



## **STATES OF JERSEY FIRE AND RESCUE SERVICE**

### **A GUIDE TO FIRE DRILLS AND EVACUATION PROCEDURE FOR COMMERCIAL PREMISES**

There should be appointed in each premises a person at managerial level to be responsible for organising the routine and training of personnel in Fire Drills and Evacuation Procedure.

Their duties should include the following:-

1. General supervision of all matters relating to evacuation drills.
2. Co-ordination with other occupancies in the building for general evacuation drills.
3. Appointing and training key personnel for special duties in the event of fire.
4. Ensuring that passages, gangways, exits etc. are kept free from obstruction. All exit doors function correctly and are not locked with unauthorised fastenings during working hours.
5. Preparation and posting of conspicuous notices detailing fire and evacuation duties and procedure.
6. Maintenance and training in the use of fire appliances.
7. Testing of fire alarm systems and emergency lighting (where fitted)

#### **GENERAL POINTS FOR GUIDANCE**

1. Personnel should be made familiar with the escape routes from the premises. Routes which are not in normal use, e.g. the external fire escape or emergency fire escape, should be traversed by all personnel periodically.
2. Responsible persons should be appointed as "Fire Wardens" or "Fire Party". They should be trained in the use of fire-fighting appliances and elementary fire-fighting.

3. It is advisable that as many persons as possible should be made familiar with the operation and limitations of hand extinguishers.
4. Persons should be detailed to ensure that all personnel are evacuated from the premises, including such places as toilets, rest rooms, canteen etc.
5. An assembly point should be established, with the co-operation of the owners and other tenants, preferably in a position not likely to obstruct the activities of the Fire Service.
6. A person or persons should be charged with checking that all employees report to the assembly point. Arrangements should be made for a nominal roll of all occupants to be immediately available at the assembly point. The importance of ensuring that the list is always complete and up-to-date cannot be over-emphasised.
7. All personnel should be made familiar with the telephone arrangements and fire alarm system in the premises.

#### PERSON DISCOVERING A FIRE

1. Immediately operate the nearest fire alarm call point.
2. Ensure that the Fire Service is called.
3. Attack the fire, if possible, with the appliances provided but without taking personal risks.

#### \* "FIRE WARDENS" OR "FIRE PARTY"

1. Proceed to the scene of the fire.
2. Attempt to extinguish the fire.
3. Close all doors and windows in the immediate vicinity to restrict fire spread.

#### \* PERSONS RESPONSIBLE FOR COMPLETE EVACUATION

1. Make a quick search of all toilets and rest rooms etc.
2. Assist in closing all other doors and windows.
3. Evacuate and proceed to assemble point.

#### PERSONNEL NOT DETAILED FOR SPECIAL DUTIES

1. Stop work.

2. Shut off power to machines or equipment (if any).
3. Switch off all gas and/or electrical appliances.
4. Put chairs, stools, racks and any other obstruction on top of or under benches to clear the passageways.
5. Proceed in an orderly manner to the nearest available exit and then to the assembly point.

#### IMPORTANT NOTE

DO NOT remain behind to collect personal belongings.

DO NOT return into the building after evacuation.

#### MANAGEMENT AND OFFICE STAFF

1. Close all windows and doors except exit doors.
2. Switch off all gas and/or electrical appliances.
3. Evacuate in an orderly manner by the nearest available exit and then to the assembly point.
4. Management to ensure that the Fire Service has been called.
5. Inform the Fire Officer in Charge, of the location of the fire.

#### \* PERSON OR PERSONS RESPONSIBLE FOR ASSEMBLY POINT

1. Proceed to assembly point and take roll call.
2. Inform senior member of staff who should wear a reflective jacket to aid identification by Fire Service.
3. Senior member of staff to meet Fire Service Officer in charge on arrival to pass on relevant information.
  - a) location of fire,
  - b) any persons unaccounted for,
  - c) location of ventilation or air conditioning control units,
  - d) any U.P.S. systems installed.

\* Where applicable, generally in larger premises.

## NOTE:

The sequence of events will not necessarily take place as outlined above but will be dictated by circumstances. However, the call to the Fire Service must not be delayed.

No action must be taken which will endanger the lives of personnel. In the event of exposure to danger, evacuation must take preference over all other duties.

## EVACUATION DRILLS

Evacuation drills in premises in multiple occupancies should be carried out with the co-operation of the owners and other tenants.

This should follow the completion of individual training by tenants and, until personnel are familiar with the routines, should be carried out with prior warning.

When drills are satisfactory, surprise evacuation, without warning, should be exercised at half-yearly intervals.

## VISITORS (to include tradesmen)

A record should be maintained of all visitors to the premises and taken to the assembly point if an evacuation takes place. This record should include the times of arrival and departure and the location of the visitor or whom they are visiting.