**SOP 2**

**Fire Procedures**

If a fire is discovered –

**Raise the alarm immediately and leave the area using local fire fighting equipment if necessary and appropriate.**

## Fire Evacuation instruction

Officers on duty will prevent access/egress of staff, visitors, contractors and deliveries. They will be informed of any expected Emergency Services that have been call out. All exits and Entrances are to be kept clear.

**Enter site specific information**

## STANDARD EMERGENCY PROCEDURES

* Immediately activate the nearest alarm.
* Assist as necessary in evacuation of personnel.
* Do not attempt to extinguish the fire unless you are sure it can be put out without danger.
* Do not re-enter the building.
* Use Call out procedure as necessary.

## FIRE ALARM

The fire alarm system on site is operated manually by the key pad, or by a computer which has been linked into it. This system covers all areas either by detectors or break glasses. It is monitored 24/7, appropriate action should be taken when activations occur, and personal safety is paramount.

## FIRE PROCEDURE

### If a fire is discovered:

Raise the alarm immediately and leave the area using local fire fighting equipment if necessary.

In the event of a fire occurring, and the brigade being summoned, a security officer should position himself by the Main gate entrance, ensuring clear access for their vehicle on arrival.

Fire brigade should enter site through the main gate, and directed to the Incident Controller who will be situated in the reception car park area.

## System Warnings

Enter information

## Officer Positional Requirements

The following duties shall be carried out by Security Officer or as directed by the Senior customer person/14forty Manager:

## Incident Controller (Site Security Manager or senior Officer)

Responsible for liaising with the emergency services

Responsible for completing the Fire Action Sheet

Communicates the all clear to the Assembly Point Controller, who then can commence the re-occupation of the building

## Assembly Point Co-ordinator (Nominated Security Officer)

Assisting the Incident Controller in the event of an evacuation. Being the focal point at the Fire Assembly Point. Collating evacuation information from the Fire marshals. This information is with regard to the areas the Fire Marshals have cleared on their route out of the building. These areas need to be recorded on the Fire Action sheet. Any areas not cleared by the Fire Marshals need to be communicated to the Incident Controller, who will then pass information onto the Emergency Services.

**Tasks to be undertaken;**

List

## All Clear

Once the Incident Controller has received the all clear from the fire service. He/She will inform the Control Room Officer to silence and reset the alarm.

All external gates/doors will be checked and secured, all turnstiles will be reset.

Incident Controller will then inform the Assembly Point Controller to advise staff that the building may be re-occupied,

**Message**

**MAY I HAVE YOUR ATTENTION PLEASE**

**WE WILL NOW COMMENCE RE-ENTRY OF THE BUILDING**

**THANK YOU**

Each Area will be returned to the building in the following order

* **Area A ETC**

## Fire Alarm System

Security Operate the fire system, so training will be given on use of the panels to all officers by SITE ENGINEER,

## Fault Management

During Office Hours (08.30 – 16.30)

Enter information

**Mains Isolations**

**Gas** –

**Electricity** –

**Water** –

## EXTINGUISHING A FIRE – GENRAL NOTES

The Security Officer must not attempt to extinguish a fire unless he/she is sure that it can be put out immediately and without danger to him/her.

If a fire (however small) is extinguished, the Security Officer must inform the Fire Brigade and his Central Station accordingly.

## ESCAPE ROUTE AND FIRE POINTS

Ensure that these are clear and not obstructed.

## FIRE EXTINGUISHERS

Fires are classified in accordance with British Standard 4547 as follows:

|  |  |
| --- | --- |
| Class of Fire |  |
| **A** | Combustible materials such as wood, cloth and paper. |
| **B** | Flammable liquids such as petrol, paraffin, paints, oils and fats. |
| **C** | Gases – Should be extinguished only by isolating the supply or it may cause an explosion. |
| **D** | Burning metals – Should be dealt with by trained personnel with special extinguishers |
| **F** | Burning fats and oils |

##### WATER

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| --- | --- |
| Water_94x125 | Class of Fire – **A**Do not use on live electrical equipment, burning fats or oil.**Extinguishing Action** - Mainly by cooling the burning material.**Method of Use** – The jet should be directed at the base of the flames and kept moving across the area of the fire. Any hot spots should be sought out after the main fire is out. |

