

## **PRESCAP: FIRE SAFETY AWARENESS**

You should ensure you know the location of Fire Call Points (this is where you can raise the alarm) around the Prescap building. You should know where the fire extinguishers are and have read the instructions on the extinguishers. Wherever you are in the building, you should know your main route(s) of escape as you may have to find them in smoke-filled air.

### **Key components of fire prevention:**

- 🔊 Good procedures
- 🔊 Good housekeeping
- 🔊 Regular inspections of electrical/gas equipment by qualified engineers
- 🔊 Store flammable materials away from sources of heat, only store what you need
- 🔊 Avoid using portable heaters
- 🔊 Clear all rubbish away at the end of the day
- 🔊 Contractors are aware of fire procedures and responsibilities
- 🔊 At the end of the working day all equipment is switched off and unplugged
- 🔊 Fire training

### **Key components of fire protection:**

- 🔊 Fire doors
- 🔊 Fire exits
- 🔊 Emergency lighting
- 🔊 Evacuation signage
- 🔊 Fire alarm system
- 🔊 Fire extinguishers
- 🔊 Regular fire drills
- 🔊 Good written procedures
- 🔊 Regular checking of all equipment
- 🔊 Staff training

### **If you discover a fire anywhere:**

- 🔊 Raise the alarm by sounding the horn (press the top down) at the nearest Fire Call Point
- 🔊 Call 999 – ask for the Fire Service and give our address: 5a Walton's Parade, Preston, PR1 8QT
- 🔊 Tackle the fire with an appropriate appliance ensuring you take no personal risks
- 🔊 If the fire is extinguished inform the Fire Marshal as soon as possible
- 🔊 If your efforts are not immediately successful leave by the nearest escape route and proceed to the Assembly Point
- 🔊 Close all windows and doors wherever possible – leaving them open will give the fire the oxygen it needs to keep burning (do not lock the doors though)
- 🔊 Congregate at the Old Merriweather Building, 12 Walton's Parade (Fire Assembly Point) – this is the building with the green shuttered windows
- 🔊 When the Fire Service arrive, Di will be the liaison (if Di not in, then Karen)
- 🔊 Do not re-enter the building until you are advised by a member of the Fire Service or one of our own Fire Marshals (who will have been given this information by the Fire Service) that it is safe to do so

### **If you hear the alarm:**

- 🔊 Leave the building immediately
- 🔊 Close all windows and doors wherever possible – leaving them open will give the fire the oxygen it needs to keep burning (do not lock the doors though)
- 🔊 If you have a visitor with you, show them to the nearest escape route and on to the Fire Assembly Point

- ☞ Congregate at the Old Merriweather Building, 12 Walton's Parade (Fire Assembly Point) – this is the building with the green shuttered windows
- ☞ When the Fire Service arrive, Di will be the liaison (if Di not in, then Karen)
- ☞ Do not re-enter the building until you are advised by a member of the Fire Service or one of our own Fire Marshals (who will have been given this information by the Fire Service) that it is safe to do so

**Fire escape routes:**

- ☞ When in the flagged room downstairs at the front of the building, your nearest escape route is through the front door leading directly on to Walton's Parade
- ☞ When in the Print Area downstairs, your nearest escape route is through the door to upstairs and out of the door ahead of you, leading into the courtyard
- ☞ When in the Dark Room downstairs, your nearest escape route is out of the Dark Room and leave by the door to your left, leading into the courtyard
- ☞ When upstairs, your nearest escape route is down the stairs and out of the door at the bottom of the stairs to your right, leading into the courtyard
- ☞ Congregate at the Old Merriweather Building, 12 Walton's Parade (Fire Assembly Point) – this is the building with the green shuttered windows

**Fighting a fire:**

- ☞ Do not attempt this unless you feel competent to do so
- ☞ Always keep between your escape route and the fire at all times
- ☞ If a person's clothing is alight, roll them on the ground in a blanket or coat to smother the flames
- ☞ Burning fat or oil in a pan can be blanketed with a large wet tea towel/cloth (approach the fire with the damp cloth in front of your face and be sure your hands are wrapped in the cloth) – carefully place the cloth on the pan to completely cover the rim so the fire is extinguished
- ☞ If you cannot extinguish a fire completely within a minute – leave

**Fire extinguisher use:**

- ☞ Water is suitable for an A class fire – wood, paper, textiles
  - Advantages
    - Can start to tackle the fire from a distance of up to 5 metres
    - Continuous discharge time of 40 seconds
    - Puts out the fire by eliminating the fuels ability to burn
  - Disadvantages
    - Use on electrical equipment could result in electrocution
    - Use on a flammable liquid would not only cause the fire the intensify but is also likely to spread the fire over a larger area
    - The 9 litre extinguisher weighs 15kg so some people may find it difficult to manoeuvre
  
