



Excellence in Islamic Education
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FIRE EMERGENCY PLAN

This Fire Emergency Plan compliments the Fire Policy. The fire strategy is to ensure there is a suitable means of alerting all persons to a fire in the early stages and provide sufficient number of exits to allow the safe evacuation to a place of ultimate safety.

Statement

The evacuation procedure is for all persons to evacuate immediately. The type, number and level of fire safety measures will be decided by Fire Risk Assessment carried out by a competent person.

Whilst management accepts there is a legal duty to ensure there are some persons trained in the use of fire fighting equipment they do not encourage the fighting of fires by staff or members of the congregation.

Staff will receive fire safety training including the use of fire extinguishers but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area.

The Madrasah/mosque fire strategy concentrates on life safety and not property protection.

Staff must:

- Ensure they are familiar with the emergency plan and know all the escape routes.
- Be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- Promptly evacuate the premises to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained;
- Co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- Report to the Management Committee/Responsible person any concerns about fire safety;
- Do not wedge fire doors open, nor block or obstruct them;
- Comply with the No Smoking legislation.

NB All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

Escape Routes/Assembly Points

1) A map or diagram should be included which details ALL escape routes and Assembly Points.

Include other relevant information such as details of fire fighting equipment provided, location of designated 'Safe Refuges', types and location of emergency exit signs, locations of manual break glass points and emergency lighting.

Copies of fire evacuation plans are posted within the building and the management/principle office

2) Identify Persons Especially at Risk

Identify lone workers, contractors and the areas where they may be at risk

Include methods of escape and identify how they will be located

If there are sleeping arrangements on site, identify the method of ensuring that they are safely out of the building and accounted for.

NB Consider out of hours occupation (i.e. Itikaf) and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

3) Identify Arrangements for Disabled People

Are there any disabled staff or members of congregation

Include methods of escape and identify how they will be located

Who is responsible for ensuring that personnel at special risk are conducted to a place of safety or refuge until they can be evacuated in safety?

Have they had any specific training e.g. using the 'evacuation chair'?

The safe and effective evacuation of disabled people needs careful thought. Management procedures need to be in place which takes account of the various scenarios that may arise. For example, the procedures adopted for people with a disability are employed in the building will be different to those for people with a disability visiting the building that will be unfamiliar with its layout.

Systems of evacuation that may be implemented include: -

- Evacuation by Lift.

This method is only possible where lifts have a secondary power supply/battery backup and a structurally protected lobby shaft (often called 'fire-fighting lifts'). These are specially constructed lift with special features and are not the same as ordinary lifts in most buildings.

- Evacuation by Stairs.

This method involves the use of equipment such as special evacuation chairs, but is usually only possible if people are being evacuated downwards or horizontally.

4) Staff with Specific Responsibilities

Give the name (post) and duties of identified personnel in the event of a fire or other emergency. E.g. the fire marshals / fire wardens, ushers

This should include backup personnel in the event that identified personnel are not available.

4.1) Overall Control

Who is in overall control of the emergency situation and what are their responsibilities?

Who records the emergency situation and actions taken?

A senior person should be nominated to:

- Take overall control of the evacuation
- Ensure that other people with specific duties have taken relevant action
- Account for all persons in the premises
- Liaise with the Fire and Rescue Service
- Initiate any additional response in relation to the care of people with special needs

4.2) What Staff Should Do If They Discover a Fire / Hear Fire Alarm

Raise the alarm by operating the nearest fire alarm call point

Evacuate to a safe place

DO NOT USE THE LIFT (unless it has been designated as a refuge or part of the emergency escape route and conforms to the criteria given in the British Standard BS5588: Fire Precautions in the Design and construction of Buildings.

Trained personnel to tackle the fire **only where appropriate**.

Check toilets and close windows and doors on the way out without delaying your escape. (where appropriate)

If you have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.

Leave the building by the nearest exit.

Do not stop or return to collect personal belongings.

Ensure visitors are escorted from the building to the assembly point.

You must remain at the assembly place.

Return to the building only when authorised to do so.

4.3) Emergency Services Liaison Procedures

Who will liaise with the emergency services on arrival?

What information will they have and how will they get it?

How will the person, identified above, direct the emergency services to the emergency? i.e. will they meet them at the gate or at a predetermined place?

How will the emergency services be able to identify this person? e.g. hi-viz vest, armband etc

If anyone is missing and where they were last seen

Detail:

Who will contact the emergency services?

