

Title	<b>FIRE PROCEDURES – GLOVER STREET</b>			Number	<b>E13</b>
Effective From:	24.02.11	Duration:	No end date	Review:	01.06.23
Author:	Andy Savage			Version:	3.1
Other Ref:					
Contacts:	Scott Barnes				

## Version Control

(Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

<b>DATE</b>	<b>CHANGE</b>	<b>CHANGED BY</b>
23.09.19	Updated Fire Panel Images and Reset procedure	AS
26.10.20	Introduction updated, removed Good Hope, Heartlands and Solihull	SBr/TH
08.06.22	Updated Service Contractor details	AS

## Introduction

This document outlines the fire and evacuation procedures for Badger House at Glover Street. Fire safety information is also posted on all levels of the building.






## Badger House, Glover Street - Fire Procedure

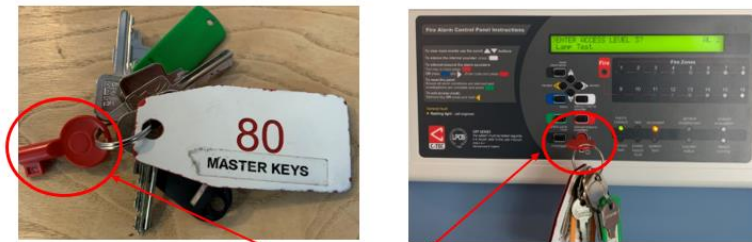
### 1. Fire Safety Set Up

#### 1. Fire Detection System and Arrangements

- Industry Standard (35 detectors, 6 sirens, Control Panel)
- Serviced and checked quarterly by Elevate UK
- Automatically Release all Fire Doors & the Rear Gate
- Breakers and Extinguishers on all floors



To silence/resound the alarm sounders:  
Turn key to I and press   
OR press  and . Enter code and press   
To reset the panel:  
Ensure all alarm conditions are silenced and investigations are complete and press 



Fire Panel Key

## 2. Breakers & Extinguishers

- Two types of Breakers



- Red – Fire Alarm
- Green – Door Control

- Extinguishers – Two types



- Carbon Dioxide and Water
- Read instructions before use
- Fire Blankets in Kitchen Area

## Evacuation Procedure

### 1. Upon hearing the Fire Alarm (or Evacuation call)

- DO NOT Panic, Stay calm
- ACT PROMPTLY- Either alone or in a group
- Take a Quick glance to assess the surrounding
- Assist any disabled person in your vicinity
- Collect your coat - only if nearby
- Leave the Building – using one of the routes
- Go to the assembly point, and wait for the duty Fire Marshall
- DO NOT re-enter the building till informed to do so by the Fire Marshall
- If you must leave the assembly point, tell your colleagues

### 2. Noticing/Discovering the Fire

- DO NOT Panic, Stay calm
- Activate the nearest Fire Breaker circuit
- Call the emergency services on (9) 999
- Evacuate the Building

## Responsibilities

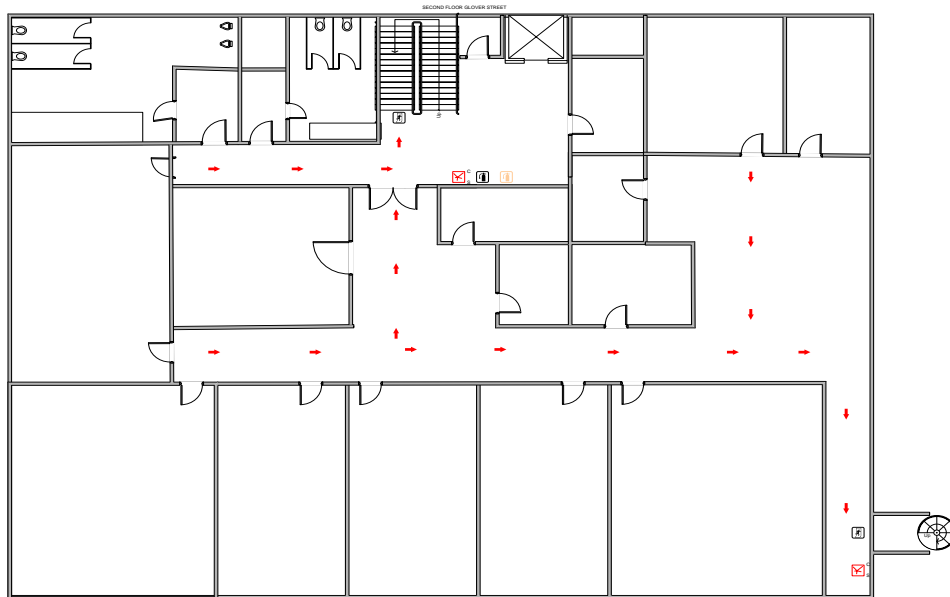
- 1. Staff/Visitors**
  - Follow Evacuation Procedure
  - Listen to Fire Marshals Instructions
- 2. Fire Marshalls**
  - Oversee the Evacuation
  - Liaise with Emergency Response Team
- 3. Business Continuity Marshall**
  - Activate Business Continuity Plan

