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Fire Safety Management Policy version 3 June 2025

 WARWICKSHIRE POLICE		POLICY
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Disclosable under Freedom of Information Act 2000	Yes	

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EQUALITY ANALYSIS	LOW
TIER	2

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail Policiesandprocedures@warwickshire.police.uk

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1.0 Policy Statement

Warwickshire Police have a long-standing commitment to ensuring that the Chief Constable and the Police and Crime Commissioner meet their obligations as an employer under common law and the Regulatory Reform (Fire Safety) Order 2005 (The Order), associated legislation and codes of practice pertaining to the control and management of fire safety in its premises.

This fire safety management policy defines the Warwickshire Police mechanism for the control and management of the risks to occupants associated with exposure to fire in the Force's premises. Responsibility for premises managed by others, to which members of Warwickshire Police staff and/or the public may occupy by nature of the duties of Warwickshire Police, are not covered by this policy.

This fire safety management policy also defines the management of risk for the purposes of resilience, to prioritise and establish the criticality to the businesses premises, and the assessment of risks and control measures necessary to protect, as far as is reasonably practicable, those premises from loss.

The organisation appreciates that for the most part force buildings are viewed by the Fire & Rescue Service as being Low Risk as they are simply offices. There are obviously exceptions that require more careful consideration, such as custody suites and armouries. Therefore, a tiered approach to the management level of a building should be assessed in accordance with BS 9999:2008 **2017** as in table 6 (*Appendices 3*)

This fire safety management policy identifies procedures and guidance in respect of the risk to those who may be exposed to fire hazards in premises occupied and managed by Warwickshire Police to staff via operational activities in those premises, and to members of the public, contractors and other persons on or about our premises.

It is the intention that this fire safety management policy will, as far as is reasonably practicable, ensure that Warwickshire Police meets the objectives of policy, legislative requirements and exercises due diligence in the proper management of fire safety, by ensuring primarily the safety of occupants, then the continuity of the services provided, and finally the resilience of the buildings and facilities required.

A fire safety management plan has been developed to promote standardised and consistent guidance in the specification of fire safety standards, procedures and mechanisms, to successfully deliver comprehensive documentation across the varied Warwickshire Police estate.

The role of the 'Responsible Person' will be taken by the Deputy Chief Constable. The 'Responsible Person' has the duty to ensure general fire precautions are taken so far as is reasonably practicable, to ensure the safety of any of their employees.

The onus for the application of the policy and a fire management plan will rest on the Estates, Facilities and Health and Safety Department who deliver the management of premises and the maintenance and refurbishment of buildings. It will also apply to

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incumbent property consultants and engineering service contractors whenever they are involved or consulted about fire safety issues.

The duty to ensure that the policy and fire safety management plan are applied within the Force rests with the Estates & HSQE Manager and senior executive management who have the authority to issue instructions to local management within Warwickshire and to appropriate suitable and sufficient resources for these to take effect.

All staff have a responsibility to comply with this policy and the relevant fire safety management plan.

Warwickshire Justice Centres – For the Avoidance of Doubt

This policy does not apply to the Warwickshire Justice Centres as both centres have adopted their own fire management safety policies for the governance of the centres.

2.00 Purpose of the Policy

2.01 Summary

This document outlines the policy for Warwickshire Police Force to comply with and meet its obligations as an employer under common law and the Regulatory Reform (Fire Safety) Order 2005 (The Order), associated legislation and codes of practice pertaining to the control and management of fire safety in its premises. The procedures for this Management are contained within Section 6.00 and 7.00.

- 2.02 The Fire Safety Risk Management Plan shall define the way Warwickshire Police will effectively manage and control fire safety in its premises. Identify physical measures, operational procedures and guidance in respect of the risk posed to those who may be exposed to fire hazards in the premises occupied and managed by Warwickshire Police, to police personnel via operational activities in those premises, and to members of the public, contractors and any other persons on or about our premises.
- 2.03 Define the management of risk for the purposes of resilience, to prioritise and establish the criticality to the business of premises, and the assessment of risks and control measures necessary to protect, as far as is reasonably practicable, that activity and/or those premises from loss.
- 2.04 This policy applies to all employees of Warwickshire Police, contractors working on behalf of the organisation and visitors to organisation's premises.
- 2.05 This policy, associated management plan, appendices, and any appropriate guidance documents will be published organisation-wide and will be available to all police officers and police staff via the organisation's Intranet.
- 2.06 The Learning and Development Department shall promote a common standard of fire safety awareness throughout Warwickshire Police using the College Learn e-learning facility and its associated fire safety training modules.

3.00 Implications of the Policy

3.01 Compliance

Warwickshire Police will undertake and ensure employee safety by providing suitable arrangements for the management of fire risk within the respective Police estate.

The provision of suitable arrangements will include;

- Ensuring compliance with all relevant fire safety legislation
- Effective liaison with the local Fire & Rescue Service where appropriate
- Effective liaison with the local authority building control where appropriate
- Undertaking suitable and sufficient fire risk assessments of all premises and sites.
- Identifying and implementing reasonably practicable measures to control risks from fire
- Conducting regular fire evacuation drills and testing fire emergency equipment
- Conducting regular fire safety inspections
- Provision of appropriate information, instruction and training, where the need is identified
- Generation and periodic review of an emergency plan

This policy applies to all employees and all individuals involved in the undertaking of Warwickshire Police activities.

The policy has been prepared considering of current legislation: -

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (Employees Capabilities) Regulations 2010
- Building Regulations Approved Document B 2010
- BS:9999:2017 Code of practice for fire safety in the design, management and use of buildings
- The Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR)
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Building Safety Act 2023

New legislative requirements or changes in current legislation may necessitate a review of this policy.

3.02 Staffing and Resources

- The Facilities Managers with Fire Safety Lead responsibility will be required to manage the fire risk assessment programme.
- Fire Wardens will be identified and suitably trained, with additional provision made to facilitate the periodic relocation or employment termination of such post holders. They will manage and record any fire-related evacuation incidents and will report directly to the Estates, Facilities and Health and Safety Manager with any fire related matter of concern.

3.03 Communication

- Articles on Intranet Sites
- Posters
- Briefings
- Colle Learn e-learning
- Presentations
- E-mail individuals

3.04 Financial

There are additional financial implications for the Police and Crime Commissioners of Warwickshire Police in applying this policy.

