

FIRE SAFETY ARRANGEMENTS

Tenants must provide instruction and training for everyone employed in their unit in order to make sure that all employees know and understand the fire instructions and what they should do in the event of a fire.

A written copy of the instructions and procedures must be given to each employed person and should include the following:

- What to do if you discover a fire.
- What to do when you hear the fire alarm.
- How the fire alarm system operates (break glass points and smoke detectors).
- The location of the escape route; the quickest way from your unit to the **nearest** fire exit. Everyone should also know of an alternative route in case the first one is blocked.
- Evacuation, including visitors and escorting them to exits. All companies **must** have an evacuation plan which will include arrangements for any disabled staff or visitors.
- Where the assembly area is and the procedure on arrival. (The assembly area is the grass area in front of the building by the restaurant).

One named person in each company should be responsible for all safety arrangements and for evacuating the premises in the event of an emergency. Any staff who might deputise in their absence, again a named person, should receive sufficient instruction to enable them to deal with any problems. It is important that all employees know the name of the person/s that are responsible for safety.

Instructions on what to do in the event of an emergency should be given to all employees at least once every twelve months. At least once a year, a practice fire drill will be carried out. A written record of the instruction given to employees and of any fire drills should be kept by the company.

It is the company's responsibility to have carried out a Fire Risk Assessment for their unit and a written copy held (if 5 or more staff are employed).

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EVACUATING THE BUILDING:

In an emergency, the fire bells will sound **continuously** as a signal to evacuate the building using the nearest escape route.

The glass bolts on the fire escape doors can be broken by using the small hammer attached to the door or orange tags securing the door can be broken. Turning the thumb-turn lock and use handle to open the door.

Corridors and staircases must be kept free at all times of anything which could cause an obstruction.

Please note that the fire escape staircases in the Surrey Technology Centre are to be used for emergency evacuation only and not as a means of getting around the building.

AT THE ASSEMBLY POINT:

After evacuating the building everyone should gather at the assembly point which is clearly marked at the front of the building, moving well away from exit doors to keep them clear for people still coming out. One of the reception staff will act as Fire Marshall and will be clearly identifiable by wearing a yellow fluorescent jacket. One person from each company must report to the Fire Marshall and let her know that everyone in their company is safe and accounted for.

When the building has been declared safe, everyone can go back in.

Doors of units should **not** be locked in an emergency evacuation as the fire brigade will have no hesitation in breaking down the door to check that the area is clear.

If you have an employee who cannot hear the fire alarms and for whom a visual warning system may be required, please let the Operations Manager know.

The landlord (University of Surrey) is required to make sure that regular maintenance is carried out on the system of fire alarms and emergency lighting installed in the building. This is done quarterly and a record of all maintenance is kept by the Maintenance Manager.

The fire alarms in the Surrey Technology Centre are tested every Monday morning at approximately 9.30am. If you do not hear the alarms at this time from wherever you are in the building please advise the Operations Manager as soon as possible.