

# BUILDING EMERGENCY PROCEDURES FOR



**3 Bedford Place, London WC1B 5JA**

**Prepared For:**  
The Bedford Estates  
29a Montague Street  
London  
WC1B 5BL

**Prepared by:**  
William Martin Compliance Solutions Limited  
85 Gresham Street  
London  
EC2V 7NQ

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## **1.1 General Information**

### **1.1.1 Introduction**

This emergency procedure document is designed to provide information so that everyone in the Building knows what to do and how to evacuate safely in an emergency.

In the event of an emergency arising from fire, explosion, a leak of gas or a flood, or any other cause, tenants are responsible for the safe evacuation of people from their part of the premises.

The Bedford Estates Facilities Manager must be notified immediately of any emergency situation and, where on-site staff are employed, they will assume responsibility for any subsequent evacuation from the common parts of the premises.

If dangerous substances are located on site, the emergency services must be informed of their presence, type and location so that they can draw up their own safety procedures for dealing with fires involving these materials.

The procedures covered in this document are:

- Fire evacuation
- Gas leaks
- General accidents and incidents
- Bomb threat
- Power failure
- Flood and water leaks
- Environmental incidents
- Lift failure
- Damage to suspected asbestos containing materials
- Glass breakage/building damage

The frequency recommended for a routine review of these procedures is annual, but is subject always to the need to review more regularly whenever there is a material change in the site that could affect the relevance of these procedures.

Tenants will be informed of any change to these procedures Facilities Manager, and will be re-issued with an up to date copy as required.

### 1.1.2 Property Details

<b>Full site address</b>	3 Bedford Place London WC1B 5JA
<b>Landlord</b>	Bedford Estates
<b>Site contact name</b>	Elliot Valentine – Facilities Manager
<b>Day time contact number</b>	0207 299 8352
<b>Emergency out of hours contact number</b>	Pace (UK) Ltd Tel: 020 8343 4414 or 020 7580 8421
<b>Number of floors</b>	5
<b>Assembly Points</b>	Corner of Bloomsbury Square/Bedford Place
<b>Brief Description of Site</b>	No. 3 is a 5 story terraced property comprising Lower Ground (LG), Upper Ground (UG) 1st, 2nd and 3rd floors. One concrete timber stair to upper floors and one external concrete to lower ground.
<b>Occupancy details</b>	Residential

### 1.1.3 Emergency Services Information

<b>Fire</b>	Emergency: 999
	Non- Emergency No. 020 8555 1200
<b>Police</b>	Emergency: 999
	Non- Emergency No. 030 0123 1212
<b>Ambulance</b>	Emergency: 999
	A&E Dept. No. 0203 4567890
	A&E Dept. Address: UCL, 235 Euston Road, London NW1 2BU
<b>Gas Emergency</b>	Gas Leak Emergency Tel: 0800 111 999
	Location of Isolation Valve: Lower Ground light well under pavement vault
<b>Electricity</b>	Electric Company/Supplier: UK Power Networks
	Electric Company Emergency No. 0800 316 3105
	Electrical Isolation Point: Cupboard lower ground communal area
<b>Water</b>	Water Company/Supplier: Thames Water
	Emergency No. 0800 316 9800
	Water Supply Isolation Point: Under pavement vault in Lower ground lightwell
<b>Health &amp; Safety</b>	Local HSE Office: 0300 0031677
	Environmental Health Office: 020 3567 8105
<b>Environment</b>	Incident Contact Centre: Tel: 0800 80 7060
	Local Environment Agency Office: 0370 850 6506

## 1.2 Fire

### 1.2.1 Fire Safety Controls

<b>Management Control</b>	<p>There is no permanent Landlord presence on the site.</p> <p>Tenants are responsible for managing their own evacuations in the event of an emergency.</p> <p>In order to manage emergency situations effectively local control and leadership is required.</p> <p>In the event of a fire or other emergency a tenant should assume responsibility and control, this will likely be the tenant affected directly by the emergency.</p> <p>The tenant must ensure the alarm has been raised, where safe to do so and without delaying your evacuation, knock on other tenants' doors as you pass them and call the fire service as soon as it is safe to do so if it has not already been done.</p> <p>Tenants are responsible for ensuring that these are acted upon.</p> <p>Tenants are responsible for notifying the Facilities Manager of any site hazards that they become aware of.</p>
<b>Fire Risk Assessment</b>	<p>Annual fire risk assessment of the building are completed by a competent consultant nominated by Bedford Estates. The fire risk assessment is available on request from the {The Bedford Estate Representative}.</p> <p>Fire risk assessments should be reviewed regularly, at least annually. A copy of the Fire Risk Assessment should be held on site.</p>
<b>Fire Detection and Alarm System</b>	<p>There is NO fire detection and alarm system in the communal areas.</p> <p>There are alarms in the flats; when an alarm is activated the person discovering a fire must call the Fire Service and evacuate.</p> <p>You should test your alarms weekly, change the battery and vacuum it periodically.</p>
<b>Emergency Exits</b>	<p>The main staircase is the emergency exit route and leads directly to the emergency exit door to the front of the building at ground level.</p> <p>The Lower Ground flat can exit from the front of the building and up to street level via the external stair.</p>