3.05 Staff / Training

To ensure the competency of the Enabling Services Department's representative to effectively manage the procedures of this policy and in respect to the management and implementation of this policy staff will be made aware of their responsibilities business leads will identify and coordinate any relevant training required via the Force Learning & Development Department.

3.06 Bureaucracy

The minimal additional bureaucracy created by this policy is necessary to meet the Force's responsibility to meet its fire management duties and responsibilities.

3.07 Equality

The policy has been assessed as having a low potential impact using the equalities impact assessment template, by incorporating equality considerations into the policy process.

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4.00 Consultation

- 4.01 The draft policy was circulated for consultation, prior to consideration by the Joint Negotiating Consultative Committee (JNCC) Consultation included all interested groups which consisted of **individual members of staff, of which ** responded, their comments were addressed and where appropriate included in the policy.

5.00 Document History

- 5.01 The policy will be subject of annual review.
- 5.02 The history of the policy will be recorded using the chart below:

Date	Author / Reviewer	Amendment(s) & Rationale	Approval / Adoption
Dec 2013	D. Stiles	Harmonisation	JNCC 14/04/2014
Dec 2016	C. Griffiths	Review amended to account for PPL v1.1	February 2017
May 2018	C. Griffiths	Review – No changes	May 2018
Sept 2021	H. Minett	Review – amend to account for the Alliance split and the end of PPL.	
Jan 2023	H. Minett	Review – update following appointment of Building H&S Spocs.	
June 2023	H. Minett	Review – update reference to the Estates, Facilities & Health and Safety Manager and the Facilities Manager to reflect the changes to their job titles – Senior HSQE & Facilities Manager and HSQE & Facilities Manager	
Nov 2023	H Minett	Review – update reference to Senior HSQE & Facilities Manager – change to Strategic HSQE & Estates Manager	
Feb 2025	Shane Wilton	Review – update reference to Strategic HSQE & Estates Manager	
June 2025	A Roede ARK H&S / Nathan Moore	Title change to estates H&S manager and legislation changes to also include Building Safety Act 2023	Sept 2025

6.00 Management of Fire Safety Procedure

6.01 Introduction

Fire is a potential hazard in all Warwickshire Police premises. The outbreak of fire in any of our buildings could pose a major threat to the lives or health and safety of everyone in it, in addition to having a major impact on the ability of the organisation to continue its normal business from the potentially damaged building.

It is sensible therefore for Warwickshire Police to base its fire safety strategy primarily on the avoidance of fire.

In the event of a fire however, there must be in place a means of rapid detection, containment and control supported by reliable procedures for evacuating all persons to a place of safety.

For this strategy to be successful, a high level of management commitment and professional competence will be required.

The strategy will be underpinned by a procedure for appraising and re-appraising fire precautions and for staff training and re-training.

6.02 GENERAL STRATEGY

As a demonstration of the organisation's commitment to an effective fire safety strategy, Warwickshire Police will:

The Estates and HSQE Manager will allocate clearly defined roles and formal fire safety responsibilities to nominated individuals, namely; Competent Persons as defined by the Regulatory Reform Order – who will in most cases be the HSQE & Facilities Managers and H&S SPOCs with responsibility for a given building and Fire Warden's.

The Estates and HSQE Manager

- will act upon recommendations of the Force insurers where reasonably practicable to reduce the risk of fire.
- Provide adequate funding for fire safety management through its integration into business planning processes.
- Ensure competent persons and that the appropriate
- Estates and HSQE Manager is appointed to advise and support the Responsible Person, and where appropriate, others, on fire safety matters.
- Support a culture of consultation with and involvement by employees and ensuring all relevant persons are made aware of the risks identified by the fire risk assessment and any changes to fire safety procedures.

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- Provide fire safety information, guidance and training that meets legal requirements and best practice.
- Arrange for a competent fire risk assessor to conduct a risk assessment of the premises and review that assessment periodically or earlier should a significant change occur.
e.g. refurbishment
- Take all reasonably practicable steps to implement the recommended fire safety measures arising from the fire risk assessment.
- Ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable recorded system of maintenance and are maintained by a competent person in an effective state, in efficient working order and in good repair.
- Seek to continually improve its fire safety performance through regular monitoring, recording, measurement and inspection.
- Work with external agencies and statutory bodies to ensure legal compliance and the adoption of acceptable best practice solutions in fire safety management.
- Ensure that building alterations and other contract works are properly managed to minimise the fire risk and ensuring that structural compartmentation is maintained and suitable fire stopping techniques implemented.
- Ensure all visitors to our premises are briefed on the evacuation procedure and appropriately supervised \ accounted for in the event of a fire related incident.
- Set appropriate fire safety objectives and targets for continual improvement, based on the key fire hazards of the business.
- Instigate and promote a process for the reporting and subsequent investigation of all fire related incidents and defects in a timely and thorough manner

6.03 Co-operation and co-ordination

There may be premises within the Police estate where two or more business areas may share the occupation. In such a circumstance the management of each must;

- Co-operate with the other management teams to enable them to comply with the requirements of the order; and
- Inform the other management teams of the risks to relevant persons in connection with their undertaking.

6.04 **Employers, Contractors and the self-employed from outside undertakings**

The Responsible Person must ensure that the employer of any employees from an outside undertaking, agency, police force who are working in or on Force premises or premises or site under the direct control of Warwickshire Police or the Police and Crime Commissioner are provided with comprehensible and relevant information on:

- a) The risk to those employees: and
- b) The preventative and protective measures taken by responsible person

The Responsible Person must ensure that any person working in his undertaking who is not his employee is provided with the appropriate instructions and comprehensible and relevant information regarding any risks to that person. To ensure that the employer of any employees from an outside undertaking, agency, police force is provided with sufficient information to implement evacuation procedures.

6.05 **Fire Safety Team – Nomination of Duty \ Role Holders**

Wherever possible the Responsible Person will be the HSQE & Facilities Manager, with responsibility for a given building. They will need to work in conjunction with the Estates and HSQE Manager and the Health and Safety Advisor to ensure there are sufficient Fire Wardens.

The HSQE & Facilities Manager / H&S SPOC / most senior officer / member of staff on site during an evacuation will act as **co-ordinator**. They will ensure the Fire and Rescue have been called and will work with the Fire Wardens to establish that the building is clear and if possible, establish the cause of the alarm.

