

Fire Drills



1. Introduction

- 1.1 No one expects to have a fire at work, but they happen regularly in office buildings across the country. We often think about workplaces as predictable environments, but the truth is that when a fire breaks out, employees' lives can be at significant risk. Building occupiers need to be familiar with how to conduct fire drills at work, and for multi-occupied buildings, this is down to the managing agent to organise. By scheduling regular fire drills, organisations can plan for a potential fire and prepare employees to exit the building safely.
- 1.2 Whether an office, retail outlet, school or factory, fire drills are a vital part of workplace fire safety controls. As important as fire alarms, fire extinguishers and fire safety signs, they are an indirect, but equally significant, form of fire protection and aim to protect everyone working within commercial building from the devastating consequences of fire.
- 1.3 A fire drill is a simulated emergency procedure which aims to emulate the processes which would be undertaken in the event of a fire or other similar emergency. It involves creating a situation which replicates what would happen if a real fire were to occur, usually with the inclusion of fire alarms, and requires employees, and anyone else who may be present at the time, to evacuate.

2. Who is Responsible for Arranging Fire Drills

- 2.1 In accordance with the Regulatory Reform (Fire Safety) Order 2005, the person responsible for all aspects of fire safety in commercial and non-domestic premises is the owner, occupier, or manager. Legislation refers to this person as the 'responsible person' and, as such, they are in charge of ensuring all fire safety legislation is fully complied with.
- 2.2 As the 'responsible person' property managers have a number of duties, including planning for an emergency and providing staff with information, fire safety instruction and training. Therefore, property managers must make sure regular fire drills are carried out and conducted effectively, putting into place any remedial actions which must be taken as a result of the drill's evaluation.
- 2.3 In order for property managers to fulfil their legal obligations, fire drills should be conducted at least once a year (more often in certain other environments) and the results should be recorded and kept. Additionally, all new staff should be informed of the building's fire evacuation procedures as soon as they start work.

3. William Martin's Approach

- 3.1 Our highly competent fire drill consultants will attend the property(s) to coordinate your fire drill at a prearranged date and time. Our consultants have previous experience of working as firefighting professionals and this being the case, are able to apply a very practical and knowledgeable approach when overseeing fire drills.
- 3.2 Working alongside the site-based property management team, our fire drill consultants will observe the fire drill and will record the time it takes to fully evacuate the building. They will also observe the behaviour of those evacuating and how well the fire marshals perform in accordance with the fire evacuation plan established for the building, culminating in how people are accounted for at the dedicated assembly point.
- 3.3 Following the fire drill, occupiers will be advised to return to their places of work so that our fire drill consultant is able to fully debrief the fire marshals and the site-based property management team.

4. Report Format

- 4.1 On completion of your fire drill, you will be provided with a detailed report confirming how well the building was evacuated.
- 4.2 The specific format of the Fire Drill Report would be bespoke to the client, however, it would include the following:
 - Site Details.
 - Fire Drill Findings - including the time it took to evacuate the building.
 - Action Plan - detailing any matters which required improving.



Compliance without compromise

We create next-generation building compliance by fusing clever consultancy with cutting-edge technology, so our clients can grow. Our products include:




Consultancy: Unparalleled expertise to safeguard your people and property.



Meridian: Our online compliance and risk management platform gives you total visibility.



Prosure360: Take control of your supply chain, confidently and efficiently.

 0203 819 8829

 enquiries@wmcompliance.co.uk

 wmcompliance.co.uk

Health & Safety • Legionella • Fire Safety • Asbestos • Contractor Management • Accessibility • Environmental • Training

London Office, 20 Grosvenor Place, London, SW1X 7HN

Registered Office, C/O Marlowe Plc, 20 Grosvenor Place, London, England SW1X 7HN

William Martin is part of the SRC Group. Our other brands are Elogs and Barbour EHS.