

# Fire Procedure Policy

## FIRE MEETING POINT:

CITY WALLS MAGAZINE STREET- OPPOSITE SCHOOL

## SUMMARY

Foyle International Ltd recognises that it has a responsibility to provide a safe working environment for its employees. We have formulated this policy to help us comply with our legal obligations to staff, volunteers, service users and visitors under the Fire Precautions (Workplace) Regulations 1997. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

## EMPLOYEE'S DUTYS

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with the organisation in complying with any procedures that may be introduced as a measure to protect the safety and well-being of our staff and visitors.

## COMMUNICATION

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

## GENERAL FIRE PROCEDURES

Foyle International Ltd has a responsibility for minimizing the danger to life, property, and job security arising from the effects of fire, riots, civil commotion, and natural and man-made disasters. To accomplish this purpose, a Quick Reaction Team has been developed to respond to emergencies. Their responsibilities include the following:

- Arrange for evacuation of employees
- Render first aid
- Salvage and restore company operations
- Record employees presence

**If you ever discover a fire:**

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- Remain calm. Do not shout "Fire!"
- Pull the nearest fire alarm.
- Dial "999" on the telephone and give the operator the location of the fire, the floor, and room number, if possible.

## QUICK REACTION TEAM

<b>Team Leader</b>	Sinead Mc Caul
<b>Staff Record Officers</b>	Sinead Mc Caul - All management and Admin Staff Kelly Proctor - All academic teaching staff
<b>First Aid Adviser</b>	Kirsten McCloskey

## IN THE EVENT OF A FIRE

- Stop work and leave the building **IMMEDIATELY** when the fire alarm sounds or when you are instructed to do so!
- Follow instructions, avoid panic, and cooperate with those responding to the emergency.
- Proceed to the designated or nearest exit.
- Proceed to designated fire meeting point and report to relevant staff records officer
- Turn off computers, equipment, fans, etc., and close desk drawers.
- Do **NOT** delay your exit from the building by looking for belongings or other people.
- When leaving the building, go to a clear area well away from the building. Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.
- Do not re-enter the building until instructed to do so by your supervisor or fire/rescue worker.

The above rules will be enforced. Periodic fire emergency drills may be conducted. Your life and the lives of others will depend on your cooperation.

**All fire escape routes** (corridors, stairs etc.) must be **kept clear of obstructions and storage** of combustible materials. Individual rooms should be kept as tidy as possible with no combustible materials exposed to any potential fire hazard.

Do not store bicycles or bags in the corridors or near fire exits.

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We have introduced the above procedures in order to maintain high standards of fire safety.

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes
- The fire evacuation procedures will be practiced at least quarterly
- Training will be provided as necessary to any staff given extra fire safety responsibilities, such as fire wardens
- It is our policy that all staff will be trained in the use of fire extinguishers
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes
- All escape routes will be clearly signed and must be kept free from obstructions at all times
- The fire alarm is a bell. When activated, all staff (except those with special designated duties) should leave the building immediately by the nearest exit. Do not stop to collect anything.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager
- Alarm systems will be tested regularly.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting.

This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

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