

## **St Catherine's College**

### **Emergency Fire Action Plan (EFAP)**

To comply with the Fire Precautions (Workplace) Regulations 1997 (as amended).

#### **1 Introduction**

- 1.1 The plan covers fire emergency planning and organisation, the responsibilities of employees, students and visitors to the College and the action to be taken in the event of a fire at the College.
- 1.2 It is the duty of managers (defined at the end of this document) to ensure that all of their staff are made aware of the information and instructions promulgated as part of the Emergency Fire Action Plan - EFAP. Furthermore, all staff must be fully conversant with EFAP documentation.

#### **2 Management and staff responsibilities in respect of fire safety**

##### **The Master and Governing Body:**

- 2.1 Overall responsibility for fire precautions within the College rests with the Master on behalf of the Governing Body. The Master delegates to managers the proper application of the Fire Risk Assessment and Management procedures and this EFAP in their respective departments.

##### **Managers and supervisors:**

- 2.2 Managers have a number of statutory duties under the Fire Precautions (Workplace) Regulations 1997 (as amended) and the Management of Health & Safety at Work Regulations 1997. These duties concern the effective management of fire safety within their area of responsibility and departmental accommodation. There are six legal duties, which affect managers and supervisors directly, and these are:

2.2.1 If you have any control over a workplace (a manager, person authorised to take charge of an area), you also have a responsibility to ensure compliance with the regulations in those parts of the building over which you have control.

*This means that you must ensure compliance with the fire safety regulations and best practice by your staff, students and any guests/visitors to your department, within the department's area of activity or accommodation. Failure to manage these regulations may result in the prosecution of individuals by the authorities, in addition to the College.*

2.2.2 If you are a manager you must nominate sufficient people to undertake any special roles identified in the Fire Emergency Plan.

*Managers must appoint adequate numbers of Fire Evacuation Marshals (FEMs) for their areas of responsibility. Furthermore, appropriate training must be provided for FEMs on a regular basis with suitable records kept by the department. In the majority of cases the manager will be the FEM. S/he should make arrangements for a sufficient number of deputies to act in the event of the Manager's absence.*

2.2.3 If you are a manager you are expected to consult with your employees about nominations to perform special roles (FEMs) and about proposals for improving the fire precautions within the department.

2.2.4 You must inform other employers in the building about any significant risks in your department or building, which might affect the safety of their employees and cooperate with them about measures to reduce the risk.

2.2.5 If you are a manager you must establish a suitable and readily available method of calling the emergency services for your premises.

All managers (or persons in charge of an area) are to contact the Lodge (Internal 71700 – External 271700) which will call the emergency services – the Lodge is the recognised contact point for calls to the emergency services. Direct calls to emergency services will only cause confusion.

2.2.6 All employees are required to co-operate fully with managers to ensure the workplace is safe from fire.

*This applies to all employees of the College, who must take reasonable steps to comply with College/ managers' instructions, to protect themselves and others from the effects of fire. This includes instructions given to students by tutors or other academic staff concerning precautions to be taken in relation to activities that may put people at risk.*

### **Emergency Planning for Disabled Persons:**

- 2.3 Managers are responsible for ensuring that specific and suitable arrangements are made for all members of staff, students or visitors who have restricted mobility, sensory disabilities or are temporarily incapacitated; working, studying or visiting their department. In particular, that safe egress from their area of responsibility to a place of safety in case of a fire or emergency evacuation, has been given due consideration.
- 2.4 Disabled Persons have a duty to make the College, managers and supervisors aware of their condition as far as its relation to emergency planning and egress is concerned. This is to ensure that the College can effectively discharge its 'duty of care' fully, to individuals that may be affected during an emergency.

### **Duty of Care - Managers**

2.5 **Staff Training** – Managers **MUST** ensure that departmental staff undergo:

- (1) **Induction Training** - as soon as possible after they join the College. This will take the form of receiving material from the College which all staff are required to read and assimilate.
- (2) **Fire Evacuation Marshals (FEMs)** - provided by departments **MUST** receive initial and regular refresher training.
- (3) **Employees** - have a 'Duty of Care' to colleagues, student members and guests under their control to ensure that they are safe from fire.

In addition, they must ensure that student members do not, by their activities or acts, put users or other occupants of the College at risk. They **MUST NOT** sanction, direct or encourage student members during their studies or associated activities to disregard legal obligations, regulations or College instructions in respect of fire safety.

- (4) Information on the 'Action in the Event of Fire' should be on display near exits. Records must be kept of all training to staff and students provided or organised by the department.

