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. Ascertained 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.