What are the means of calling the emergency services? For example by mobile telephone or landline

Include a method in the event of a power failure

4.4) Specific Information for the Emergency Services

How will the emergency services be given specific information such as: -

Type of emergency

Location of the fire / incident

Missing persons

Flammable material stores

Location of high risk areas

Any unusual activities such as building works or temporary structures

Hazardous work process

4.6) Location of information

Detail:

Where will the information be kept on risks

E.g. Maps / sketches / alarm identification?

For example - held near the fire panel.

4.7) Accounting for Personnel

How will all people be accounted for?

Staff; pupils; Visitors; Contractors

How will the Emergency situation manager be informed?

Who will ensure that all personnel are accounted for?

How will this be managed if there is more than one assembly area?

What is the procedure if someone is missing?

How are the emergency services informed? (Note: Only the Fire Service personnel with appropriate breathing apparatus can enter the building if there is a person identified as missing)

4.8) Re-Entering the Building

How people be prevented from re-entering the building?

How will people know when they can re-enter the building?

Note: If the emergency services have been called then the Senior Fire Service Officer is responsible for giving permission for re-entry to the building.

5) Training and Training Provision

Identify any training needed and how it will be provided. This should include the following: -

Staff identified as trained in the use of fire equipment/panel.

Staff identified as trained for Fire Marshal duties.

Staff identified to register visitors at the assembly point(s).

Staff identified as having duties specific to the type of evacuation.

Method of ensuring everyone understands how to operate the fire alarm.

Method of ensuring everyone has sufficient instruction and training for fire evacuation.

Method of ensuring visitors / contractors have sufficient information on procedures in the event of an emergency evacuation.

5.1) Information Distribution

Detail the method(s) of informing personnel (incl. visitors / contractors) of escape routes. This should include the following: -

Instruction

Training

Emergency exit / route signage

Fire action Notices

Include a method of informing personnel of an alternative escape route should the main one be blocked or inaccessible. (Consideration should also be given to a route that leads past a potential arson attack area, such as near rubbish skips.)

The Emergency Plan

5.2) Visitors and / or Contractors

In some mosques, visitors will be present on a regular basis. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.

Arrangements should be made to ensure that visitors are logged in and out of a building, using a visitors book or similar. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors should also be logged in and out of premises. Unless they are to be constantly supervised by staff or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

This should include the following:

Visitors on site for evening classes, open evenings etc.

A method of ensuring that all visitors are evacuated and accounted for.

Methods of control for example: using ushers / fire marshals, registers / head count, buddy system for personnel with disabilities etc.)

5.3) Fire Marshals

Fire marshals are valuable in any premises and vital in large ones. Fire Marshals should always be given responsibility for a specific area, i.e. a floor or a section, and will have general duties in an evacuation such as:

Who are the Fire Marshals / Fire Wardens and what are their responsibilities?

Do they 'sweep' the building on their way out?

Do they carry out 'first aid' fire fighting if trained and safe to do so

How do they ensure they do not work alone and put themselves at risk?

Proceed to the assembly point close doors on route

Helping the person in overall control of the evacuation by confirming their area has been checked

5.4) Fire Fighting

Who is trained to use the fire fighting equipment?

What are their responsibilities?

Where is fire fighting equipment located?

5.5) Fire Control Panel

- Who will check the fire panel?
- What is their next step?
- What do they do with the information?
- Who is responsible for silencing and resetting the panel and on what occasions?

Appendix 1

EXAMPLE FIRE SAFETY MAINTENANCE CHECKLIST

	YES	NO	N/A	COMMENTS
Daily Checks (not normally recorded)				
Escape Routes				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape route clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Is the main indicator panel showing "normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are whistles, gongs or air horns in their correct place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Are luminaries and exit signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire fighting Equipment				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants accessible for the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date Undertaken: _____				
Signed: _____				
Name: _____				
Position: _____				

	YES	NO	N/A	COMMENTS
Weekly Checks				
Escape Routes				
Do all emergency fastening devices work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Did the fire alarm work correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff and all others hear the alarm working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any linked fire protection system operate correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did visual alarms, pagers or vibrating pads work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarms work and was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Are charging indicators visible and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Fighting Equipment				
Are all firefighting equipment in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers mounted 1 - 1½ metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date Undertaken: _____				
Signed: _____				
Name: _____				
Positions: _____				

Monthly Checks

Escape Routes

Do all electronic release mechanisms work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all automatic doors "failsafe" in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all self-closing devices working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all door seals and intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external stairs in good condition and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all roller shutters for compartmentation working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all internal fire doors close against their rebate / stop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Escape Lighting

Do all luminaries and exit signs working when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency generators working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fire fighting Equipment

Is the "pressure" in stored pressure extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Date Undertaken: _____

Signed: _____

Name: _____

Position: _____

Three Monthly Checks

General

Are emergency tanks / ponds at their normal / correct level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturers requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date undertaken: _____

Signed: _____

Name: _____

Position: _____

General

Has the emergency evacuation lift (if fitted) been tested?