In cases where several Police Officer / Police Staff are the same rank / grade they will decide between them who will act in the role of co-ordinator, or this will be directed by the rank / grade above.

This role may also be undertaken by a trained Fire Warden.

When considering the number of **Fire Wardens** that are required in a building, it is recommended that this is calculated based on the floor or area being swept by one person within a time frame of one minute, at walking pace.

Suitable resilience plans should be in place to ensure that adequate numbers of Fire Wardens are in place during all times of building occupation and that the process of allocating such duties should consider times of low occupancy, for example, the only persons in occupancy during a late \ night-shift may be a small team Police Officers and where at any given time the majority of these could be out in the community. This situation may be managed by providing site-specific training to all the team and assigning a 'first to the jacket is the Fire Warden' procedure, which can be replicated in each sweep area \ floor within the building.

Guidance and Support in setting up and managing a fire safety team can be sought via the HSQE & Facilities Managers as Fire Safety Leads.

6.06 Fire Safety Team – Role's and Responsibilities

The HSQE & Facilities Manager (Fire Safety Lead) shall:

Ensure that a suitable system exists for the undertaking of frequent visual fire safety checks throughout the premises.

In conjunction with the Health & Safety Advisor, will ensure that sufficient Fire Wardens are in place and allocated appropriate sweep zones. Suitable signage \ poster should be prominently displayed identifying such arrangements and up-dated accordingly following any change.

Ensure that a drill is undertaken for all employees at a period no greater than 6 months and that the findings are recorded in the fire safety logbook held in the building.

Ensure that the building's fire risk assessment is up to date and is reviewed and updated annually or at a lesser period if necessary where risks change.

Liaise with the other Facilities Managers, to ensure that corrective actions identified by the Fire Risk Assessment have been allocated appropriate ownership and monitor the progress of such.

Liaise with the Estates Manager & HSQE / Health and Safety Advisor to ensure that the Fire Emergency Plans are reviewed on an annual basis or more frequently if and when required.

Ensure that all meeting chairpersons and or trainers that use the building are aware of their role in the event of a fire alarm sounding.

Ensure that if there are people with a physical disability that work or may work in the building that Managers implement sufficient arrangements (Personal Emergency Evacuation Plans) to ensure their safe evacuation, and these are included in the evacuation plans.

Where applicable, work with local managers to ensure there are trained Evacuation Chair users in the building as necessary.

Ensure that all staff are informed of changes to procedures.

Liaise with the Fire and Rescue Service upon a non-emergency visit.

Retain a copy of the fire risk assessment to be familiar with its significant findings and the measures necessary to implement appropriate fire precautions.

6.07 The Fire Wardens shall:

Familiarise themselves with their role in the event of an alarm and highlight any concerns to the HSQE & Facilities Manager and the Estates and HSQE Manager / Health and Safety Advisor.

In the event of annual leave etc, ensure that there is a deputy to cover their role and that they have been fully briefed in consultation with the Responsible Person.

Inform the Responsible Person of any identified procedural weaknesses and ensure that all fire-related incidents are reporting via the organisations Incident Reporting System, including near- miss incidents.

Have authority over all staff on the occurrence of an evacuation and, based on the information gathered from the reporting Fire Wardens, decide on further investigation, summoning the Fire & Rescue Service or authorisation for full re-entry to the building, whilst ensuring that the control room is kept briefed at all times.

Liaise with and brief the Fire & Rescue Service upon their arrival, providing them with all relevant information (i.e. location of fire, are all occupants accounted for and in place of safety, information \ plan of building layout and the potential hazards to them should they enter the building). *Note that on arrival of the Fire & Rescue Service, that they take overall control of the area.

Arrange debrief with fire wardens after evacuation and escalate any issues to the Responsible Person.

6.08 MANAGING FIRE SAFETY

The Estates and HSQE Manager is responsible for the delivery and implementation of the fire safety strategy and compliance with the policy.

6.09 Fire Risk Assessment

The under-pinning document for managing fire safety within a specific premises is the fire risk assessment.

The Regulatory Reform Order (RRO) requires the Responsible Person for a premise to arrange for a suitable and sufficient fire risk assessment to be carried out and published so it can be seen by all occupants of that building. This duty has been delegated to the Estates & HSQE Manager.

The HSQE & Facilities Manager for that premise will be responsible for ensuring any required actions are carried out. Each remedial task will be assigned appropriate 'ownership'

The assessment will:

- Identify fire hazards
- Identify people at risk

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- Evaluate, remove, reduce and protect from risk
- Record, plan, inform, instruct and train
- Review

The remedial measures detailed in the assessment will fall into two broad categories, buildings issues i.e. fire doors or emergency lighting, and management issues i.e. ensuring escape routes are kept clear.

For practical purposes the responsibility for addressing buildings issues will be the responsibility of the Estates and Facilities Management Department.

Management issues will be the responsibility of the HSEQ & Facilities Manager, and the compliance of the risk assessment will be monitored by the Estates & HSQE Manager and the Health and Safety Advisor.

Remedial measures detailed in the assessment are designed to either eliminate or reduce fire hazards as far as reasonably practicable, however residual risks may remain.

Measures will be required to control these residual risks, and these will include the provision of:

- Emergency routes,
- Fire safety policies and procedures
- Provisions for fire fighting and fire detection;
- Provision of emergency lighting; and
- Additional measures in respect of dangerous substances

6.10 Risk Assessor Competency

The 'competency' criteria for such role, is defined by the Fire Risk Assessment Competency Council (version 1, December 2011) as; "A person having sufficient training and experience, or knowledge and other qualities which enable them to properly implement that role".

The levels required in each of the above attributes, varies depending on the complexity of the premises being assessed, but as a guide, the minimum required by the fire risk assessor for a 'simple' premises includes;

- An understanding of relevant current best fire safety practices in similar premises.
- An awareness of the limitations in their own experience and knowledge.
- A willingness and ability to supplement existing experience and knowledge via additional support

The following qualifications and experience detailed below are examples of those that would demonstrate competence;

- Graduates of the Institution of Fire Engineers (GIFireE).

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- N.E.B.O.S.H. (Fire) certificate holders (or equivalent)
- Attended a recognised Specialist Fire Safety Course at the Fire Service College or establishment of similar standing.

