

Fire and emergency action plan

Fetter Lane

Title: Fire and emergency action plan – Fetter Lane

Reference: AD-DOC-004

Issue: 1

Document owner: Facilities Co-ordinator

Authorised by: Facilities and Administration Manager

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Document control

- 1. Superseded documents:**
This document replaces a previously locally held Fire Evacuation Procedure.
- 2. Changes made**
None. First issue.
- 3. Changes forecast**
None.

Summary

Emergency instructions for employees, visitors, contractors and any other persons in the Fetter Lane office.

Non-sensitive

This document becomes UNCONTROLLED if printed or when held in any other location other than the QMS or ISMS

1. Purpose

This document sets out instructions to any persons on Jisc's Fetter Lane premises in the event of an emergency, requiring staff and guests to move to a safe space inside or outside the premises.

2. Scope

The document covers the following emergencies:

Evacuation from the Fetter Lane office in case of emergency for example, due to fire, biological threat, gas leak.

Invacuation due to issues external to the Fetter Lane office/building.

3. Fire or biological threat

Fire

How will people be warned in there is a fire

The electrical fire alarm system will sound on operation of the manually operated alarm call-point. If this fails for any reason a verbal instruction will be given by on site teams, facilities, building management or security.

What to do if the alarm is sounded

On hearing the fire alarm, which is a continuous bell, please exit the building via the nearest and safest exit and proceed to the fire assembly point which is situated at Gough Square.

Should an employee discover a fire, they should:

Immediately activate the nearest alarm call point (all call point are next to fire door exits)

Contact emergency services (dial 999) and inform the office facilities team that this has been done (verbally, via phone or Teams)

Tackle the fire if possible with appliances (relevant fire extinguishers or fire blanket) – without taking personal risk

Leave by the nearest exit to the evacuation point

How the evacuation of the building will be carried out

Everyone in the building should leave the building by the nearest exit and report to the assembly point at Gough Square.

Identification of escape routes

All exit doors can be used as escape routes.

The staircase and routes leading to the front door are protected routes.

Fire fighting equipment provided

Fire extinguishers are located near fire exit doors. A fire blanket is kitchen and break out area on the wall.

Duties and identity of employees with specific responsibilities in the event of fire

On hearing the alarm:

Staff who have visitors on site, will usher visitors out of the building and assemble at the assembly point at Gough Square.

Fire marshals will ensure:

- Their areas are cleared of people
- Building Security are notified that floor is clear on arrival at the Assembly area
- A roll call is made if possible to ensure all staff and visitors are out

Facilities staff will:

Collect the 'grab bag' and use the notebook to record the date and time of the evacuation and any other issues or actions they should encounter.

Any actions or issues should be referred to building management as quickly as possible by e-mail

If the actions/issues involve Jisc staff or visitors, these should be recorded on onedesk and dealt with as appropriate.

Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.

Visitors - The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit. The sign in sheet should be taken with them to the evacuation point and roll call undertaken

Contractors - must be given information about fire procedures on induction and leave the building by the nearest exit.

People with disabilities - Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Facilities team.

How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.

On hearing the alarm Building Management will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.

Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.

Building Management or other member of the Fire Wardens will liaise with the Fire Brigade on their arrival.

The following arrangements and training is given to staff in the building

- All staff: Fire Drills two times a year
- All staff: Fire briefing once a year (may be in conjunction with fire drill)
- Fire Warden training: for designated fire wardens
- Record of training to be kept with HR
- Training to be reviewed on a yearly basis and planned into budget.

Biological Threat

All incoming mail is distributed (unopened) by the facilities staff. When opening mail the following should be considered:

- Is there a known credible threat to Jisc or the individual, if so be aware and have post screened off site by royal mail arranged beforehand for credible threats
- Look out for suspicious envelopes or packages (see below for some things that should trigger suspicion).
- Open all mail with a letter opener or other method that is least likely to disturb contents.
- Open packages/envelopes with a minimum amount of movement.
- Do not blow into envelopes.
- Do not shake or pour out contents.
- Keep hands away from nose and mouth while opening mail.
- Wash hands after handling mail.

If you believe that you have received a contaminated package

- do not touch the package further or move it to another location
- shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- notify facilities

Facilities should

- notify police immediately using the 999 system
- notify building management in tenanted buildings
- switch off the office/building air conditioning system
- close all fire doors in the building
- close all windows in the rest of the office/building
- If there has been a suspected biological contamination, ensure that personnel outside the room are evacuated as soon as possible and ensure individuals in the contaminated room are evacuated to an adjacent unoccupied room away from the hazard.
- If there has been a suspected chemical incident ensure personnel leave the room as quickly as possible. Possible signs that people have been exposed will be streaming eyes, coughs and irritated skin. Seek immediate medical advice.

Invacuation (Emergency when we are required to remain inside the premises)

An Invacuation may be invoked by facilities staff or senior management as a result of any incident where staff are deemed to be safest within our office boundaries controlled by the door access system. Often prompted by a Police or Civil Authority request - this may be due to an act of terrorism or airborne threat.

Staff will be notified of an Invacuation by either Everbridge, email, telephone, verbal instruction, or other notification methods.

In the event of an Invacuation being invoked, the door access system will be set to deny entry to anyone with or without a door access card. Depending on the severity of the incident, doors may also be physically locked but fire escapes will always remain available.

In the event of an Invacuation being invoked, staff will be free to leave the office at their own risk but may not be allowed to re-enter the office.

5. Records

Any evacuation is recorded on a notebook stored in the evacuation 'grab bag'. If an evacuation takes place, a note is made in the notebook with date, time, issues noted and any actions taken by whom and when. A 'crib sheet' is held in the grab bag with information on actions to take.