Have sprinkler systems been tested by a competent person?

Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?

Fire Warning Systems

Has the system been checked by a competent person?

Escape Lighting

Do all luminaries work for a third of their rated value?

Date Undertaken: _____

Signed: _____

Name: _____

Position: _____

Annual Checks

Escape Routes

Do all fire doors work correctly?

Is escape route compartmentation in good condition?

Fire Warning Systems

Has the system been checked by a competent person?

Escape Lighting

Do all luminaries operate on test for their full duration?

Has the system been checked by a competent person?

Fire fighting Equipment

Has all equipment been checked by a competent person?

Date Undertaken: _____

Signed: _____

Name: _____

Position: _____

Miscellaneous

Have dry / wet risers been tested by a competent person?

Has smoke control systems been tested by a competent person?

Has external access for the fire and rescue service been checked for availability at all times?

Have any fire fighters switches been tested?

Are fire assembly points clearly indicated by signs?

Date Undertaken: _____

Signed: _____

Name: _____

Position: _____

Appendix 2

EXAMPLE FIRE SAFETY TRAINING PROGRAMME

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will be one / two fire drills per year to test the fire safety training.

Fire Safety Training Sessions

New Staff:	Induction Programme
Current Staff:	One training session per year
Fire Wardens:	Training sessions specific to their duties
Management Committee:	One / Two training sessions per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

Fire Safety Training Topics

- The significant findings from the fire risk assessment and fire safety policies;
- What to do on discovering a fire;
- How to raising the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm;
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety;
- The arrangements for calling the fire and rescue service;
- The location and , where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment;
- Knowledge of escape routes including stairways and especially those not in regular use;
- How to open all emergency exit doors;
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;
- The reasons for not using lifts (except those specifically constructed as evacuation lifts);

- General fire precautions, fire awareness and good housekeeping practices;
- The no smoking policy;
- Special provisions for assisting disabled people and any training needed;
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Fire Safety Training Records

All fire safety training will be recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or drill.



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Appendix 3

EXAMPLE FIRE SAFETY TRAINING RECORD

Date: _____ **Duration:** _____

Given By: _____ **Session For:** _____

Subjects Covered

- The significant findings from the fire risk assessment and fire safety policies
- What to do on discovering a fire
- How to raising the alarm, including the locations of fire break glass points
- The action to take upon hearing the fire alarm
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety
- The arrangements for calling the fire and rescue service
- The location and , where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
- Knowledge of escape routes including stairways and especially those not in regular use
- How to open all emergency exit doors
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed
- Where appropriate, isolating electrical power, gas supplies, stopping machines and processes
- The reasons for not using lifts (except those specifically constructed as evacuation lifts)
- The safe use, risks from storing and working with highly flammable/ explosive substances
- General fire precautions, fire awareness and good housekeeping practices
- The no smoking policy (where applicable)
- Special provisions for assisting disabled people and any training needed
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Names of those attending:

PRINT NAME	SIGNATURE

I confirm that I have delivered the above subjects to those named above as attending.