6.11 In the event of the fire alarm sounding / activating

1. Put on the Orange Fire Evacuation Co-ordinator Tabard where possible.
2. Ensure that the Control room has been notified of the alarm sounding and that they are advised on the requirement for the attendance of the Fire and Rescue Service.
3. Ensure the Fire Emergency plan has been taken outside and is available at the assembly point and that all relevant information is made available to the Fire and Rescue Service on their arrival.
4. Delegate responsibilities to the fire wardens – e.g. point duty; traffic management.
5. Sweep the rooms and corridors if safe to do so within their designated zone to ensure that all are evacuated and doors are closed where safe to do so. If the Fire Warden is not close to their sweep zone, they are to make their way out unless it is on route. Never go back into the building to sweep your zone.
6. Using your authority assist and guide people out of the building to the designated assembly point.
7. During travel look for signs of fire / smoke and activation of detectors (lit LED) and fractured glass in Call Points.
8. Check the fire panel if safe to do so to establish activation zone (Panel location identified with Fire Wardens designated sweep zone)
9. Inform the most senior officer who is co-ordinating the evacuation of areas checked / not checked.
10. Assist the most senior officer wherever they need help.

6.12 Emergency Planning

The Fire Emergency Plan will be derived in consideration of the findings of the Fire Risk Assessment and must be made available to the Enforcing Authorities, all employees and their Appointed Representatives and should address the following;

1. How people will be warned;
 - The type of fire alarm system on premises
 - How it alerts people
2. What action people should take on discovering a fire;

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- Immediate evacuation of the building
 - Actions to be taken to deal with the fire
3. Action people should take in the event of a fire;
- Actions necessary to safeguard the situation before following the means of escape to a safe place.
4. Arrangements for calling the Fire & Rescue Service;
- What individuals may have to do to contact the fire and rescue service.
 - Details of any automatic calling system.
5. Isolation Points \ Processes;
- Any actions required to safeguard the situation by isolating hazardous plant or equipment.
6. Fire alarm activities; Special actions that individuals might have to take on hearing the
- fire alarm, e.g., checking alarm panels, disabling lifts, directing
 - people to the exits, preparing vertical \ horizontal \ phased
 - evacuation, operating the public address \ tannoy systems,
 - aiding for the disabled.
7. Evacuation Procedure;
- Procedure to be followed to evacuate the building and assemble at a place of safety.
 - Arrangements to ensure the safe evacuation of any vulnerable persons.
8. Assembly Points;
- Location and description of designated assembly points.
9. Fire Fighting Arrangements;
- Provision of both portable and fixed fire-fighting equipment.
 - Details of the individuals expected to use such equipment.
 - Only staff / Officers trained in the use of firefighting equipment may attempt to do so.
10. Procedure for meeting the Fire and rescue Service on arrival; Designation of persons on duty at the scene of any incident
- Involving a fire and their role in liaising with the fire and rescue service.
 - Arrangements for vehicle and building access for the Fire and Rescue Service.
11. Provision of information on the Incident;
- On the contents of a particular building.
 - On any hazardous materials or processes and facilities that might create a risk to fire-fighters carrying out their duties.
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6.13 Fire Logbook

A site-specific Fire Logbook must always be accessible to all relevant persons, the logbook is a “**Living Document**” the contents of which will include;

1. Useful Telephone Contact Numbers

- Internal contacts, such as the Control Room, Estates, Facilities and Health and Safety Department.
- External contacts, such as the method of contacting the Emergency Services (from both within and external to the building), Service Engineers records for Emergency lighting, Fire alarms, Fire Extinguishers and Fire & Rescue Service Fire Prevention officer

2. Designated Responsible Persons and Fire Safety Teams for the building;

- Responsible Person (s)
- Fire Wardens.
- Emergency Evacuation Plan
- Personal Evacuation Plans

3. Notes on Test & Service Procedures and Frequencies;

- Hose Reels (if applicable)
- Fire Extinguishers
- Fire Alarms
- Fire Detectors
- Automatic door releases connected to Fire Alarm system
- Emergency Lighting
- Fire Instructions
- Fire Drills
- Fireman's switches

4. Records of Tests

- Emergency Lighting
- Fire Alarm
- Fire-Fighting Equipment
- Auto-release Fire doors
- Fire Drills
- Unplanned Fire Incidents \ Evacuations

5. Floor Plans

- Current building floor plans
- Current building plans detailing fire zones and safe refuge areas

6. Action Plan

- To show current status of remedial actions / on-going – completed

*Also identifying where Service, Maintenance and relevant Certificates and Reports etc are specifically stored, if remote from Fire Logbook.

6.14 Emergency routes

To safeguard the safety of employees and other persons on the premises in case of fire:

- Routes to emergency exits must be kept clear at all time;
- Emergency routes and exits must lead as directly as possible to a place of safety;
- In the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;
- The number, distribution and dimensions of emergency routes must be adequate regarding their use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time;
- Emergency doors must open in the direction of travel;
- Sliding or revolving doors must not be used for exits specifically intended as emergency exits;
- Emergency doors must not be locked or fastened that they cannot be easily and immediately opened in an emergency;
- Emergency routes and exits must be indicated by signs; and
- Emergency routes requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of the normal lighting.

6.15 Fire Safety Policy and Procedures

The Responsible Person must ensure;

- Appropriate procedures have been established, including safety drills, to be followed in the event of serious and imminent danger to persons. The Fire Risk Assessment will determine the level of precautions required, therefore a tiered approach will be adopted, and small buildings occupied by a local policing / small team will only require a basic plan of action in the event of fire. Large buildings will require a comprehensive plan and system to implement a fire safety management plan.
- Enough competent persons are nominated to implement those procedures in so far as they relate to the evacuation of the premises; and
- That no person has access to any area to which it is necessary to restrict access on grounds of safety unless the person concerned has received adequate safety instruction.

6.16 Evacuation Procedures

Each building is legally required to have an evacuation procedure; this should be on display in the front entrance near to the alarm panel. The basic instructions for evacuation should be detailed on Fire notices displayed within the escape routes. Line managers should explain these arrangements to any new staff as soon as they start work.

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A basic procedure will detail:

- How to raise the alarm if a fire is discovered
- What action to take on hearing the alarm i.e. escape via the closest exit to a place of safety away from the building.
- Do not stop to collect personal belongings
- Close windows and doors wherever possible wherever possible to contain the spread of fire
- Call 999 Fire & rescue Service, giving the full postal address
- Only staff / Officers trained in the use of firefighting equipment may attempt to do so.
- Do not put yourself at risk, but wherever possible assist colleagues and others to evacuate to a place of safety
- Meet at a visible assembly point where the fire wardens and/or Fire Service can see you
- Do not re-enter the building until the Fire Service give the all clear
- Do not use any lift or elevator

6.17 Provisions for fire fighting and fire detection

Estates and Facilities Management will;

- Ensure that the premises is, to the extent that is appropriate, equipped with appropriate fire fighting equipment and with fire detectors and alarms;
- Ensure that any non-automatic fire fighting equipment so provided is easily accessible, simple to use and indicated by signs; Only staff / Officers trained in the use of firefighting equipment may attempt to do so.
- Ensure that the premises and any facilities, equipment and devices provided are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair;
- Take measures for fire fighting in the premises, adapted to the activities carried on there and the size of the undertaking and the premises concerned;
- Nominate competent persons to implement these fire fighting measures – the number of these persons, their training and the equipment available to them must be adequate, considering the size of premises and the specific hazards there; and
- Establish any necessary contacts with external emergency services, particularly as regards fire fighting, rescue work, first aid provision and emergency medical care.
- Ensure that the technical specifications are adequate for product and supplier selection.
- To ensure that an up-to-date floor plan of the building showing alarm zones and the location of any potential hazards are readily available by the Fire Alarm Panel for the Fire and Rescue Service.

6.18 Evacuation Drills

The effectiveness of any evacuation procedure must be tested via drills. These should be undertaken every 6 months by the HSEQ & Facilities Managers. Depending on the size and complexity of the building, the drills can include the whole building, part of the

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building or individual departments. This will ensure staff can become competent about the evacuating their area.

Fire drills should be performed with the minimal disruption to service and include some scenario of a blocked exit so that staff learn to consider alternative routes. Drills should be arranged for different times of the day so that all staff are involved due to shift patterns.

Wherever possible, wardens or designated staff should observe the drill. The outcomes can then be recorded on a fire drill report. This will enable the senior managers and fire wardens to identify any failings within the exercise and communicate to staff where weaknesses may still exist. It is important to record every drill in the building's fire logbook as evidence that staff training is being undertaken.

6.19 Emergency Lighting

Estates and Facilities Management will:

- Ensure where required, emergency lighting to British Standard 5266 is provided in the building under their control.
- Emergency lighting systems must provide adequate coverage within each relevant building to ensure a safe route of escape.

6.20 Additional measures in respect of dangerous substances

If dangerous substances e.g. highly flammable liquids or substances which when heated release toxic vapours or fumes are present on a particular site, then the Responsible Person for that site must ensure that the presence of these substances is taken into account when deciding on the adequacy of fire precautions for that site.

Where a dangerous substance is present on a site the Responsible Person or another competent person nominated by the Responsible Person must carry out a specific risk assessment of any work activities involving dangerous substances.

In applying measures to control risks identified by the assessment, the Responsible Person must, in order of priority:

- Reduce the quantity of dangerous substances to a minimum;
- Avoid or minimise the release of a dangerous substance;
- Control the release of a dangerous substance at source;
- Prevent the formation of an explosive atmosphere, including the application of appropriate ventilation;
- Ensure that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place or otherwise rendered safe;
- Avoid ignition sources, including electrostatic discharges and other adverse conditions that could result in harmful effects from a dangerous substance; and
- Segregate incompatible dangerous substances, ensuring the provision of suitable storage facilities (i.e. gas cages, flame-resistant cabinets).

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- Ensure that appropriate signage is in place.
- Notify the Force Legal Services Department of any changes for insurance purposes.

Information should also be made available regarding hazard identification, work hazards and specific hazards likely to arise at the time of an accident or incident – this information should be displayed in the premises and be made available to the emergency services to allow them to prepare their own response procedures.

Given the nature of the Police estate, the main areas of hazardous substance storage will be those remaining sites where petroleum spirit is stored, or the chemicals involved in Forensic testing.

Other potential areas to consider may be detained property stores, where hazardous substances may be retained as evidence.

Responsible persons are responsible for identifying any risks posed by the storage of hazardous substances and implementing suitable measures to control those risks.

6.21 Waste

All combustible waste must be disposed of in non-combustible waste bins and emptied regularly. Wheelie bins / Skips are to be positioned away from buildings and in a suitable position such that their ignition would not result in transfer of fire to the nearby building. Bins should be at least 10 metres away from any building or where reasonably practicable.

6.22 Arson Control

Any type of combustible material left unattended and in an insecure container or environment is a prime target for arsonists. Every effort must be made to limit the availability of combustible items that can easily be set fire to, particularly around Force buildings.

Vacated buildings present a significant risk; these premises must be subject to a separate fire risk and insurance assessment and actions addressed in line with recommendations.

6.23 Persons with Special Needs

It is the duty of the Head of Department to manage the safety needs of all persons with special needs and make appropriate arrangements for visitors to premises. This should be achieved through a personal evacuation plan (PEEPS) *An Example of PEEPS - Appendices C*

Examples of persons to be included (but not limited to): -

- Persons with physical disabilities
- The temporary disabled i.e. persons with limbs in plaster

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- The elderly
- The public – where young children could be present
- Visitors who do not have English as a first language
- Persons with impaired hearing or sight
- Persons with respiratory problems
- Persons with disabling conditions i.e. Epilepsy
- Pregnancy and Maternity

Such persons may need special care in the event of a fire and an active method or assisted means of escape. Fire risk assessments, where deemed necessary, will consider the specific needs of persons with special needs.

6.24 Custody Area

The following procedures should be adopted in the event of the continuous ringing of the fire alarm.

Custody Inspectors will ensure that custody evacuation plans are made for each Custody Unit within their area of responsibility. Staff will receive detailed training in how to affect an evacuation of the custody unit during the day and night.

These plans should be readily available and where practised these events must be recorded in the Fire Logbook.

The Custody Areas for Warwickshire Police are located within the Warwickshire Justice Centres. Both Centres have adopted their own fire management safety policies for the governance of the centres.

