression system has been released and that the communications room has been cleared, and all staff are accounted for.

## COMMUNICATIONS ROOM HOUSEKEEPING

1. I.C.T staff are to keep the communications room clean and tidy at all times.
2. Drink and food stuffs should not be consumed in the communications room
3. Any rubbish/empty boxes or combustible material which is not required should be handed to facilities staff for disposal.

## 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.

# Russell House Emergency Fire Plan

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

- **Gas:** Situated in a locked box/cabinet facing the disabled car parking bays. Standard MJ56 key required for lock.
- **Electricity:** Situated in the basement boiler room. Keys are held in Site Supervisor's office.
- **Water:** Situated in basement boiler room, right hand corner wall.

## Emergency Continuity Plan Contact Details

### EMERGENCY CONTACT NUMBERS / INFORMATION

|  |   |               |
|--|---|---------------|
| <b>EMERGENCY SERVICES</b>              | - | <b>'999'</b>  |
| 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  |
| LPG (Flo Gas)                | - | 0345 720 0100 |
| Knowsley Lift Services       | - | 0151 286 1322 |

### DCC EMERGENCY NUMBERS

|                        |   |              |
|------------------------|---|--------------|
| DCC Emergency Helpline | - | 01745 538414 |
|------------------------|---|--------------|

# Russell House Emergency Fire Plan

(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: (RUSSELL HOUSE) - 01824 706473 / 07810 815404