My Property

General Fire Instructions

(Fire Wardens)

London

Landsec

General Fire Instructions *(Fire Wardens)*

Each customer will be expected to appoint a Fire Warden and deputies to assist in an evacuation and generally ensure an orderly procedure in the event of fire.

General Fire Instructions

Each customer will be expected to appoint a Fire Warden and deputies to assist in an evacuation and generally ensure an orderly procedure in the event of fire. It is best practice for each customer to ensure that all their staff have current and comprehensive fire training. The more informed and responsive staff are, the safer they will be and the role of the floor Fire Warden will be made easier. A set of fire instructions can be seen below and a copy should be displayed on your notice boards. All staff should be made aware of the procedures and the assembly points.

In the event a fire emergency should occur, the fire service will be contacted by security. Please be aware that the fire lift lobbies and stairwells are all fire rated and offer adequate protection for up to 2 hours.

Evacuation Regime

Persons who discover any signs of fire must activate the fire alarm by pushing the break glass of the nearest call point without delay.

If your building isn't fitted with a Voice Alarm Public Address (VAPA) system, upon hearing the fire alarm please evacuate the building immediately.

If however your building is fitted with a Voice Alarm Public Address (VAPA) system please follow the instructions sounded over the system. A pre-recorded message will sound giving instruction to either; remain at your workplace or leave the building by the nearest exit.

The building will then be evacuated in stages depending on the location of the activated device. There are two types of audible message:

1) Stand-by, and

2) Evacuate.

The second message type; evacuate, will sound on the activated floor, the floors immediately above, the roof area, basement and ground floors. All other floors will be instructed to stand-by (message type 1) and the evacuation message will be applied in timed increments.

The system incorporates an addressable VAPA system which is used in certain situations. The manual VAPA system is not used in unplanned fire alarm activations.

The evacuation process is coordinated by the landlord security team who have responsibility to protect the building and its occupiers. It is the responsibility of the tenant organisation's Fire Marshals to ensure that their staff safely exit the building.

The Fire Brigade will be called by the landlord security team if a genuine incident is confirmed following investigation. The Fire Brigade may require assistance from specific tenant staff in some circumstances and may require access to demised areas.

The building is not to be re-occupied until the Fire Brigade, Operations Manager, Security Manager or Supervisor has confirmed it is safe to do so. In the event of a prolonged event (i.e. evacuation implemented for more than 20-30 minutes), communications will be released by Landsec or the site security team (via email or Everbridge) to your nominated key points of contact. This will give further information about the situation.

DO NOT use the lifts and DO NOT re-enter the building until instructed to do so.

Fire Alarm Testing

Please note that an audible fire alarm test will be held weekly. The continuous alarm will sound for approximately 10 seconds.

It is the customer's responsibility to ensure that the statutory testing of customer installed fire alarm systems within their premises is carried out in line with current legislation and relevant British Standards.

Prior to testing of any fire alarm please liaise with the Building Management team to ensure correct procedures are in place for isolating the system.

Manual Call Point/ Break Glass Units

These are located throughout the building next to fire escape doors at each level. Activation causes the fire alarm to sound and results in immediate evacuation of the areas affected. These should be protected in the event of works being carried out in their proximity to prevent false alarm activations.

Smoke/heat Detectors

Smoke and heat detectors are installed where appropriate (e.g. in kitchens) and are linked directly into the main fire alarm system. A single activated smoke / heat detector will trigger the fire alarm system which will result in an investigation, should a second device be activated this will result in an immediate evacuation. These should be protected/ isolated in the event of works being carried out in their proximity to prevent false alarm activations. This can arranged through your site Technical Manager.

Fire Extinguishers

Fire extinguishers are provided at various locations throughout the common areas and are readily available in the event of a fire. This equipment is maintained and serviced in accordance with current regulations. Depending on your company policy, no one should attempt to tackle a blaze if they are at risk.

Customers should arrange for all extinguishers within their demise to be maintained at least once annually.

Emergency Staircases

Please ensure that the fire exits are kept clear at all times and no hot liquids are carried down during an evacuation.
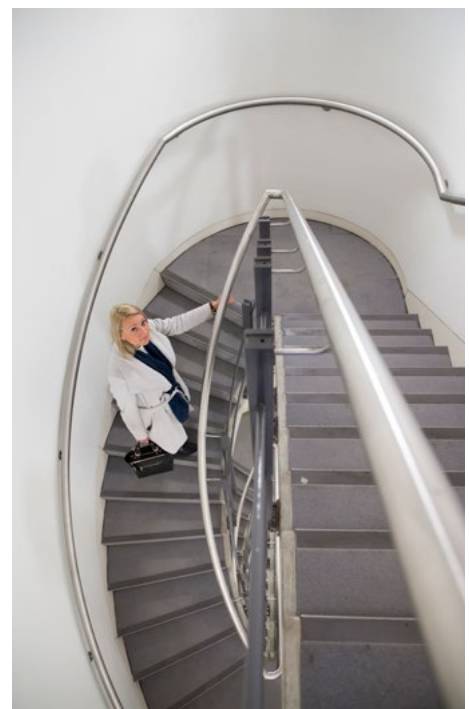
Disabled Persons Evacuation

It is the responsibility of the tenant to arrange a personal emergency evacuation plan (PEEP) for any mobility impaired, in consultation with that employee. In addition, it is also the responsibility of the tenant to make plans for the evacuation of any disabled visitors that they may host.

Refuge areas are places of safety where disabled people can wait safely for their turn to evacuate. They are not places where disabled people are parked and abandoned. Anyone using a refuge area should be in contact with someone outside the building who is involved in coordinating the evacuation and is the responsibility of the fire marshal to organise an assistance buddy for the disabled person.

Assembly Point

At the assembly point the Fire Marshals and Deputy Fire Marshals for the floors should ensure that all staff congregates at their designated area. Any persons not accounted for should be reported to the Incident Controller and is the tenants fire marshal responsibility to report into the incident controller at the assembly point and provide status of their floor. The Incident Controller shall be in uniform and will be wearing a hi-visibility vest. The Incident Controller will notify the people at the assembly point when it is safe to return to the building.

Landsec
Link

This document supports the information on our online customer portal.

*Aspire*Assist
24/7 HelpDesk

My Property

Landsec Portals

Knowledge Base

landseclink.com

Land Securities Group PLC
100 Victoria Street, London SW1E 5JL
+44 (0)20 7413 9000
investor.relations@landsec.com

landsec.com

Landsec