6.25 Furniture and Textiles in Buildings

The choice of furniture and textiles can influence the ease of ignition and growth of a fire. It is recognised that some premises may contain period items of significant monetary, sentimental or historic value which, due to their age, will not comply with modern British Standard requirements.

Where such items are not replaced, this should be considered when carrying out the fire safety risk assessment and other steps taken to reduce the potential for a fire to start and develop. Generally, however, those items which are supplied in premises should, wherever possible, meet the following benchmarks:

- Upholstered furniture complying with the Furniture and Furnishings (Fire) (Safety) Regulations 1988, as amended, and BS 5852 or BS EN 1021: Part 1;
- Textile fabrics for curtains (including nets, linings and blackout curtains) complying with BS 5867: Part 2: Type B or BS EN ISO 6940 and BS EN ISO 6941;

6.26 Bomb Alert

When a bomb alert takes place, evacuation procedures are the same as those for a Fire Evacuation and members of staff will assemble at their nominated assembly points where they will be re-directed to another suitable assembly point by the Emergency Evacuation Controller / Fire Warden. The assembly point will be dependent on the location of the threat.

6.28 Structural Design

BS9999 is a comprehensive guide to current best practice in design maintenance and use, but it is appreciated that most force buildings were built to previous less exacting standards. These need to be recognised within the fire risk assessment and the suitable precautions to be taken must be documented. It should be noted that there may be conflicting standards such as the Home Office specification for custody units therefore compromises will need to be made and documented as such.

7.00 Organisational Responsibilities

To ensure the effectiveness of the Warwickshire Police fire safety strategy, it is necessary to allocate specific responsibilities to named individuals / post holders. These are detailed below:

7.01 Management Responsibility

The Office of the Police and Crime Commissioner and the Chief Constable for Warwickshire Police are the overall Responsible Person for the force, to ensure that a suitably robust fire safety strategy is developed and implemented and will delegate to the Deputy Chief Constable the overall responsibility to ensure that this policy is implemented and that appropriate funding is made available and that competent persons are appointed within the force to develop and implement the fire safety strategy and Responsible Persons appointed for all occupied buildings within the estate.

7.02 Deputy Chief Constable

The Deputy Chief Constable is responsible for overall fire safety and for the implementation of this policy. This includes the appointment of a competent person to provide fire safety advice and support to the directorate.

7.03 Estates and HSQE Manager

- To be responsible for overall development and implementation of the fire safety strategy.
- Ensuring reasonable budgetary provision is made to ensure that suitable and sufficient resources are allocated to fulfil the requirements of the policy and the fire safety management plan are met and compliance with the Regulations governing the Employers duties regarding the provision of fire safe buildings.
- Ensuring reasonable budgetary provision is made to ensure that all equipment installed for the purposes of fire safety can be maintained in good working order.

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- Ensuring reasonable budgetary provision for carrying out remedial works identified by the risk assessments.
- In conjunction with the Facilities Managers as the Fire Safety Leads, ensure a program of works (prioritised on a risk basis) is put in place to carry out remedial works identified by the risk assessments.
- Act upon recommendations of the Force insurers where reasonably practicable to reduce the risk of fire.
- To support the overall development and implementation of the fire safety strategy and training.
- To assess that a program of works (prioritised on a risk basis) is in place to carry out remedial works identified by the risk assessments and dip sample as required.
- To take an oversight that the fire risk assessment program is being actively managed
- Review the completed assessments and the “Significant findings register” of actions / works required.
- To aid when requested by the Risk Assessor that any actions / works required are brought to the attention of the appropriate persons.

7.05 HSEQ & Facilities Managers

- Ensure a program of works (prioritised on a risk basis) is put in place to carry out remedial works identified by the risk assessments.
- Act upon recommendations of the Force insurers where reasonably practicable to reduce the risk of fire.
- Arranging for all premises to receive a suitable fire risk assessment in sufficient detail to identify and assess the risk of fire which may include the need for a report under The DSEA Regulations.
- Implementing the necessary controls and precautionary measures identified in that fire risk assessment that fall within the remit of the Estates.
- Managing building or maintenance projects to ensure that fire safety is suitably assessed at design stage with the Design and Projects Business Manager, including any residual risks from previous projects or extant following the project, that risk is "designed out", and that projects are controlled and meet approved standards such as Building Regulations Approved Document B.
- Implementing maintenance programmes that are suitable and sufficient to ensure fire safety features and facilities remain fit for purpose.
- Ensuring that all records in Warwickshire Police premises are maintained effectively and are accessible by interested parties such as contractors and the relevant fire authority Inspecting Officers.
- Ensuring compliance with statutory legislation in conjunction with appropriate advice.
- The provision and development of a computer aided fire risk management system so as to enable line managers and those under their remit to efficiently and effectively manage premises fire risk on a day-to-day basis.
- Developing and implementing a documented standard fire safety specification in the form of employer's requirements for works in Warwickshire Police and West Mercia Police.
- Ensuring reasonable budgetary provision is made to ensure that all equipment installed for the purposes of fire safety can be maintained in good working order.

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- Ensuring reasonable budgetary provision for carrying out remedial works identified by the risk assessments.
- In conjunction with the Senior HSQE & Estates Manager and the Senior Estates Project Manager, ensure a program of works (prioritised on a risk basis) is put in place to carry out remedial works identified by the risk assessments.
- Ensure a sufficiently robust contract is in place for the testing and maintenance of all fire extinguishers, alarm systems, emergency lighting systems and fireman's switches within force buildings.
- Ensuring that staff are suitably trained and that any person carrying out a fire risk assessment must be competent to do so and that any person with responsibilities for fire need to be aware of those responsibilities and how to fulfil them.
- Provide feedback to the local Health and Safety meetings and the Strategic Health & Safety meeting, on progress of remedial works.
- Ensuring that all the equipment installed for the purposes of fire safety is regularly tested and inspected in line with statutory requirements and best practice
- For the purposes of this policy, fire safety equipment is defined as:
 - Fire detection and alarm systems
 - Emergency lighting systems
 - Fireman's switches
- Ensuring competent technical advice regarding fire safety equipment is readily available to the force.
- To ensure that the Issuing of Hot Works Permits to contractors undertaking 'Hot Works' on Warwickshire Police premises is in accordance with the Permit to Work Policy and by doing so ensuring that all appropriate control measures are implemented.
- To maintain competency levels through on-going personal development
- To identify and assess the risk of fire on an annual basis or where alterations or internal changes are carried out that warrants a new Fire Risk Assessments for all places of work in the capacity of either Landlord or Tenant.
- Determine the extent to which fire safety arrangements in premises are adequate and whether and comply with the relevant fire safety legislation.
- Identify failures to comply with the specific legislation, particularly those that may lead to the committing of an offence.
- Within the action plan of significant findings should identify for any measures required to achieve compliance with all the relevant legislation.
- Be aware of the relevant enforcing authority for the legislation under which the fire risk assessment is carried out.
- Be able to understand and interpret any actions issued by the enforcing authorities.
- Be able to interpret the requirements of the enforcing authorities as set out in notices.
- Be aware of the relevant requirements of the legislation in respect of fire risk assessment and the duties the legislation places on various persons.
- Be aware of any specific local acts relating to fire.
- Be aware of the nature of non-compliances that may occur.
- Be aware of the nature of the offences that may be committed.
- Be aware of the guidance that supports the legislation.
- Be aware of the principles of prevention (as defined in the relevant European Directive).

