

NIHR Clinical Research Network Greater Manchester Fire Plan

The NIHR Clinical Research Network Greater Manchester (NIHR CRN GM) are hosted in a building owned by Manchester Science Partnerships (MSP) which is based on the Manchester Royal Infirmary (MRI) Site.

This Standard Operating Policy (SOP) sets out the procedures for all staff and visitors to the NIHR office to reduce the risk of fires and how to alert and evacuate in the event of a suspected fire.

It is the responsibility of all staff based in the NIHR building to be familiar with this procedure and to follow it appropriately.

This SOP applies to all staff for which this building is their base, including those who may spend the majority of their time off-site. For any regular visitors (e.g. cleaners or clinical leads should also be made aware of this policy.

Fire Prevention and Preparedness

All staff should ensure they take the following precautions to reduce the risk of fire in their area

- Ensure you know the escape routes from the building and the location of the fire alarms and extinguishers (see attached fire plan)
- Ensure you keep all escape routes free from clutter, including handbags, boxes, bins or files. Be aware that the main walkways in each office are part of these
- Keep combustibles (e.g. stationary or cleaning supplies) to a minimum and out of easy access for accidental or deliberate fire-starting.
- Ensure the fire doors are kept closed and not wedged open
- Only use electrical equipment that has been PAT tested
- Ensure that your visitors sign in and out and are assisted to evacuate in the event of a suspected fire
- Ensure those who sit near you know when you are present in the building and when you leave/return
- Be aware if your colleagues that sit near you are in or out of the building. If a staff member leaves the floor it is their responsibility to inform a colleague when they leave and when they return
- In the event that a member of staff is unable to use the stairs then a personal emergency evacuation plan (PEEP) should be worked out for them

Fire Detection

- If you spot a fire, smell smoke or suspect a fire raise the alarm, unless you are 100% sure that this has already been done
- Within the building this is done by activating the nearest fire point (see floor plan attached, which is also stuck on the walls across the office)
- If safe to do so also alert your nearest CRN fire warden, they can be identified by their yellow jackets on the back of their seats. Current CRN fire wardens are Janet Eastwood, Adam Unsworth and Craig Johnson.

Fire Evacuation Procedure

The fire alarm system has automatic smoke and heat detectors located around the building which operate one stage of activation. The fire alarm is monitored 24/7 365 days by an external monitoring station. On activation the monitoring station will contact the on site facilities mobile.

- A continuous siren will sound. **On hearing this, occupants must evacuate the building by the nearest, safest exit route without delay. Do not use the lift.**

The fire alarm is tested every Wednesday at 10.00am. The fire alarm will sound for a maximum of 10 seconds. If the fire alarm sounds for longer than this you must evacuate using the above procedure.

City Labs Fire Evacuation Plan

1. The fire alarm system has automatic smoke and heat detectors located around the building.
2. If you discover a fire, raise the alarm by activating the nearest red coloured Break Glass Unit. Do not attempt to tackle the fire.
3. The Fire Brigade should be informed immediately in the event of a real fire, either by the City Labs Fire Warden or person discovering the fire.
4. Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings, do not use passenger lifts.

5. Follow the evacuation route to the nearest emergency exit. Your nearest emergency exit will not necessarily be the normal exit route therefore it is important you are familiar with this. We recommend using the two far staircases as they lead outdoors however this depends on where the fire is. The main point is that you are responsible for getting yourself out of the building.
6. On leaving the building make your way to the designated Fire Assembly Point which is indicated on the Fire Action Notices.
7. Remain at the Assembly Point until given instructions to do otherwise by the City Labs Fire Warden (wearing an orange high vis).
8. Do not under any circumstances re-enter the building until given authority to do so by the City Labs Fire Warden (wearing an orange high vis).

Fire Marshals (Customer Representatives)

- The role of the Fire Marshall is to assist with the evacuation process by checking their specific suites, if safe to do so, and to report to City Labs Fire Warden (who will be wearing an orange high visibility vest) after taking their roll call.
- No Fire Marshal is expected to place themselves in danger, they should check their allocated suites swiftly. This involves doing a sweep of the office including toilets and meeting rooms where safe.
- Evacuate to the nearest Fire Assembly Point.
- Take their Roll Call and report all staff and visitors present and/or missing to the City Labs Fire Warden who will be located at the main entrance to the building. The fire wardens will have a list with all members of staff on. They will then go to each line manager to make sure their staff are accounted for.

Manchester Science Partnerships Fire Warden.

- During the first stage of an activation the City Labs Fire Warden will stay at the reception near the fire alarm panel, there they will liaise with the Duty manager. If the activation is found to be a false alarm and there is no danger, the MSP Fire Warden will silence and reset the fire alarm.
- In the event of a real fire the City Labs Fire Warden will call the emergency services or instruct the monitoring station to alert the emergency services.
- The reception team and/or facilities team will take the roll call for MSP staff and any MSP contractors or visitors signed in at Reception
- The City Labs Fire Warden will stay at the main entrance to the building and liaise with the Fire Brigade.
- If the activation is found to be a false alarm and the Fire Brigade are satisfied there is no danger, City Labs Fire Warden will escort the Fire Brigade to control panel to reset the fire alarm.

- Once the Fire Brigade have departed the City Labs Fire Warden will give instruction to re-enter the building.
- The Fire Officer will remain at the Fire Assembly Point until all customers, staff, visitors and contractors have re-entered the building and will liaise with the Fire Marshals to evaluate the evacuation procedure.
- The City Labs Fire Warden will feedback the performance to the customer.

City Labs Fire Evacuation Plan – Out Of Hours (between 7.00pm and 7.00am and 24 hours at weekends)

1. If you discover a fire, raise the alarm by activating the nearest Break Glass Unit. Do not attempt to tackle the fire.
2. The Fire Brigade should be informed immediately in the event of a real fire by dialling 999 The trust should be notified by dialling 2222.
3. Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings, do not use passenger/service lifts.
4. Follow the evacuation route to the nearest emergency exit. Your nearest emergency exit will not necessarily be the normal exit route therefore it is important you are familiar with this.
5. On leaving the building make your way to the designated assembly point; **Outside Starbucks** .
6. Remain at the Assembly Point until given instructions to do otherwise by the MSP representative, in the first instance this is likely to be on site Security Officers.
7. The monitoring station will make contact with MSP Senior managers.
8. Do not under any circumstances re-enter the building until given authority to do so by the MSP representative or the fire brigade.

Disabled personnel

Manchester Science Partnerships should be provided with a list of all employees who have been identified as needing a PEEP, the duration of this plan and what procedures have been put in place for their evacuation in an emergency. This will assist MSP Fire Warden in co-ordinating evacuation and communication.

Assembly Point

For all customers and visitors assembly point is in the disabled parking area opposite Starbucks.

Sign/direction post point situated on the Hospital Boulevard (opposite the loading bay entrance) for all contractors working on site