- ☞ CO<sub>2</sub> is suitable for a B class – flammable liquids, or an electrical fire
  - Advantages
    - Lightweight
    - Contents does not cause any extra mess
    - Puts out the fire by cutting off the oxygen supply
  - Disadvantages
    - Very noisy
    - User must be within 2 feet of the fire to tackle it
    - A 2kg extinguisher only has a discharge time of 10 seconds, and a 5kg extinguisher has 15secs
    - The horn can freeze during use and therefore may cause burns to the hand

- ☞ Foam is suitable for A and B class – wood, paper, textiles and flammable liquids
- Advantages

- Can tackle both A and B class fires
- Has been conductivity tested up to 35KV so although not designed for electrical fires if the user inadvertently sprayed onto live electrics it would not conduct it back to the extinguisher
- Once foam is applied to flammable liquid it coats the top of the fuel therefore stopping the fuel being able to re-ignite
- Puts out the fire by cooling and smothering
- Continuous discharge time of 40 seconds for a 9 litre and 30 seconds for a 6 litre
- Can start to tackle fires from up to 4 metres

Disadvantages

- A 9 litre extinguisher weighs 15kg so some people may find it difficult to manoeuvre

**Key points to remember if a fire starts:**

- ☞ Leave the building immediately – do not stop to collect belongings
- ☞ Ensure that you close windows and doors behind you (not locking them though)
- ☞ Leave by the nearest fire exit not necessarily the main entrance
- ☞ Make sure you go to the Assembly Point because if you are unaccounted for the Fire Brigade will have to assume you are still inside

**How to stop fire spreading:**

- ☞ Make sure fire doors are kept shut
- ☞ Before leaving close windows and doors
- ☞ Staff fire training
- ☞ Good procedures
- ☞ Contact the Fire Service as soon as possible

**Weekly safety check:**

- ☞ Fire exits – should be totally unobstructed
- ☞ Fire extinguishers – ensure they are where they should be

**Monthly safety check (to be recorded in the Fire Safety Manual):**

- ☞ Smoke alarms – press test button to ensure batteries are working

**Annual Fire Safety Training - Staff & Trustees:**

- ☞ 'In event of fire' drill
- ☞ Emergency lighting will come on if the mains lighting fails, this is very low level light and it will take a minute or so for your eyes to adjust, they will do this quicker if you keep them open

**Fire safety – Artists & Keyholders**

- ☞ Please familiarise yourself with fire exits, escape routes, fire call points, horns, fire extinguishers, etc
- ☞ Please be aware of any flammable materials they bring into the building – ie. handling of, storage of, etc
- ☞ In case of an emergency there are Trustee contact details on the back of the front door, shown in the order of preference in which they should be contacted

**Fire safety – Good housekeeping**

- ☞ Ensure all bins and recycling bags/boxes, etc are emptied at least once a week
- ☞ Lock all flammable materials away when not in use
- ☞ Switch off all electrical and gas appliances when not in use/at the end of the day

### **Fire Marshals: Di Cuming & Karen Hickling**

- 🔊 Di to check downstairs for people before leaving – Dark Room and lobby, Print Area (remember toilet) and Front Room (flagged area)
- 🔊 Karen to check upstairs before leaving – Office, Meeting Room, Workshop Space, Di's office and the toilet
- 🔊 If one of the above people are out then the other should check both upstairs and downstairs areas
- 🔊 Both fire marshals should take a copy of the Floor Plan with them to the Fire Assembly Point to pass to the Fire Service
- 🔊 Di is in charge at the Fire Assembly Point (if not Di, then Karen; then Lisa)

### **Responsibilities of a Fire Marshal**

- 🔊 Ensure all fire exits are unobstructed and operate correctly
- 🔊 Ensure Call Points are visible and unobstructed
- 🔊 Ensure that fire extinguishers are in their correct place, unobstructed and tamper indicators are intact
- 🔊 Ensure all employees are drilled in what to do in the event of a fire
- 🔊 Ensure all rubbish is kept to a minimum and disposed of at the end of each day
- 🔊 Ensure that in the event of a fire all employees and visitors have evacuated paying particular attention to toilet blocks and store rooms
- 🔊 Liaise with designated person to ensure the area is clear

### **Notes**

- 🔊 Never rely on a 'walkabout' phone to call in an emergency – it may not work

### **SUMMARY - In the event of a fire:**

#### **If you discover a fire:**

- 🔊 Raise the alarm by sounding the horn
- 🔊 Call 999
- 🔊 Tackle the fire with an appropriate appliance taking no personal risks
- 🔊 If your efforts are not immediately successful leave by the nearest escape route and proceed to the Assembly Point
- 🔊 Congregate at the Old Merriweather Building, 12 Walton's Parade (Fire Assembly Point) – this is the building with the green shuttered windows

#### **If you hear the alarm:**

- 🔊 Leave the building immediately
- 🔊 Congregate at the Old Merriweather Building, 12 Walton's Parade (Fire Assembly Point) – this is the building with the green shuttered windows

**DO NOT STOP TO COLLECT BELONGINGS**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD BY A FIRE OFFICER IT IS SAFE TO DO SO**