##### FOAM (Protein P) Type

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| --- | --- |
| 9lt AFFF Fire Extinguisher - Firetech Ltd | Class of Fire – **B**Do not use on live electrical equipment.**Extinguishing Action** – Forms a blanket of foam over the surface of the burning liquid and smothers the fire.**Method of Use** – The jet should not be aimed directly onto the liquid. Where the liquid on fire is a container the jet should be directed at the edge of the container or on a nearby surface above the burning liquid. The foam should be allowed to build up so that it flows across the liquid. |

##### AQUEOUS FILMING FOAM (AFFF)

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| Foam_150x136 | Class of Fire – **A & B**Some extinguishers of this type are not suitable for use on live electrical equipment.**Extinguishing Action** – Forms a fire extinguishing water film on the surface of the burning liquid. Has a cooling action with a wider extinguishing application than water on solid combustible materials.**Method of Use** – For class A fires the directions for water extinguishers should be followed. For class B fires the directions for foam should be followed. |

##### POWDER

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| Portable powder extinguishers | Class of Fire – **B**Safe on live electrical equipment although does not readily penetrate spaces inside equipment. A fire may re-ignite.Powder has a limited cooling effect and care should be taken to ensure the fire does not re-ignite.**Extinguishing Action** – Knocks down flames.**Method of Use** – The discharge nozzle should be directed at the base of the flames and with a rapid, sweeping motion the flame should be driven towards the far edge until the flames are out. If the extinguisher has a shut-off control the air should then be allowed to clear; if the flames re-appear the procedure should be repeated. |

##### POWDER (Multi purpose)

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| --- | --- |
| Powder_150x139 | Class of Fire – **A & B**Safe on live electrical equipment although does not readily penetrate spaces inside equipment. A fire may re-ignite.Powder has a limited cooling effect and care should be taken to ensure the fire does not re-ignite.**Extinguishing Action** – Knocks down flames and on burning solids melts down to form a skin smothering the fire. Has some cooling effect.**Method of Use** – The discharge nozzle should be directed at the base of the flames and with a rapid, sweeping motion the flame should be driven towards the far edge until the flames are out. If the extinguisher has a shut-off control the air should then be allowed to clear; if the flames re-appear the procedure should be repeated. |

##### CARBON DIOXIDE (Co2)

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| CO2cutout_150x212 | Class of Fire – **B**Safe and clean to use on live electrical equipmentCo2 has a limited cooling effect and care should be taken to ensure that the fire does not re-ignite. Fumes from Co2 extinguishers can be harmful to users in confined spaces. The area should therefore be ventilated as soon as the fire has been extinguished.**Extinguishing Action** – Vaporising liquid gas that smothers flames by displacement of oxygen in the air.**Method of Use** – The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire. |

##### WET CHEMICAL

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| Wetchem_123x220 | Class of Fire – **F**Do not use on any other class of fire**Extinguishing Action** – Cooling the fat to below ignition temperature.**Method of Use** – The discharge nozzle should be aimed at the burning oil and kept moving across the whole surface of the liquid. |

##### HOSE REEL

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| cat44 | Class of Fire – **A**Do not use on live electrical equipment.**Extinguishing Action** – Mainly by cooling the burning material.**Method of Use** – The jet should be aimed at the base of the flames and kept moving across the area of the fire. If an isolating valve is fitted it should be opened before the hose is unreeled. |

##### FIRE BLANKET

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| cat664 | Class of Fire – **A & B**Do not use on live electrical equipment.**Extinguishing Action** – Smothering**Light Duty** – Suitable for burning clothing and small fires involving burning liquids.**Heavy Duty** – Suitable for industrial use. Resistant to penetration by molten materials.**Method of Use** – The blanket should be placed carefully over the fire and the hands shielded from the fire. Care should be taken that the flames are not wafted towards the use or bystanders. |

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| SPECIFIC INSTRUCTIONS RELATING SOP2 |
| On the dates below I certify that I have received and fully understand the training in the correct use of the instructions specific to contract as specified by this procedure.  |

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| --- | --- | --- | --- | --- | --- |
| OFFICERS NAME | PIN NUMBER | DATE TRAINING COMPLETE | OFFICER SIGNATURE | MANAGER SUPERVISOR NAME  | MANAGER SUPERVISOR SIGNATURE |
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