## Fire Procedure Summary

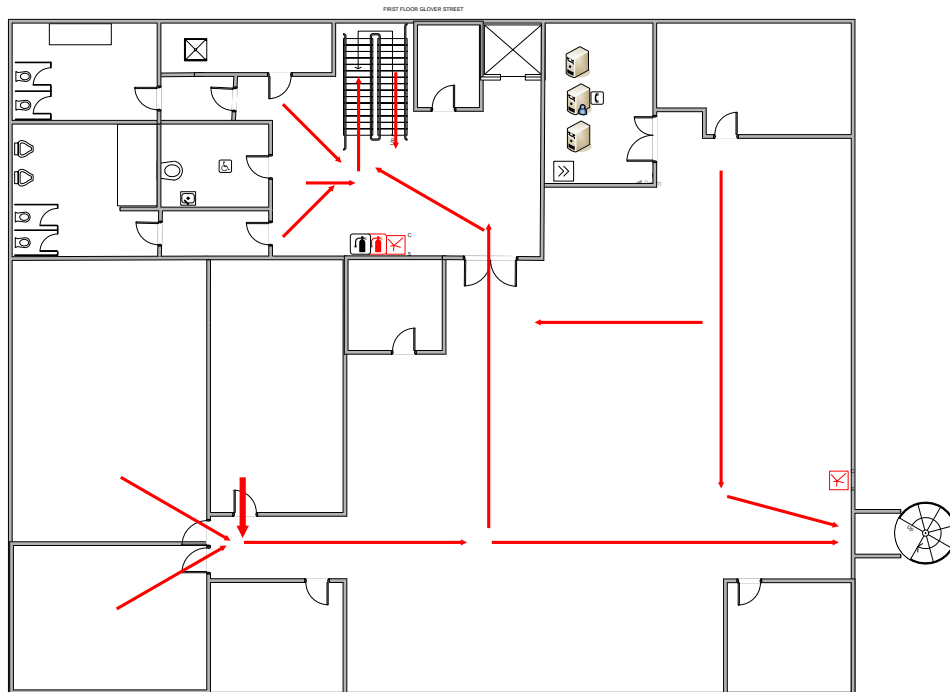
- 1. Get to the Assembly Point**
  - Follow Evacuation Procedure
- 2. Act Responsibly**
  - Prompt Actions
  - Listen to Fire Marshals Instructions
- 3. Do NOT**
  - Stop to Collect personal belongings
  - Use Lift
  - Take Risks
  - Return to Building until instructed by Fire Marshal
  - Leave the Assembly Point

## Glover Street Site Overview – Assembly Points and Routes

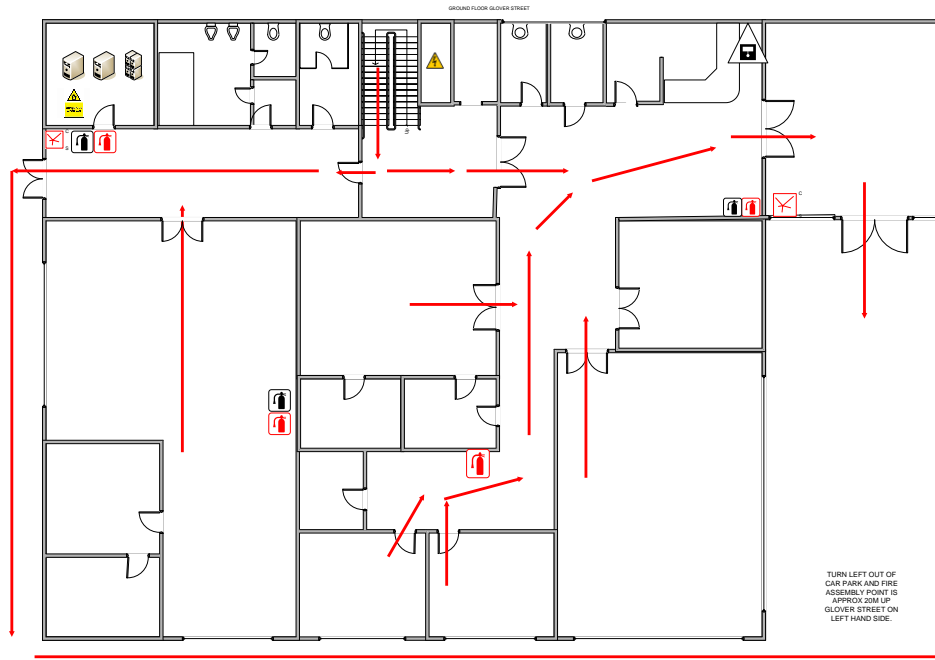
### Internal Routes Top Floor



### Internal Routes Middle Floor



### Internal Routes Ground Floor



### Escape Routes

