

# **BUILDING FIRE ORDERS**

**Issued January 2007**

**Review December 2007**

All building occupants, Service or Civilian, have a responsibility towards fire prevention. The following simple measures can reduce the possibility of an outbreak of fire.

1. Good Housekeeping - Removal of Potential Hazards. Paper, rags and similar rubbish are to be removed regularly and not allowed to accumulate. Rubbish is not to be left on routes forming part of the means of escape, i.e. corridors and stairwells. All bins to be emptied on a Sunday and rubbish removed in bin bags.
2. Exits. All exits are to be clearly marked and kept unobstructed and readily accessible at all times. All occupants are to be familiar with routes of escape and fastenings on exit doors.
3. Fire Doors. All fire resisting and smoke stop doors are to be self-closing and are not to be kept in the "open" position by means other than electro mechanical devices.
4. **Dangerous Liquids and Flammable Liquids. All dangerous and flammable liquids are to be stored outside the building in an authorised locker. As at Jan 07 no outside store has been built, all flammable liquids & gas stored inside building.**
5. Electrical Fittings. Electrical fittings are not to be interfered with in any way. No unauthorised fittings are to be permitted.
6. Smoking. Smoking is strictly forbidden anywhere inside the premises. Cadets are not permitted to smoke anywhere around the squadron premises. Smoking is to be restricted to authorised areas and the correct notices displayed outside of all buildings.
7. Action upon Hearing the Fire Alarm. Upon hearing the local fire alarm all persons are to leave the building by way of the nearest hazard free exit. Once clear of the building, occupants are to assemble at the designated fire assembly point. No one is to re-enter the building until the Fire Service have given permission to do so.
8. Accountability Procedures. These may vary from one building to another, but would normally include:
  - a. Nomination of an Incident Commander, (Duty Officer).
  - b. One member of Staff or Senior NCO to proceed to the corner of Cadet Drive/Haslucks Green Road and direct fire brigade to SQN HQ. Main Gates to be opened for ease of access and manned by Staff or Senior NCOs.
  - c. Duty Officer to provide information to the fire brigade on arrival, e.g. type and location of fire, whether persons are unaccounted for and their last known whereabouts, together with details of any casualties.