<b>Smoke Control</b>	AOV utilising head of stair skylight with yellow switch at ground floor in entrance lobby. Smoke control equipment at top floor/roof level and a siren.
<b>Emergency Lighting / Emergency Escape Lighting</b>	There is emergency escape lighting provided within the common areas, including staircase and landings.  Emergency escape lighting is checked regularly and subject to a full discharge test annually by a competent contractor.
<b>Fire Fighting Equipment</b>	None
<b>Fire Log Book</b>	All records are held by Bedford Estates
<b>Assembly Point &amp; Roll Call</b>	The assembly point is <b>Corner of Bloomsbury Square/ Bedford Place</b>  It is the responsibility of all occupiers to ensure that their staff and visitors are aware of the location.  In the event of an evacuation all occupants and visitors should proceed to the assembly point.
<b>Visitors Procedures</b>	It is the responsibility of hosts to ensure that all visitors (including contractors) are provided with relevant information contained within this Emergency Plan including instructions for action in the event of fire.
<b>Disabled Access</b>	Tenants are responsible for developing Personal Emergency Evacuation Plans (PEEPs) for staff and visitors as appropriate. For more information, refer to Fire Safety Risk Assessment Supplementary Guide, Means of Escape for Disabled People available from <a href="http://www.firesafetyguides.communities.gov.uk">www.firesafetyguides.communities.gov.uk</a>

1.2.2 Emergency Plan (Residential – for buildings with a stay put policy only)

*This property was renovated in 2012 and a “stay-put” policy is the accepted evacuation strategy due to the level of compartmentation between the flats.*

*Any fire within an individual flat should sufficiently be contained. The occupants of other flats, not affected by the fire, should “stay put” unless the fire is becoming a threat and they can safely evacuate the building.*

In the event of a: Fire	ACTION
<b>If you find a fire within YOUR FLAT:</b>	<p>If you discover a fire in <u>your flat</u> the <u>immediate action</u> should be to :</p> <p>Immediately evacuate the building</p> <p>Notify other tenants by knocking on their door only if you pass by and without unduly delaying your evacuation</p> <p>Close doors without causing delay</p> <p>Contact the Fire Service (dial 999) as soon as possible and give the full address of the building: <b>2 Bedford Place, London, WC1B 5JA</b></p>
<b>Tackling a fire:</b>	<p>If a cooking pot or chip pan is involved, turn off the cooker and cover with a fire blanket if you have one, otherwise saucepan lid, tray or damp cloth. DO NOT USE WATER.</p> <p>Then follow instructions above.</p> <p>If there is any doubt evacuate immediately.</p>
<b>In the event of a fire in ANOTHER FLAT:</b>	<p>If there is a fire within another flat in your building:</p> <p>If you are already within the staircase enclosure or if a developing fire presents a threat evacuate the building if safe to do so.</p> <p>Otherwise stay within your flat and ensure all doors are closed.</p> <p>Contact the Fire Service (dial 999) and give the full address of the building</p> <p>Remain in the flat unless instructed to by the fire service</p>
<b>How the fire and rescue service and any other services will be called:</b>	Dial 999 and ask for the Fire Service.
<b>Re-entering the building:</b>	Do not re-enter the building for any reason, until you have been instructed to do so by the Fire Service.

### 1.3 Emergency Procedure for Suspected Gas Leaks

If you smell gas or think you have a gas emergency call the free Gas Emergency Services line immediately on **0800 111 999**.

<b>DO NOT</b>	X Operate any electrical switches (on or off) X Smoke or use a naked flame
<b>DO</b>	✓ Open doors and/or windows to ventilate the area ✓ Check your gas appliances and turn them off ✓ Turn the gas supply off at the main meter
<b>The gas isolation valve is located at:</b>	in Lower Ground light well under pavement vault

Notify the Facilities Manager

If there is a fire on the premises, follow fire procedures.

