Safety Code of Practice 5

6th Edition, July 2013

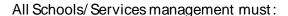
FIRE DRILLS



Safety Code of Practice 05: Fire Drills,

1 SUMMARY

The University has a responsibility to comply with fire safety legislation. The law requires managers of premises used as a workplace to ensure that arrangements are in place to respond to emergencies, including effective building evacuation procedures; to provide information and training to occupants of the building in these procedures; and to practice safety drills.



All staff, students, tenants and visitors must participate in fire drills when they are held and must follow the emergency procedures for their building.

All persons in University premises must know what know what to do during a fire drill:

2 SCOPE

This Safety Code of Practice sets out what managers, staff, students and tenants have to do to ensure that all persons are trained in what to do in a fire emergency. Specifically it sets out how fire drills should be organised and managed.

Full guidance on University emergency evacuation procedures is given in Safety Guide 6 *Emergency evacuation procedures.*

These Codes are supplemented by the following Safety Codes of Practice and Notes:

Safety Code of Practice 34 Part A Fire Safety Management Arrangements and Guidance for Building Occupants

Safety Note 20 Guidance on Fire Refuge Areas

Safety Note 28 Emergency Evacuation of Disabled People: Personal Emergency Evacuation Plans (PEEPs)

Safety Note 39 Fire Warden and Evacuation Officer Duties

Safety Note 63 Fire Prevention and Use of Fire Extinguishers

This Code does not apply to University-owned tenanted housing. These premises are issued with

Safety Code of Practice 05: Fire Drills, 6th Edition, July 2013

5 ORGANISATION OF FIRE DRILLS

The following points will assist managers in ensuring that fire drills are effective.

5.1 Responsibility for organisation

The Building Manager or Area Health and Safety Co-ordinator for the building should take the lead role in organising fire drills (see Safety Code of Practice 34 Part A - *Fire Safety Management* and Safety Note 48 *Duties of a Building Manager* for more information on the management of fire safety within occupied buildings).

Where more than one department share a building combined drills must be staged to ensure the whole building is evacuated as one unit.

5.2 Frequency and timing of drills

The frequency of drills should be a minimum of two fire drills each academic year. One drill is to be held within the first 3-4 weeks of the Autumn Term to ensure that new students become familiar with the emergency procedures. The second drill should be conducted during January - March. If the response by occupants to these drills is considered inadequate then building management must consider additional drills. This frequency applies to all occupied buildings. A record must be kept of all drills.

The person organising the drill must make the Head of Schools/Service aware in advance of the planned drill so that account can be taken of potentially dangerous experiments or other work activities where a drill could lead to an unsafe situation arising e.g. in science laboratories or kitchens.

5.3 Assembly point

An assembly point (s) must be defined for each building by the Building Manager or Area Health and Safety Co-ordinator (see Safety Guide 6 Emergency Evacuation Procedures). The assembly point must be clearly identified in Fire Routine Notices within the building and if necessary marked by appropriate signage at the assembly point. During a drill building occupants must assemble at the designated location(s).

5.4 Evacuation Officers and Deputy Evacuation Officers

Each building must have a system for designating an Evacuation Officer and deputies (see Safety Guide 6 and Safety Note 39 *Fire Warden and Evacuation Officer Duties*). Sufficient trained deputies must be appointed to be able to take account of annual leave, sickness, and absence elsewhere on campus.

The duties of an Evacuation Officer during a fire drill or real fire incident are to:

Go to the fire alarm panel to confirm the location of the incident

Collect the emergency folder, then go to the main assembly point for the building (or to the location designated within the building fire emergency plan

Collate (and make notes of) information from the Fire Wardens to account for staff and students (where practical) or to confirm that specific area have been cleared or not Know how to summon the emergency services (but not to do so unless a real fire is seen or suspected)

Safety Code of Practice 05: Fire Drills,

be issued to Fire Wardens and Door Wardens as personal issue. Fluorescent vests may also be

majority of premises. If this time is exceeded it should be discussed with the Fire Safety Adviser with a view to improvement or reaching agreement that the projected or achieved evacuation times are reasonable given the size and occupancy of the building. Where evacuation times are considered excessive, repeat drills should be conducted within one week.

7.2 Nomination systems

Departments and/or Building Managers should set up systems to ensure the roles of Evacuation Officer, Deputy Evacuation Officer, Door Wardens, Perimeter Warden, Road Traffic Co-ordinator are fulfilled and any other duties are delegated to responsible persons.

Guidance:

There are various systems available e.g:

Card system - where the Evacuation Officer hands out cards to responsible evacuees that allocate various duties; or

Priority list - a fire routine list of the duties of the various individuals. This is available as a prompt sheet in the building emergency folder.

Tuf Boxes _ where a plastic box containing a warden search plan and hi-viz jacket is

equipment and commence a sweep of the building.

Outside normal day time working hours, members of the University Security will act as the Evacuation Officer and will also check the building fire panel and investigate the cause of a fire alarm if it is unclear why the fire alarms are sounding.

7.3 Announced or unannounced fire drills

The decision to stage announced or unannounced fire drills will depend upon the circumstances of the premises. Where practicable the first drill of the academic year should be announced and the second unannounced. A risk assessment should be carried out before proceeding with an unannounced drill, along with consultation with key individuals, particularly if a science department may be running experiments; it is essential to avoid potentially dangerous situations occurring. Similarly in catering outlets it would be prudent to avoid a time when meals are about to commence. This will avoid potential waste and additional hazards for kitchen personnel during busy times. Unannounced drills which have been carefully planned and run correctly achieve the best results and test the efficiency of the evacuation procedure.

8

Safaty Coda	of Practice 05	Fire Drille	4th Edition	July 2013

- 20. The Evacuation Officer must inform building occupants, the Door Wardens, Perimeter Warden and Road Traffic Controller(s) once the drill has finished and that they may stand down.
- 21. People should only leave the assembly point and re-enter the premises on the instruction of the Evacuation Officer and after the alarm signal has been isolated. **NB Cessation of the alarm does not mean that you can re-enter the building**



Safety Code of Practice 05: Fire Drills, 6th Edition, J

Appendix 3: Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
XX	H&S	Every four years	XXXXX	XX/XX/XX
XX	H&S	Annually	XXXXX	XX/XX/XX