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- Be able to distinguish between the general fire precautions (fire safety measures) required by fire safety legislation and the process fire precautions required by health and safety legislation.
- Provide feedback to the local Health and Safety meetings on progress of remedial works.
- Ensuring that suitable and sufficient resources are allocated to fulfil the requirements of the policy and management plan, and compliance with Regulations governing the Employers duties regarding the provision of fire safe buildings.
- Manage the process of Fire Risk Assessments and the report of Significant Findings.

7.06 HSEQ & Facilities Managers

- To act as the Responsible Person who directs and assists all other nominated Responsible Persons in carrying out their duties.
- Issuing Hot Works Permits to contractors undertaking 'Hot Works' on Warwickshire Police and West Mercia Police premises and by doing so ensuring that all appropriate control measures are implemented in accordance with the Permit to Work Policy
- To update and provide feedback to the local Health and Safety meetings on progress of remedial works.
- To ensure that a good housekeeping practice is implemented for each building with local management.
- Ensure the fire logbook is kept up to date with information on maintenance, testing, training and drills.
- To carry out Building Fire Evacuation Drills.
- Where directed to carry out Fire Risk Assessments and report all significant findings.
- Reporting any identified faults or failings of the building's life supporting safety systems.
- To take responsibility to ensure alarm systems and emergency lighting systems are working.
- To be knowledgeable in the operational requirement of fire alarm system control panels.
- To maintain competency levels through on-going personal development.
- Ensuring fire safety facilities, such as self-closing fire doors or fire doors required to be kept shut or locked shut, are maintained fit for purpose and, if temporarily propped or wedged open for the purposes of cleaning or maintenance, are promptly closed afterwards.
- Reporting to the BOS, the detail of any breakages or damage or suspected damage or failure to and of fire safety facilities, occurring because of or noted during the undertaking of their duties.
- Ensuring they have been trained in and are competent to use any equipment, such as cleaning machinery or hand tools, that these are fit for purpose, have current PAT labels, and are in good order.
- Being competent to use and familiar with the measures required when working with chemicals to which COSHH Regulations and safe practices apply.

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- Being competent to use and familiar with the measures required when assisting with the delivery of petroleum products to which The DSEA Regulations and safe practices apply.
- Ensuring equipment and materials are stored in a safe manner, in accordance with the manufacturer's instructions, and located so as not to infringe any fire safety legislation or good practice, such as placing combustible materials adjacent potential ignition sources, obscuring equipment or signage, etc.
- Recording the result of any tests, inspections or other tasks allocated in respect of fire safety features, facilities or equipment.
- Ensuring they always comply with any general and/or specific requirements and duties documented in the fire safety management manual for the premises

7.07 Health and Safety Advisor

- To support staff as requested
- Commissioning a periodic audit of compliance with the policy, management plan and subsequent reports and recommendations. This will be monitored through the Operational and Assurance Group.
- Ensuring that suitable and sufficient resources are allocated to fulfil the requirements of the policy and management plan, and compliance with Regulations governing the Employers duties regarding the provision of fire safe buildings.

7.08 Operational Chief Officers, Departmental Heads, Business Managers

- Implementation of the Force Fire Safety Management policy and procedures.
- Ensure all staff under their control are, where reasonably practicable, not exposed to significant risk to their health and safety due to fire hazards and receive an induction as regards the local fire procedures, for the site and building on joining the department.
- Ensure any members of their staff who may have a disability, have a suitable Personnel Emergency Evacuation Plan (PEEP) developed for them.
- Support the local Responsible Person and Fire Wardens.
- Ensuring the necessary controls and precautionary measures identified in the fire risk assessment that fall within the remit of a manager.
- Monitoring the area of work for compliance of policy ensuring any issues are raised.
- Ensuring partner agencies acknowledge the principle of the Fire Management Policy/
- Seeking advice where there is concern regarding fire safety.
- Reporting to the Business Operations Service Desk, the detail of any breakages or damage or suspected damage or failure to and of fire safety facilities, occurring because of or noted during the undertaking of their duties.

7.09 Fire Wardens

Designated staff within each building will be nominated and appropriately trained as fire wardens. The number of wardens will vary depending on the size and layout of the site. However, there should always be more than one per building to allow for absence,

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Wardens act as the “eyes and ears” of fire safety within their area, but they do not have an enforcing role.