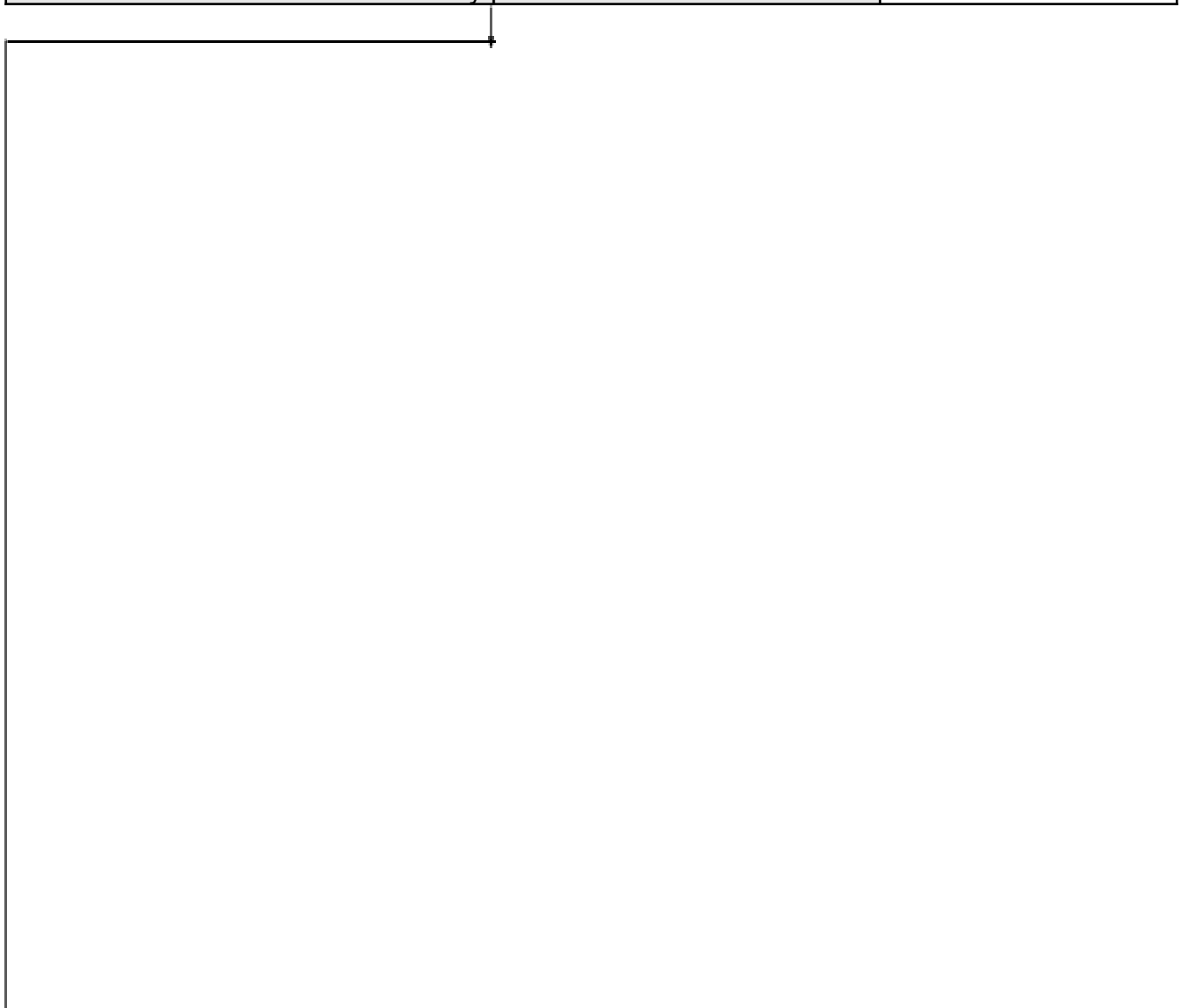
Name: _____ **Date:** _____

Signed: _____ **Position:** _____

Appendix 4

EXAMPLE FIRE SAFETY MANAGEMENT STRUCTURE

The person with the overall responsibility for fire safety:- Planning: Structure of organisation Organisation: Setting objectives, policy and procedures Control: Identify person responsible to tasks / actions Monitoring: Checks and the implementation of standards Review: Reviews of fire safety performance standards	Responsible Person:
	Position:



<p>The person with responsibility for fire safety risk assessment:</p> <ul style="list-style-type: none"> - Carrying out fire safety risk assessment - Review of fire safety risk assessments 	Competent Person:
	Position:

<p>The person with responsibility for the maintenance programme:</p> <ul style="list-style-type: none"> - Fire detection and warning system - Emergency lighting - Escape routes - Fire safety signs and notices - Fire resisting walls, partitions and doors - Fire fighting facilities - Electrical appliances and premises installations 	Competent Person:
	Position:

<p>The person with responsibility for developing and reviewing the premises Fire Safety Management Plan which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.</p>	Competent Person:
	Position:

<p>The person with responsibility for staff training:</p> <ul style="list-style-type: none"> - What to do in the event of fire - What to do upon hearing the fire alarm - Liaison with the fire service - Emergency shut down procedures - Fire fighting arrangements - The reason for good housekeeping practices etc 	Competent Person:
	Position: