

# **BUILDING FIRE ORDERS**

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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 the storage cage behind the blue crate..
5. Electrical Fittings. Electrical fittings are not to be interfered with in any way and all portable appliances must display an up to date PAT label. No unauthorised fittings are to be permitted. Privately owned domestic equipment used for ACO activities must be compliant to the same standard.
6. Smoking. Smoking is to be restricted to authorised areas and the correct notices displayed outside of all buildings. Smoking is strictly forbidden anywhere inside the premises.
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.