

Additional Actions When the Fire Alarm Has Been Deactivated

- 1. Review the building's arrangements for fire risk and evacuation management**
 - a. If in doubt, or for any advice, please contact EHSS.
 - b. If necessary, appoint (additional) Fire Marshals and/or Fire Wardens.
 - c. Ensure that all staff appointed are clear re their roles and responsibilities.

- 2. Notify all staff of date and time of alarm deactivation**
 - a. Include School staff and also ancillary staff (e.g. cleaners and janitors).
 - b. Post a warning notice on all building exits and entrances.
 - c. If the alarm is to be off overnight, notify night security and ask for increased patrol regularity.
 - d. Estates staff who may be working in remote areas of the building must notify a fire marshal or warden before starting and after finishing.
 - e. Notify Kenneth Stewart (insurance) of the alarm deactivation.
 - f. Contact EHSS to discuss if large gatherings are scheduled to occur during the deactivation.

- 3. Prohibit activities with increased risk of fire**
 - a. Prohibit all 'hot work' by contractors or Estates unless absolutely necessary, and where such work is conducted then increase frequency of fire watch on the hot work permit.
 - b. Retain minimum quantity required of flammable substances in the building, and store in fire resistant cabinets.
 - c. Where possible, delay any activity with high attendant risk of fire until the alarm is activated, including overnight reactions or ovens.

- 4. Be extra-vigilant!**
 - a. Fire wardens to check daily that all escape routes are free of any obstruction.
 - b. Ask staff to be generally aware of fire risks and observe good housekeeping practices.
 - c. Fire wardens to check at the outset that all extinguishers are in place around the building and contact EHSS for spares.

- 5. Ascertain how a fire will be communicated in the absence of an alarm**
 - a. Obtain confirmation of any suspected fire and call 999.
 - b. If a fire is detected, all staff should be warned, for example by shouting 'Fire!', by using loudhailers or by using air horns, where available.
 - c. When staff have been notified of a fire they should then immediately follow regular fire evacuation procedures.
 - d. Fire wardens/marshals should try to determine if anybody is still in the building, including Estates staff who may be working there.