

1.0 Fire Safety Measures in the Building

- Designated escape routes
- Fire alarm system
- Fire extinguishers/fire blanket
- Fire doors
- Assembly points

2.0 Action in the Event of Fire

- Break the glass on the nearest Fire Alarm Call Point
- Instruct all people in the building to evacuate in an orderly fashion via their nearest escape route to the assembly points (the car parks at the front and rear of the building) without delaying to collect their personal belongings
- Assist in evacuating the building, paying particular attention to the needs of those especially at risk (children, the elderly and the disabled) including escorting them to the assembly points
- Call the Fire Brigade by dialling 999 and advise them of the location of the fire.
- Tackle the fire with the nearest suitable fire extinguishers ONLY IF THIS CAN BE DONE WITHOUT INCREASING PERSONAL RISK.
- Be ready to advise the Fire Brigade on arrival of any persons who it is believed may still be in the building or who otherwise cannot be accounted for.
- ONLY return to the building when advised by the Fire Brigade that it is safe to do so AND if this can be done without increasing personal risk.

3.0 Action on the Fire Alarm

- See attached User Instructions copied from the Fire Alarm Operation and Maintenance Manual ref J9477 (currently kept in the top drawer of the left-hand filing cabinet by the Pritchard Room door). Please make sure you are familiar with these. The "Activate Controls" keyswitch is located in the security alarm control box to the left of the door to the disabled toilet.

4.0 Method of Operating Manual Call Points

- Break/push in the glass panel!

5.0 Location and Use of Fire Fighting Equipment (FFE)

- See accompanying plans and familiarise yourself with the locations of the fire extinguishers and fire blanket.
- Familiarise yourself with the instructions on the FFE so that you don't have to work out what to do at the time if there is a real emergency.

6.0 Means of Summoning the Fire Service

- Use your mobile, so make sure you have it with you and that it's sufficiently charged.
- Do not use the Birchmeadow landline (in the entrance lobby by the Pritchard Room door) if this will increase your personal risk due to having to remain in the building.

7.0 Identify the people who will use the FFE

- All/any of you!
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USER INSTRUCTIONS

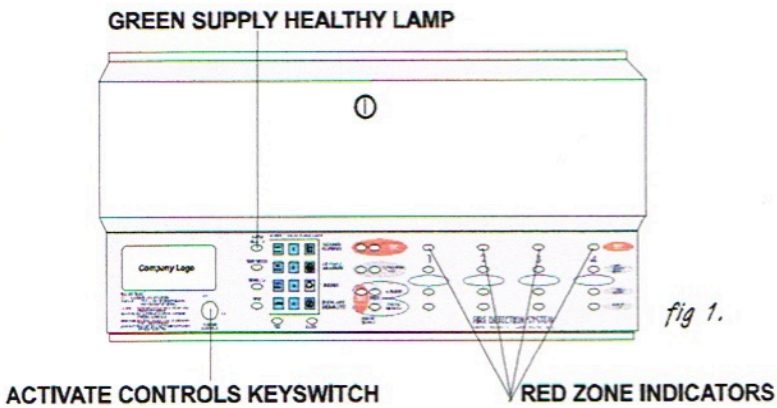
Alarm Condition

If all the sounders or bells are ringing, the system is in an alarm condition. **YOU MUST EVACUATE THE BUILDING OR FOLLOW YOUR NORMAL FIRE DRILL PROCEDURES.**

A responsible person should then:-

- 1 Check the control panel to see which area or zone has caused the system to go into alarm. The zone in alarm will be indicated by a red light on the front of the control panel, see fig 1.
- 2 Go to the area which has caused the alarm to check if a fire exists.
- 3 Only when it is safe to do so should the alarms be silenced. Turn the "activate controls" keyswitch to the ON position and press the SILENCE ALARMS button, see fig 2. If it was a false alarm look for the device that has caused the alarm. A detector will have a red light lit, or check to see if a call point glass is broken. (If so replace the glass or call an engineer.)
- 4 When fully satisfied that there is no fire, return to the control panel and press the RESET button, see fig 3. Once the system has been reset the light on the detector should extinguish and only the green SUPPLY HEALTHY lamp should be lit on the control panel.

