



HS 05 Fire and Emergency Procedures

Version	Revision Date	Amendments
-	-	Original document incorporating amendments to Nov 2016.
1.1	December 2016	Procedures revised to incorporate changes and provide clarity. Appendix 1: Map of Evacuation Zones and Assembly Points. Appendix 2: Contacting the Emergency Services

1.0 INTRODUCTION

The aim of this procedure is to ensure that evacuation due to fire or other emergency can be facilitated effectively or other appropriate action taken, and to ensure that the health and safety of staff, volunteers, contractors or visitors is not put unduly at risk during the course of such action.

2.0 ACTION ON DISCOVERY OF A FIRE

2.1 Raise the alarm by either:

- manually activating a fire alarm call point, or if there is no fire alarm in the building
- shouting FIRE, give the LOCATION and tell people to evacuate.

2.2 Contact the Duty Manager by radio or by calling 07788 666161 who will inform anyone else in the affected zone and alert the fire brigade, if required, by telephone.

2.3 Proceed to the designated Assembly Point for your zone (see appendix) while assisting, if safe to do so, with the evacuation of any visitors in the area.

3.0 ACTION ON HEARING THE ALARM

3.1 Evacuate the premises quickly, quietly and immediately. Do not wait to finish any activity or to collect personal belongings..

3.2 If safe to do so Staff should quickly search their area and make sure that any visitors have left the area. Where practical, all windows and doors should be closed as staff leave the area if there is sufficient time.

3.3 Upon leaving the building staff should direct all visitors to assemble in the designated Assembly Point for your zone as described in the Fire Action Notices.

3.4 Do not re-enter the building until the Duty Manager declares that it is safe to do so.

4.0 FIRE FIGHTING EQUIPMENT

4.1 Staff may tackle a fire using the appropriate extinguisher, provided:

- it does not delay the evacuation
- staff know how to use the appropriate extinguisher correctly
- staff do not put their own or other' safety at risk
- the alarm has already been sounded.

5.0 RESPONSIBILTIES OF DUTY MANAGER

5.1 It is the Duty Manager on the day that will make the decision to implement the evacuation procedure and/or contact the emergency services as appropriate.

5.2 On being notified the Duty Manager will proceed to the identified location to evaluate the fire or to confirm a false alarm.

5.3 The Duty Manager will broadcast their evaluation of the situation via radio and request further assistance from Fire Marshalls not normally based in the zone if required.

5.4 Should the whole zone need to be evacuated the Duty Manager will direct the Fire Marshalls and other staff and volunteers to direct any visitors to another zone or off-site as appropriate.

6.0 RESPONSIBILITIES OF FIRE MARSHALLS

6.1 Due to the nature of the site it may not always be possible to have a trained, designated Fire Marshall in each area. Fire Marshalls will have radios to enable them to be contacted in case of an emergency and also for them to contact the Duty Manager.

6.2 All Fire Marshalls are required to wear their Fire Marshall jacket during an evacuation to ensure they are easily identifiable by employees and visitors should they need assistance.

6.3 On being notified, or hearing a fire alarm, proceed to the main entrance of the building where the alarm is sounding/fire has been detected.

6.4 If you are the first to arrive at the building assume the role of Lead Fire Marshall and allocate tasks to the other Fire Marshalls as they arrive, and note where you have sent them.

6.5 On arrival at the building report to the Lead Fire Marshall for the allocation of a task.

6.6 Having completed your task report back to the Lead Fire Marshall at the main entrance of the building for other duties. These may be:

- Guarding exits to prevent re-entry
- Assisting in checking other areas of the building or other buildings
- Assisting in directing evacuees to the Assembly Point
- Assisting in fighting the fire if it is safe to do so
- Directing the Fire Service to the source of the fire.

7.0 RESPONSIBILITIES OF OPERATIONS MANAGER

7.1 The Operations Manager will ensure that:

- sufficient firefighting equipment is available within the premises and that it is inspected at least once per year
- training and instruction are given to staff in respect of means of escape, the use of firefighting equipment and the fire drill procedure
- the fire drill procedure is tested periodically
- records are kept of any maintenance, testing, training and instruction as above
- there is a Duty Manager rota in place and communicated to all staff and volunteers
- that there are sufficient, trained Fire Marshalls available to provide cover for the site.

8.0 FIRE DRILLS

8.1 An effective and efficient fire evacuation procedure is necessary to ensure that, in the event of an emergency, a safe and orderly evacuation of the building is carried out. Fire drills are held to test and assimilate the response of staff as well as visitors.

8.2 Fire drills will be held at least twice annually and will follow on of two patterns:

- Staff will be pre-warned when the drills are to take place, or
- Staff will not be pre-warned when the drills are to take place in order to assess true preparedness.

8.3 Any problems encountered during a fire evacuation drill should be brought to the attention of the Health and Safety Co-ordinator as soon after the drill as possible.

9.0 BOMB (REAL OR HOAX)

9.1 The following action is to be taken in the event of a suspicious item being discovered:

- The immediate area is to be cleared to a distance of at least 15 metres.
- The Duty Manager is to be contacted by radio or by calling 07788 666161
- The Duty Manager will **visually** confirm that the item is suspicious or could be a bomb taking into account location, context, local enquiry and intelligence.
- If confirmed as a potential bomb the Duty Manager will then clear the area and move away making maximum use of hard cover before notifying the police by calling 999. Mobile phones and radios must not be used or brought within 15 metres of any suspicious item.
- The Duty Manager will decide what extent of evacuation and which assembly points will be used using the information available to them at the time.
- The Duty Manager will arrange for access to the area to be controlled and will communicate the need for further evacuation to the appropriate Assembly Point to staff and volunteers. Eye witnesses should be kept at hand.
- Full details of the incident are to be passed to the Deputy Chief Executive, Visitor Engagement and Operations as soon as possible.

