

Fire Warden Handbook

GUIDANCE AND RESPONSIBILITIES



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Objectives of this Handbook

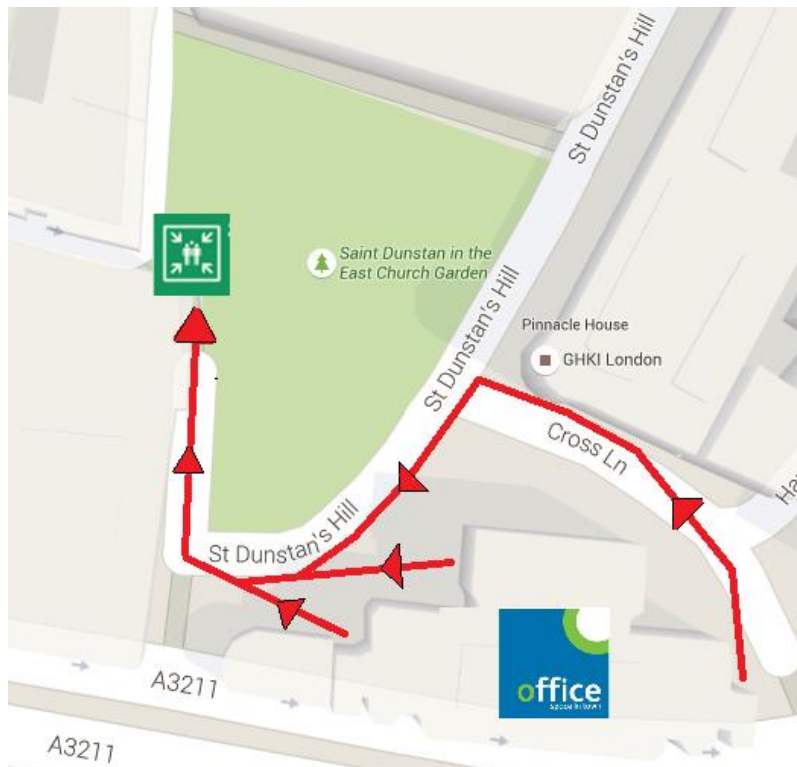
- To raise your awareness of the causes of fire
- To raise your awareness of arson and how this can be avoided
- To identify your role of Fire Warden, either on behalf of a client company, or as an employee of Office Space in Town.
- To provide you with the necessary skills and knowledge to carry out the duties of a Fire Warden.
- To outline your involvement and responsibilities for Fire Drills and Evacuations



Fire Assembly Point

Our fire assembly point is Under the Steeple of St. Dunstan-in-the-East.

It is located where St. Dunstan's Hill and St. Dunstan's Lane meet. There is a clock on the steeple.



Personal Responsibilities

All Office Space in Town clients and staff have a duty to take reasonable care for their own safety. They also have a duty to take reasonable care of others who may be affected by their activities. You should inform the Centre Management Team of anything you consider would present a serious and immediate danger to your own safety and safety of others.

Causes of Fire

There are 3 elements that are essential for a fire:

FUEL, HEAT AND OXYGEN

Remove any 1 of these elements and the fire will go out.

Any of the following is a FUEL that can start a fire:

- Flammable gases, liquids & solvents
- Flammable based liquids
- Plastics, rubber & polyurethane foam
- Textiles & internal fixtures
- Waste materials

The following SOURCES OF HEAT can start a fire:

- Naked flame
- Portable heaters
- Over loaded sockets
- Electrical equipment
- Machinery
- Hot surfaces
- Cooking
- Spontaneous ignition

There are 3 possible sources of OXYGEN:

- The atmosphere
- Oxidising substances
- Oxygen piped and in cylinders

Arson



22% of all fires in the UK are caused by Arson. 40% of businesses never recover from Arson. It is therefore very important for everyone to take precautions to minimise the threat of Arson.