If the system continues to false alarm, call an engineer.



1 - Turn Switch to ON position



2 - Press Silence Alarms

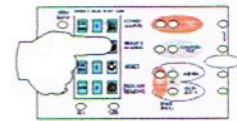


fig 2.

3 - Press Reset Button

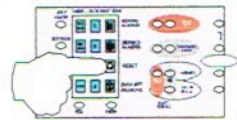


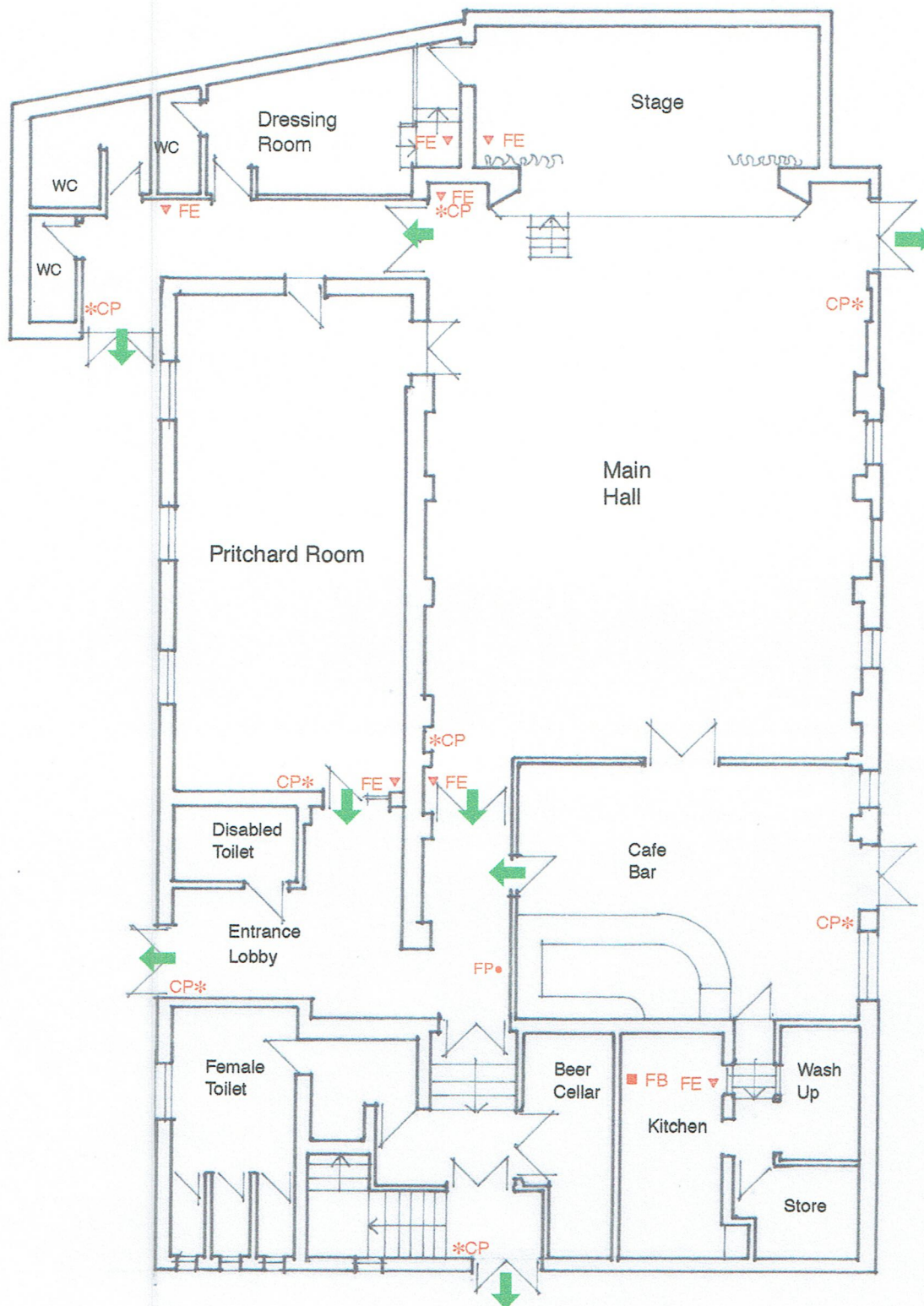
fig 3.

