



Fire Evacuation & Management Procedures

**Market House
14 Market Street
Lerwick**

A charitable company limited by guarantee registered in Scotland No. 165677
Registered Office Market House, 14 Market Street, Lerwick, Shetland ZE1 0JP
Company Secretary Catherine Hughson
Recognised by the Inland Revenue as a Scottish Charity - No. SCO 17286

Voluntary Action Shetland

FIRE EVACUATION & MANAGEMENT PROCEDURES

This procedure contains the following information:

Action to be taken on the discovery of a fire

On hearing the fire alarm

False alarm incidents where the fire service are not called

Sounding of fire alarms

Liaison with the fire authority

Re-entry after an incident

Risk Assessment

Fire Safety Equipment Checks

Fire Drills

Staff and Users Responsibility

ACTION TO BE TAKEN ON THE DISCOVERY OF A FIRE

- Common sense (and discretion) should be used on the discovery of a fire.
- Raise the alarm by breaking the glass of the nearest fire alarm call point.
- Leave the building immediately, do not tackle the fire with extinguishers unless the fire is small **AND you have been trained in use of the equipment.**
- Reception staff will ensure that the Fire Brigade has been called. That member of staff should also carry the [Red Fire Log Book](#) plus the log of who is present in the building, where possible without endangering their own safety.

INFORMATION REQUIRED BY THE FIRE BRIGADE:

- The name of the property
- The correct postal address
- The telephone number
- Brief circumstances of fire

ON HEARING THE FIRE ALARM:

On hearing the fire alarm, all occupants should evacuate the building immediately by the shortest possible route (do not use the lifts) and then report to the assembly points. (Main Building – Car Park at the Market Green) (CAB Outside Sale Room). Reception staff who have the responsibility for the log at the time of the alarm should check the information contained in the log against people present at the assembly points.

If safe to do so, the named responsible fire persons for each floor should check the areas they are responsible for to assist in the evacuation of the occupants.

The nominated persons for each floor are responsible for the safe evacuation of any visitor who is unable because of disability to evacuate the building unaided. Refuge areas are signposted on each floor.

Level 0 – Manager CAB and Assistant Manager

Level 1 - Receptionist and Manager of Moving On

Level 2 – VAS Admin and Executive Officer

Level 3 – Team Leader, Befriending Scheme Co-ordinator, Support Worker(s)

Particular attention should be paid to the "out of way" rooms.

FIRE ALARM INCIDENTS WHERE THE FIRE SERVICE ARE NOT CALLED:

Should the cause of the activation prove to be a false alarm after the building evacuation, where investigations have confirmed it to be a false alarm, the nominated persons (Executive Officer, Catherine Hughson or Team Leader, Wendy Hand) or their depute in charge is responsible for making the decision to allow persons to re-enter the building. This decision takes place only after consultation with responsible persons for each level.

SOUNDING OF FIRE ALARMS:

Once activated the fire alarm system must not be silenced unless its cause is an obvious false alarm or required by the Fire Service for operational reasons.

LIAISON WITH THE FIRE AUTHORITY:

The nominated persons or their depute are available to assist the fire service.

RE-ENTRY AFTER AN INCIDENT:

Once at the assembly points all staff, visitors and clients should await instruction from the nominated person.

On no account should anyone enter the building when the fire alarm is sounding.

At most incidents the officer in charge of the fire service will decide when it is safe to re-enter the building and this information will be passed onto the nominated person.

At prolonged incidents or in inclement weather conditions it will be the individual project manager's decision whether to dismiss their staff, visitors and clients at the assembly point.

RISK ASSESSMENTS:

Each tenant of the building is responsible for carrying out a risk assessment on their own office space and exit, forms will be provided by Team Leader to assist in this process.

FIRE SAFETY EQUIPMENT CHECKS:

- Fire Alarms checked weekly by Reception Staff at 9.30am on Fridays
- A different call point is used each week
- Fire doors are checked for safe operation monthly by nominated persons
- Emergency Lighting is checked six monthly by Building Services
- Fire fighting equipment is checked annually
- All checks/inspections are entered in the [Fire Log](#) which is held at reception
- Faults detected are reported to nominated persons for attention

FIRE DRILLS:

Fire drills are held twice yearly and entered into fire log. These are carried out in accordance with the Fire Evacuation and Management procedure for Market House.

STAFF RESPONSIBILITY:

Staff and users of this building are responsible for ensuring that waste is disposed of daily and access to Fire Exits are kept clear at all times. Any faults discovered will be reported to the nominated persons.

Fire Exits must only be used in the event of fire evacuation and at no other time.

It is the responsibility of staff and users, of Market House to ensure the building is cleared and not the responsibility of the Fire Brigade.

For visitors, clients and users of Market House that have mobility problems, wherever possible staff should please make arrangements to see them on Level 0 or 1 as exiting the building is much easier. It is the responsibility of staff to ensure that their visitors have exited the building in the event of Fire.

**FIRE SAFETY ARRANGEMENTS FOR
MARKET HOUSE, 14 MARKET STREET, LERWICK**

1. The nominated persons in charge of Fire Safety Arrangements for Market House are:

Executive Officer – 743901

Team Leader - 743902

2. The nominated safety persons in the event of fire for each level are:

Level 0 - Manager CAB and Assistant Manager CAB

Level 1 - Receptionist and Manager Moving On

Level 2 - VAS Admin and Executive Officer

Level 3 - Team Leader, Befriending Scheme Co-ordinator and Support Worker(s)

3. All members of staff receive induction on Fire Safety and Management Procedures.
4. In the event of the alarm being raised, the **Reception Staff** should ensure that the fire brigade has been called, by dialling **9-999**. That member of staff should carry the **Red Fire Log Book** out of the building where possible and without endangering their own safety.
5. Reception staff should also take out of the building the log of who is present in the building, where possible and without endangering their own safety.
6. Reception staff should check those in the assembly areas against the log of who is in the building
7. Fire Alarms will be checked weekly every **Friday at 9.30am**
8. Faults detected should be reported to one of the nominated persons
9. Fire drills are held twice yearly and entered in the Fire Log. These carried out in accordance with the Fire Evacuation and Management Procedures for this building.
10. It is the responsibility of all staff and building users to ensure waste is disposed of daily and access to Fire Exits are kept clear.

IF YOU DISCOVER A **FIRE**

1. Raise the alarm immediately by breaking the glass of the nearest fire alarm call point.
2. Evacuate the premises by the nearest available fire exit. Do not use the lift.
3. Assemble in the Market Green Car Park.

ON ALARM BEING RAISED

Reception staff to ensure the Fire Brigade has been called **9-999**

DO NOT

- STOP TO COLLECT PERSONAL BELONGINGS
- RE-ENTER THE BUILDING

DO NOT ATTEMPT TO FIGHT THE FIRE