## **2.6 Responsibilities of employees and students members**

- 2.6.1 All employees and student members of St Catherine's College have a 'duty' to take reasonable care for themselves and others who may be affected by their acts or omissions
- 2.6.2 All employees MUST co-operate with the employer or any other authorised persons to enable legal obligations to be fulfilled in relation to fire safety measures.
- 2.6.3 Employees and student members shall not maliciously interfere or knowingly allow others to interfere with, any fire alarm system or fire-extinguishing equipment provided in premises, residences or vehicles.
- 2.6.4 All employees and student members MUST co-operate with the College or any other authorised person(s), to enable the College's legal obligations in relation to fire safety to be maintained.
- 2.6.5 All employees, students and visitors MUST leave the building immediately the fire alarm sounds, other than notified tests. They must then proceed to the designated 'Fire Assembly Point', obeying any instructions given to them by authorised Fire Evacuation Marshals or others in authority, in the course of their duties. Employees must also ensure that any students or visitors are directed to the nearest fire exit and then to the 'Fire Assembly Point'.

### **Fire action information**

- 2.7.1 Notices are posted in which give information on action in the event of fire. Employees, student members and visitors are expected to familiarise themselves with the content of these notices.
- 2.7.2 The person chairing or introducing an event with a seated audience shall draw the attention of the members of the audience to alarm, evacuation and exit information.

### **Warning in the event of fire**

- 2.8.1 Activation of the fire alarm will give warning in a number of ways depending on the system installed, but the warning will generally be a continuous ringing bell or an electronic sounder with a two-tone warble.
- 2.8.2 In the event of a fire alarm sounding on College property, all occupants must immediately evacuate the building, re-entering only on the instructions of the Fire Evacuation Marshals or the Fire Brigade.

### **Duties of Fire Evacuation Marshals (FEMs)**

- 2.9.1 Managers MUST ensure that a FEM is present when areas under their control are in use.
- 2.9.2 If a fire incident occurs, FEMs are to carry out the following:
  - (1) Put on FEM Surcoat for identification purposes.
  - (2) Ensure that the alarm has been raised (if not already activated) by operating the nearest Fire Alarm Manual Call Point and/or dialling extension 71700
  - (3) Only attempt to fight a fire if specifically trained or feel confident to do so. If you decide to fight the fire you must read the operating instructions of the fire extinguisher to familiarise yourself and to ensure you have selected the most appropriate type of fire

extinguisher for the type of fire you are attempting to fight. Always fight the fire so that you are positioned between the fire and a safe exit route. Do not place yourself or others at risk – if in doubt leave immediately, closing all doors behind you.

- (4) Start to check their area of responsibility by requesting politely but firmly that all employees, student members and visitors evacuate the building immediately by the nearest available exit route and proceed to the relevant Fire Assembly Point.
- (5) If it can be done without endangering the FEM, check all 'Common / Shared' areas to ensure occupants have evacuated the building, including the following areas: rest rooms and toilet facilities, and Cleaners' cupboards
- (6) If it can be done without endangering the FEM, check and / or remind occupants that where hazardous processes are being used, to shut down safely and quickly (where appropriate) before leaving the area. If this is not possible, a responsible person must inform the Fire Brigade Officer of the hazard and effects, etc, on leaving the building.
- (7) Report to the Lodge on leaving the building with the following information:
  - (i) The location of the fire, the cause of the fire (if known) and any other relevant information available.
  - (ii) That their area of responsibility is clear, or, if persons are still left in their area, where and why they are still there (i.e. they refused to leave, dealing with hazardous process, disabled persons in refuge).
  - (iii) Location of hazardous materials or processes to be identified to the Fire Brigade on their arrival
- (8). Proceed to the Assembly Point, taking evacuees with you or sending with another responsible person; however:
  - (i) In some buildings it may be necessary for FEMs to assist, by positioning themselves (if safe to do so) at entrances / exits to prevent persons re-entering, whilst the emergency evacuation is still in progress
  - (ii) Where evacuating directly onto pavements adjacent to roads, FEMs are to direct occupants to keep to the pavements so as not to cause potential injuries/accidents by becoming involved in road traffic vehicles and cyclists etc.
- (9) Inform occupants that they may re-enter the building when the Fire Brigade has indicated that it is safe to do so.
- (10) Remind the fire brigade that building and services information is available in the Lodge

#### 2.9.3 To carry out their duties effectively, FEMs need to:

- (1) Get to know and liaise with managers, supervisors and other FEMs - even if they are from a different department.
- (2) Walk all escape routes in their area of responsibility, even if they are routes that are not often used. If the doors are alarmed - get the Lodge to isolate the alarms temporarily. It is essential for FEMs to know the immediate escape routes so that they can confidently send others that way in the event of an emergency evacuation.

(3) If there are 'locked or restricted ' areas close by, have the security code from the department and find out who works in the area and familiarise yourself with the room layouts.

(4) Be pro-active - not only just when the fire alarm goes off.

2.9.4 Assist in maintaining a 'fire safe' environment by carrying out regular checks of fire extinguishing equipment, escape routes for obstructions or storage, and that fire doors are not wedged open etc.

2.9.5 Report problems with fire safety equipment or procedures to their manager

**Managers:**

Home Bursar	Senior Porter
Buildings and Programmes Manager	Head Housekeeper
IT Manager	SCR Butler
Garden and Grounds Manager	Hall Manager
Head Chef	Bar Manager
Assistant Librarians	Operations Manager