### 1.4 General accidents and incidents

As an employer, it is the responsibility of the tenant to respond to, report and investigate accidents and dangerous occurrences within their workplace.

Where accidents occur in a common/landlord area of the property, the Facilities Manager **MUST** be informed as it may be their legal duty to report the accident or dangerous occurrence to the relevant enforcing authority.

Emergency contact numbers and details of local hospitals etc. can be found in section 1.1.3 of this document.

As an employer the tenant has the following duties with respect to accidents and incidents occurring within their workplace:

- Respond to any accidents within the workplace and provide first aid treatment as required.
- Report certain accidents and dangerous occurrences to the relevant enforcing authority e.g. the Local Authority or Health and Safety Executive. For details on what and how to report see <http://www.hse.gov.uk/riddor/index.htm>.
- Investigate accidents and dangerous occurrences to determine root causes and prevent recurrence.
- Co-operate with the enforcing authorities should they decide to investigate the incident further.

#### 1.4.1 First Aid

First Aid provision is the responsibility of the tenant. It is important that tenant employers have made arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. You must therefore make an assessment of the hazards and risks in your workplace and establish an appropriate level of first aid provision. For further details on what is required, see <http://www.hse.gov.uk/firstaid>.



#### 1.4.2 Vehicle incidents

Vehicle incidents within the car park or roadways under the control of the landlord should be reported to the Facilities Manager. If possible, take photographs of any damage to Buildings or structures and obtain statements from those involved. Record insurance details of all involved parties.

### 1.5 Bomb threat

Terrorist attacks, and attacks by extremist campaigners or malicious hoaxers are uncommon. However, they are designed to intimidate, disrupt, cause economic damage and could cause injury or loss of life.

During a bomb threat the Police and other agencies may offer advice but the responsibility to seek advice and act upon it lies with the tenant. It is not possible to be precise about exact procedures to be followed as this will depend on the circumstances and assessment by Police and tenant staff.

#### 1.5.1 Suspicious Package or vehicle

If a suspicious package or vehicle is located in tenants' demise the occupier should instigate his own emergency procedures.

If the package/vehicle is located in landlords demise the emergency services should be called and other tenants informed of the problem.

The emergency services will take charge of the situation upon arrival at site.

### 1.6 Electrical failure

A major power interruption can be described as a loss of electrical power to an area of the property resulting from failure of high voltage switchgear or transmission lines.

This may result in a requirement to evacuate buildings and there may also be problems with power sensitive equipment and disruption to business. In the event of mains power interruption the fire alarm systems will remain operational on battery back-up for 24 hours and the emergency lighting system for 3 hours.

In the event of a telephone the Electricity Supplier, see section 1.1.3 for contact details. Switch off sensitive electrical appliances / services for which you are responsible where they could be adversely affected by the restoration of power, e.g. servers.

Meet the electricity emergency services (if they attend) and brief them on the events and any hazards that could affect their health and safety.

An evacuation will need to be co-ordinated if required.

### **1.7 Flood and water leaks**

If you think you may be at risk of flooding due to extreme weather you can find out more via the Environment Agency's website [www.environment-agency.gov.uk/floodline](http://www.environment-agency.gov.uk/floodline) or by calling their Floodline number on Tel: 0845 988 1188.

If there is an imminent risk apparent to the building fabric, persons or equipment, the following procedure should be followed;

- Relocate vehicles to higher ground. Move stock, fittings and high value equipment to above flood level;
- Turn off source of water leak if possible;
- Switch off electricity and gas source in area of water ingress (provided there is no risk to personal safety);
- Contain water wherever possible until assistance arrives by putting sandbags, airbrick covers or flood boards in place;
- Notify other occupants of building, co-operate with emergency services and local authorities and prepare to be evacuated.

In the event of a major flood or leak, electrical installations and equipment in the area should be turned off and should remain isolated until mopping up operations have been completed and the electrical systems checked by a qualified electrical contractor.

### **1.8 Environmental Incidents**

To protect against potential liability under the Environmental Protection Act tenants should identify all potential contaminating substances and/or materials that they use or create.

Tenant companies should ensure that they have suitable controls in place to manage and dispose of such substances or material safely so as to prevent harm to people and/or the environment.

## **1.9 Damage to suspected asbestos containing materials**

If the person is an outside contractor, tenant or a member of the public, the discovery of a suspect asbestos containing material must be notified to the Facilities Manager.

In any event they shall:

- Note the location and cease to work in this area; the area containing the material should be closed off immediately, with a notice fixed to each entrance and locked shut;
- Contractor to inform his/her immediate supervisor
- The supervisor shall inform the Facilities Manager
- The Facilities Manager shall inform the asbestos consultant, who will attend site as soon as possible.

