Fire Drill Tabletop Exercise

Dear Tenant

As you know, fire evacuation drills are carried out on a six-monthly basis, with the next one due in February 2025.

Fire Evacuation Drills

Each Tenant needs to hold a tabletop (virtual) evacuation drill. You must ensure that all employees and visitors to site are talked through the action to take in the event of a fire occurring on site and what to do if the fire alarm is activated. This needs to be completed by the close of business 14 February 2025 and confirmation emailed to Johannes Thorpe, thecabotfacilitiesmanager@savillspm.co.uk.

This document details the arrangements in place and what you need to do in the event of a fire occurring in the premises occupied by your organisation.

Legislative Background

The Regulatory Reform (Fire Safety) Order 2005 requires that all persons responsible for premises establish and implement procedures, including safety drills, to be followed in the event of serious and imminent danger. Additionally, where there is more than one organisation sharing a premises, there is a requirement to co-operate with each other and co-ordinate fire safety measures to meet the requirements of the Order.
These requirements are in addition to the general arrangements laid down in the Health & Safety at Work etc. Act 1974 for every person at work to:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their actions.
- Co-operate with their employer in ensuring that they comply with any action taken to protect the health and safety of employees.
- Not intentionally or recklessly interfere or misuse any equipment or procedure provided in the interest of health and safety.

Fire Alarm test

The weekly bell test of the fire alarm system will continue as normal on Sunday 0700hrs, and the PA system announcement are fortnightly on a Friday at 1600hrs

Fire Evacuation

If the fire alarm is activated at your occupied premises this must be treated as a real event. Upon activation of the alarm, all occupants should follow the evacuation procedure and leave the building immediately by the nearest available exit.

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Escape Routes

- You must ensure that all employees and visitors are familiar with escape routes including:
- Available stairways and escape routes
- Location of fire alarm call points
- Location of firefighting equipment and method of operation
- The operation of any special fastenings on fire exit doors

In addition, nominated fire wardens should regularly check and ensure the following:

- All escape routes from the premises are clear and free from obstructions, stored items and combustible materials.
- Fire doors are operational, unlocked and free from signs of damage.

Assembly point

Please ensure all members of Staff and ***your nominated Fire Wardens are familiar with the assembly point***. The location of your assembly point is detailed in the fire evacuation plan for your property and can be found on the fire action notices displayed through the premises.



If you are not sure of the location of your assembly point, please contact the building management team who will be able to advise you accordingly.

All other occupants should proceed to a safe distance away from the property and await further instructions from their nominated fire warden or the fire brigade. You should not proceed to re-enter the building until you have been advised that it is safe to do so by the fire brigade/building management team.

Fire Fighting Equipment

IMPORTANT:

Building occupants are not expected to try and fight fires using any fire-fighting equipment provided on site. Personal safety is far more important. Equipment should only be used by trained and qualified personnel. All building occupants should avoid taking risks and if in doubt, get out.

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GENERAL EVACUATION ARRANGEMENTS

Whenever an evacuation of the premises takes place always remember the following do's and don'ts:

DO	✔
• Proceed immediately, calmly and directly to your designated assembly point by the nearest available fire exit • Obey instructions or directions given by fire wardens or the Fire Brigade • Close windows and doors to slow the spread of fire where safe to do so • Be aware of road traffic dangers to the assembly point	

DONT	x
• Stop to collect personal belongings • Use lifts to evacuate • Carry hot / cold drinks to the assembly point. Spillage may cause injury from scalds or slips • Gather at unauthorized assembly points or by exits • Re-enter the building until being instructed it is safe to do so	

CALLING THE FIRE BRIGADE

Ensure you are in a safe location before calling the fire brigade. Then, follow this simple procedure:

1. Dial **999** from a landline or **112** from a mobile phone.
2. When the operator answers, request **FIRE**.
3. When connected to the fire brigade, clearly state the address of the building.

Do not end the call until the address has been repeated back to you, and you are sure they have got it right. The fire brigade cannot help if they do not have the full address.

TENANT / OCCUPIER RESPONSIBILITIES

If a fire is discovered or one reported to you:

- Raise the alarm by operating the nearest fire alarm call point.
- Leave the building by the nearest exit and proceed calmly to a safe place away from the building.
- Follow the other *general evacuation arrangements* listed above.

Only If you have been instructed and trained in the use of fire extinguishers and feel confident in their use, use the nearest suitable fire extinguisher to extinguish the fire.

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Do not take unnecessary risks, however. The building management does not expect you to try and extinguish fire – your safety is far more important.

<u>If you hear the fire alarm operating:</u>

- Unless advised of a test, believe it is a real event and not a practice.
- Leave the building by the nearest exit and proceed calmly to a safe distance away from the building
- Follow the other general evacuation arrangements listed above.