There are several precautions you can take to reduce the chances of Arson:

- Keep waste materials to minimum
- Challenge strangers
- Follow all security procedures
- Safe storage of any hazardous materials
- Be alert for possible attacks

Fire Fighting Equipment

Extinguishers within the communal areas of the building are chrome and distinguished by colour coded panels to identify their individual use. There is also signage above the extinguisher. Extinguishers are located at all exits and call points throughout the building.



Role of the Fire Warden

Your role as a Fire Warden is important and you should:

- Assess and report any fire risks that come to your attention
- Ensure precautions are maintained
- Ensure all new staff and visitors are aware of the Fire Evacuation Procedure
- Take action in the event of a fire

Fire Drills and Participation

Fire drills are a very important fire safety tool. By law they must be carried out at least once a year. We carry out 2 Full Evacuations per year. Fire Drills can be pre-planned or completely unannounced. The purpose of such Drills is to ensure that everyone knows the Fire Procedure and to help identify any problems with the Emergency Plan for the site. As a Fire Warden you will be asked to attend the drill and to follow the procedures outlined in the Building Emergency Plan.

Fire Wardens Responsibilities in the Event of a Fire

If YOU discover a fire:

- Activate the fire alarm immediately
- Call the Fire Brigade
- If trained and if possible attack the fire with the correct appliance and without taking personal risk (if in doubt...get out!)
- Check the area and then go to the Assembly Point
- Do not stop to collect belongings and do not use the lifts
- Carry out your Fire Warden responsibilities as detailed on the next page.

If you HEAR the fire alarm:

- Check the area then leave the building immediately by the closest available exit and go directly to the Assembly Point
- Do not stop to collect belongings and do not use the lifts
- Carry out your Fire Warden responsibilities as detailed on the next page.



Fire Wardens responsibilities in the event of an evacuation

Fire Wardens should check the area they are in to make sure everyone has left. They are not expected to check the whole building or site or to enter a dangerous area. When sweeping an area you should first check for heat before opening any closed doors.

You should never endanger yourself.

Part of your role as a Fire Warden will include ensuring that everyone in your designated area is out of the building. You must report to the Fire Warden stationed at the Assembly Point and advise that everyone in your area is accounted for. The Centre Receptionist will take out the Visitor Book and report to the Main Fire Warden with details of any visitors in meeting rooms so that they can be accounted for. The Main Fire Warden will stop people from re-entering the building and everyone must remain at the Assembly Point until the all clear is given by the Emergency Services.

When the Fire Brigade arrives, the Main Fire Warden should brief them of:

- Any persons missing or unaccounted for
- The location of the fire (if known)
- The location of the fire hydrants and/ or dry risers.

Details of Emergency Water Supplies

Dry Risers are located in the East stairwell (Fireman's Stairwell)

Fire Hydrants are located on street level, 2 are on the pavement on Lower Thames Street directly in front of the building, 1 is located on the pavement in front of 7 Harp Lane.



PEEPs (Personal Emergency Evacuation Plan)

Tenants of the building must ensure they have made the necessary provision to assist any employees or their visitors who have a disability. You must complete a Personal Emergency Evacuation Plan (PEEP) for these persons. A copy must be given to the Operations Manager as soon as possible. A day PEEP must be completed for any visitors with a disability.

PEEP forms can be collected from the Building's management office on the Reception Level.

Likewise Office Space in Town must ensure they have made the necessary provision to assist any OSIT employees who have a disability.

Where a single person letting has taken place, any special needs must be identified and necessary arrangements made in conjunction with the General Manager and Operations Manager.

COSHH

We do not allow clients to bring into the building any hazardous substances that require COSHH (Control of Substances Hazardous to Health). If you are unsure please speak to the building Operations Manager.

You can also find information on: www.hse.gov.uk/coshh/



Summary

The most important safety points for you to remember are:

- Know your buildings Emergency Plan; Fire Evacuation Procedure, Assembly Point etc.
- Communicate the Fire Evacuation Procedure to all staff, visitors, sub-contractors, temps and new starters
- Be aware of your Fire Warden role (providing full handover for periods of absence)
- Don't Panic
- Get help by phone or by calling out
- Assess the situation and don't take risks
- Never endanger your own life