They are required to:

- Act as a focal point for fire safety issues
- Report any fire safety concerns to their line manager
- Reporting to the Business Operations Service Desk, the detail of any breakages or damage or suspected damage or failure to and of fire safety facilities, occurring because of or noted during the undertaking of their duties.
- Act as the lead during an evacuation situation, co-ordinating the movement of staff and others to a place of safety
- Be aware of any personal emergency evacuation plans
- Be familiar with the building’s fire alarm panel
- Liaise with the Fire & Rescue Service during an emergency
- Undertake evacuation chair training as required for their location

7.10 All Police Officers, Police Staff and Volunteers

All staff employed by Warwickshire Police, and those who are self-employed or employed by others but occupy Warwickshire Police premises, are responsible under health and safety legislation generally, which includes fire safety, for:

- Taking reasonable care for the safety of themselves and other persons who may be affected by their acts or omissions.
- Ensuring any duties allocated to them by the employer, which may be the responsible person, are performed or complied with.
- Informing the employer (which may be the responsible person, of any work situation, shortcoming or failure which might reasonably constitute a serious risk to health and safety).
- Always respecting the need for vigilance in the maintenance of fire safety systems, and all other equipment and materials, to ensure that hazards are not created and that risks are reduced.
- Ensuring they always comply with any general and/or specific requirements and duties documented in the fire safety management manual for the premises.
- Ensure that they are familiar with the fire evacuation procedures for their work area
- Ensure that they comply with all instructions given to them regarding fire safety and any other fire procedures

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- Ensure that they report any observed shortcomings in fire precautions to their local management.
- To be responsible for visitors/contractors or other persons in their care to ensure safe egress to the designated evacuation point and to account for their whereabouts to the incident senior officer.
- Reporting to the Business Operations Service Desk, the detail of any breakages or damage or suspected damage or failure to and of fire safety facilities, occurring because of or noted during the undertaking of their duties.

7.11 Visitors and Contractors

- Comply with all instructions given to them regarding fire safety by authorised Warwickshire Police personnel.
- In the event of an evacuation, it is the responsibility of all members of Warwickshire Police staff who are hosting external visitors to ensure that any visitors are evacuated to a place of safety and are fully briefed.
- For members of the public in foyers of stations, Front Office/ Reception staff should ensure they are evacuated promptly to the fire designated assembly point.
- Visitors and Contractors to the Custody zone are the responsibility of the relevant Custody Inspector / Sergeant under a controlled evacuation.

Appendix A: Glossary

1.00 The Police & Crime Commissioner

A legal entity, enabled to contract with other legal entities. Owns and maintains all property used by Warwickshire Police.

The Police & Crime Commissioner for Warwickshire Police has a portfolio of approximately 28 buildings providing accommodation from which it delivers policing services to the communities of Warwickshire.

2.00 The Force

Warwickshire Police

Warwickshire Police covers the 764 square miles of Warwickshire, it serves a population of 568,167 (2019) and employs 1060 police officers, 101 specials and 722 police staff, including 78 community support officers (accurate at the time of update).

3.00 Responsible Person

The Regulatory Reform (Fire Safety) Order 2005 - “responsible person” means—

- (a) in relation to a workplace, the employer, if the workplace is to any extent under his control;
- (b) in relation to any premises not falling within paragraph (a)
 - (i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or
 - (ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

4.00 Contractor

Any person or undertaking or other legal entity entering; or involved with a contract with the organisation for the supply of goods or services, including sub contractors (hereafter called contractors) and staff employed by the Force carrying out construction work.

4.00 Staff / Volunteers

Any person employed by the PCC / Force or its contractors
Any person not specifically referred to above

Appendix B: BS 9999:2017 – Risk profiles

6.4 Creating the risk profile

COMMENTARY ON 6.4

Risk profiles are given as a combination of occupancy characteristic and fire growth rate.

It is unlikely that a building will comprise a single risk profile throughout the whole of the premises. Ancillary accommodation can contain different fire growth rates or occupant profile to that of the main building and mixed-use buildings are also likely to have a variety of occupancy types.

Risk profiles should be determined in accordance with Table 4.

Table 4 Risk profiles

Occupancy characteristic (from Table 2)	Fire growth rate (from Table 3)	Risk profile
A (Occupants who are awake and familiar with the building)	1 Slow	A1
	2 Medium	A2
	3 Fast	A3
	4 Ultra-fast	A4 ^{A)}
B (Occupants who are awake and unfamiliar with the building)	1 Slow	B1
	2 Medium	B2
	3 Fast	B3
	4 Ultra-fast	B4 ^{A)}
C (Occupants who are likely to be asleep)	1 Slow	C1 ^{B)}
	2 Medium	C2 ^{B)}
	3 Fast	C3 ^{B), C)}
	4 Ultra-fast	C4 ^{A), B)}

^{A)} These categories are unacceptable within the scope of BS 9999. Addition of an effective localized suppression system or sprinklers will reduce the fire growth rate and consequently change the category (see 6.5).

^{B)} Risk profile C has sub-categories (see Table 2).

^{C)} Risk profile C3 is unacceptable under many circumstances unless special precautions are taken.

Where a number of risk profiles apply within one building or on a single floor, an assessment should be made of the reliance of each occupancy type on the prescribed fire precautions and limits applied accordingly.

In cases where two different risk profiles have a reliance on a common measure (e.g. fire resistance), the risk profile giving the most conservative limits should be used to determine the minimum requirement.

NOTE 1 *If there is no reliance on a common measure, the risk profile giving the most conservative limits does not necessarily have to be applied throughout the entire building.*

NOTE 2 *As risk profile assessments are carried out on a case-by-case basis, it is possible that there might be, for example, A1 or A3 offices or a B2 shop. However, the potential for a very fast growing fire is deemed to be unacceptable (i.e. A4, B4 and C4) unless an effective localized suppression system (see Clause 38) or sprinklers are added, in which case the risk profiles become A3, B3 and C3 respectively. Where sprinklers are used to change the risk profile, only those installed in accordance with BS EN 12845 (new systems) or BS 5306-2 (existing systems) can be used to adjust the fire resistance periods given in Table 23 and Table 24.*

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Fire Risk key factors for management strategy:

Table 6 **Key factors of any fire risk management strategy**

Management factor

- 1 Fire risk assessment
 - 2 Resources and authority
 - 3 Fire safety training
 - 4 Control of work onsite
 - 5 Maintenance and testing
 - 6 Communications
 - 7 Emergency planning
-

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Appendix C: Personal Emergency Evacuation Plan (Confidential when Complete)

Name:

Job Title:

Department:

Location:

**Designated
Staff to assist**

**Exit
Procedure
(step by step)**

**Methods of
Assistance
(physical,
verbal)**

**Equipment
(evac chair,
mobility aids,
radios)**

**Safe Route
(shortest
distance
access doors)**

**Plan agreed
with
individual:**

☐

Yes

☐

No

**Plan agreed
with line
manager**

☐

Yes

☐

No

**Plan agreed
with**

☐

Yes

☐

No

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**designated
staff:**

**Copy of plan
sent to fire
warden:**

☐

Yes

☐

No

**Plan
discussed
within team:**

☐

Yes

☐

No

Signed & dated:

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