If the suspect material is, in the view of the Asbestos Consultant in very poor condition (extremely damaged) and is giving rise to airborne dust, then the area containing the material shall remain closed off by:

- Ensuring that all the doors and windows in the immediate vicinity remain shut;
- Advising people not to enter the area;
- A notice is to be fixed to each entrance to the area being the legend "NO ENTRY - CONTACT (NAME AND TELEPHONE NUMBER)" in red on a white background and of prominent size and location;
- If external, cordon off the area with barrier tape.

No person other than the Asbestos Consultant or approved and licensed asbestos removal contractor shall interfere with any suspect material and shall not do so without prior consultation with the same.

## **1.10 Glass breakage/building damage**

In the event of glass breakage or building damaged the tenants' representative must contact the Facilities Manager as soon as possible.

The Facilities Manager will assess the situation and call an appropriate competent contractor to assist with dealing with the situation.

The priority will be to ensure that the area is immediately made safe, for example by cordoning off the area and restricting access.

## **1.11 Specific Responsibilities**

### **1.11.1 Property Manager / Surveyor**

- To have ownership of this Fire Emergency Plan.
- Circulate this Fire Emergency Plan to tenants' representatives.
- Ensure the Fire Emergency Plan is kept up to date and reviewed at least annually.
- Encourage tenants to carry out basic fire training for all members of their personnel, facilitate group training sessions if appropriate.
- Facilitate fire evacuation drills at six monthly intervals.
- Ensure that adequate maintenance of fire safety systems and provisions in the building is carried out by competent organisations and that proper records of such maintenance are kept.

- Assist tenants in establishing Personal Emergency Evacuation Plans (PEEPS) as required for disabled occupiers.

#### 1.11.2 Tenants

- Disseminate this Emergency Plan to occupiers.
- Establish Personal Emergency Evacuation Plans (PEEPS) as required for disabled occupiers.
- Co-operate with the Property Manager and other tenants in the establishment and use of effective fire procedures.
- Advise the Property Manager if they become aware of any defective fire precautions equipment or installations.
- Advise the Property Manager if they become aware of any problems with these Emergency Procedures.
- Take a full and active part in fire drills arranged by the Property Manager.

## Appendix A – Fire Service Information

(To be made available to the Fire Officer attending any incident)

ITEM	LOCATION
Building layout & flat numbering	Flats A, B & C Lower Ground to 3 <sup>rd</sup> floor
Tenants who may have difficulty leaving the building	None
Gas intake	Lower Ground light well under pavement vault
Boiler room	Not Applicable
Electrical intake	Cupboard Lower Ground light well
Fire alarm indicator panel	Not applicable
Lift motor room	Not Applicable
Riser inlets	Not Applicable
Sprinkler stop valves	Not Applicable
Basement flood access	Not Applicable
Fire lobbies	Not Applicable
Refuges	Not Applicable
Private hydrants	Not Applicable
Private water supplies	Not Applicable
Hazardous substances	Not Applicable
Key risk rooms	Gas meter room and Electrical Intake cupboard
Hazardous machinery	Not Applicable
Other	Not Applicable

**Appendix B – Fire Safety Maintenance Checklist**

<b>Weekly:</b>	<ul style="list-style-type: none"> <li>• Test the fire alarms by activating different call points in rotation – tests recorded in Fire Log.</li> <li>• Check operation of all automatic release devices fitted to doors etc.</li> </ul>
<b>Monthly:</b>	<ul style="list-style-type: none"> <li>• Function tests the emergency lighting.</li> <li>• Check the fire hose(s) are functioning.</li> </ul>
<b>Six monthly:</b>	<ul style="list-style-type: none"> <li>• Test and maintain mag-locked escape doors and associated overrides.</li> <li>• Servicing and maintenance of fire detection and alarm systems by competent engineer.</li> <li>• Deep cleaning of ventilation and extraction systems to kitchens and catering facilities (where applicable).</li> </ul>
<b>Annually:</b>	<ul style="list-style-type: none"> <li>• Emergency evacuation plans reviewed by Property Manager.</li> <li>• Fire risk assessments reviewed by competent consultant.</li> <li>• Emergency lighting full annual discharge test by competent engineer.</li> <li>• Firefighting equipment checked and serviced by a competent engineer.</li> <li>• Wet and Dry Rising Mains tested by a competent engineer.</li> <li>• Smoke and Heat Exhaust Ventilation Systems tested and maintained by competent engineer.</li> <li>• Fire fighters switches tested by a competent person.</li> </ul>