Fault Condition

If a buzzer is sounding in the control panel but the sounders or bells are not ringing, then there is either a fault on the system or zones / sounders have been disabled. **Call an engineer.**

The internal fault buzzer can be silenced by pressing the ENTER button. **DO NOT RESET THE SYSTEM UNTIL AN ENGINEER HAS INVESTIGATED THE FAULT.**

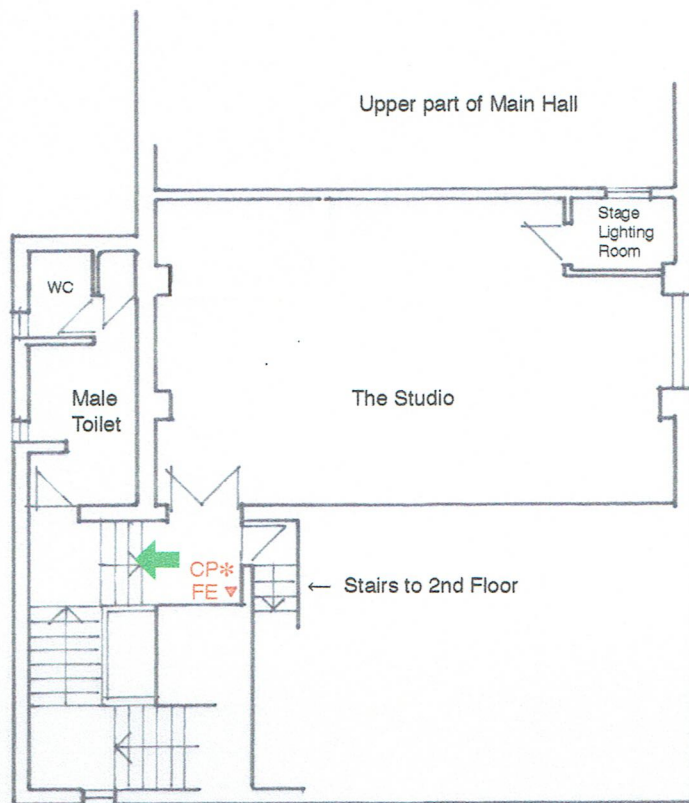
See relevant section in the installation and operating manual for details of disabling and enabling zones and sounders.



Fire Safety Information

- ▼ FE Fire Extinguisher
- FP● Fire Panel
- ← Fire Escape Exit
- CP* Fire Alarm Call Point
- FB Fire Blanket

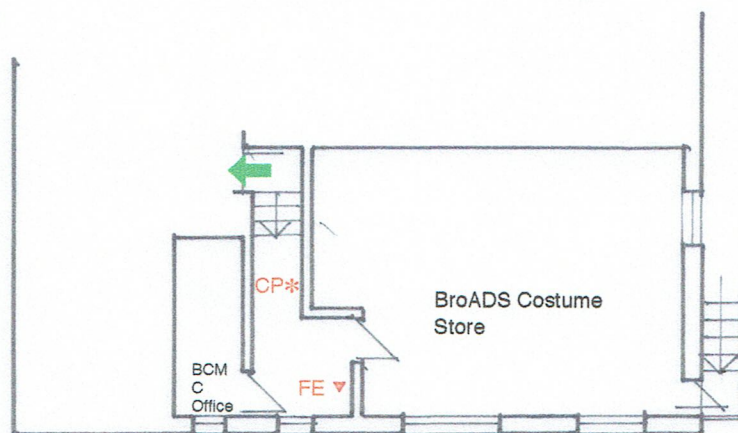
Birchmeadow Centre
 Ground Floor
 Fire Safety Plan
 NTS Feb 2016



First Floor

Services and Related Information

- FE ▼ Fire Extinguisher
- ← Fire Escape Exit
- CP* Fire Alarm Call Point



Second Floor