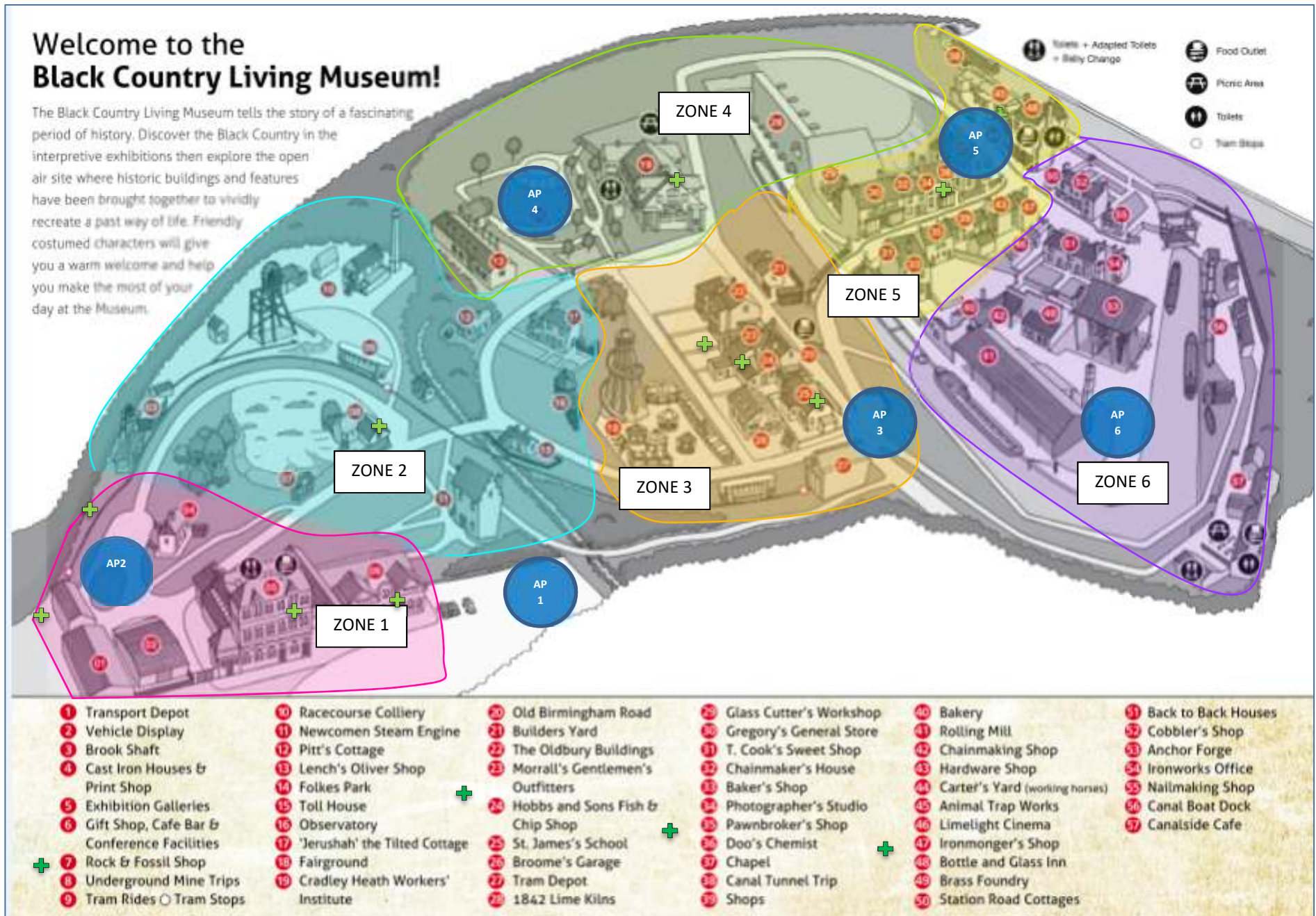
9.2 If a bomb threat is received, the Duty Manager is to be contacted by radio or by calling 07788 666161. They will then notify the police by calling 999 before arranging for evacuation to an appropriate Assembly Point as before.

10.0 OVERHEAD AND UNDERGROUND SERVICES

10.1 Should any overhead service be struck, the Duty Manager must be notified immediately so that the area can be made safe and any power can be isolated as appropriate. No attempt should be made to move any items in contact or at risk of contact with overhead lines until the Duty Manager has confirmed that the power has been isolated.

10.2 Should any underground services be struck, the Duty Manager must be notified immediately and contact is to be made with the organisation to who the underground services belong. All work in the area is to cease until such time as the services have been examined and the area is made safe. A list of the relevant organisations is to be retained by the Operations Manager.

APPENDIX 1: EMERGENCY EVACUATION ZONES AND ASSEMBLY POINTS



APPENDIX 2: CONTACTING THE EMERGENCY SERVICES

It is the responsibility of the Duty Manager to summon the emergency services.

When contacting the Fire Brigade the following information must be given:

- The address of the fire:
 - Black Country Living Museum, Tipton Road, DY1 4SQ **or**
 - The Locksmith's House, 54 New Road, Walsall, WV13 2DA
- The phone number that you are calling from
- Your role within the BCLM.
- Brief details e.g. fire in the ground floor of the Bottle and Glass Inn, any casualties or people unaccounted for, hazardous items present.

When contacting the Police regarding any suspected bomb (real or threat) they will want to know:

- **WHAT** it is?
- **WHERE** it is? (Access routes)
- **WHEN** it was found, has it been moved?
- **WHY** it is suspicious?
- **WHO** the witnesses are?