Instruction of Staff in Fire Safety Procedures

Overview

1. Introduction

1.1 Under the Building Fire Safety Regulation 1991, every member of staff must be instructed on means of escaping from the premises in case of fire and informed on fire warning devices on commencement and once per year thereafter.

Description

2. The relevant sections of the Building Fire Safety Regulation 1991 are as follows:

Fire and evacuation plans

11.(1) The occupier of a building must give to every person permanently working in the building instructions on the matters mentioned in subsection (2) ...

(2) The matters on which instructions must be given are:

   a. the procedure to be followed in the event of fire; and
   b. the means of escape from the building in the event of fire; and
   c. the location and method of operation of:
      i. fire fighting equipment; and
      ii. fire alarms or equipment for warning of fire; and
   d. if members of the public are ordinarily admitted to the building:
      i. the procedure for conducting them to an exit in the event of fire; and
   e. if a person working in the building has other persons in care or custody within the building, the procedure in the event of fire for:
      i. conducting the persons to an exit; and
      ii. marshalling the persons in a safe place; and
      iii. checking whether all the persons are present at the safe place; and
      iv. if any of the persons is not present at the safe place, reporting the fact to a person in charge of the building at the time.

3. It is the responsibility of the Head of Department to ensure that new employees are given the abovementioned instruction within one month of commencement of duty.

4. The Director of Occupational Health and Safety and the University Fire Officer are responsible to ensure adequate fire and emergency procedures are in place. Heads of departments should assist the implementation of these procedures through the appointment of building, floor and area wardens. The Fire Safety Officer is responsible to ensure that emergency evacuation drills are held at least once each year in every building. The Fire Officer is responsible to ensure that instruction is given on the position and method of each of the means for fighting fire.
5. At the commencement of lectures, seminars or other meetings, it is recommended that the lecturer or convener advise those present of the exits to use in the event of a fire or emergency.

6. The University's Safety Guideline, "Fire and Emergency Evacuation Procedures" provides general guidance to be followed in the event of a fire or emergency requiring evacuation. These guidelines need to be adapted to the needs of specific buildings (alarm systems, wardens, assembly areas). (Note: Medical and Dental departments follow procedures which have been instituted by or with the relevant hospital as appropriate).

7. Emergency procedures response cards are available from Property and Facilities Switchboard Section. These cards contain a section on emergency evacuation. However, the University has many sites where the use of these standard emergency procedure cards is not applicable, particularly because the cards specify the use of the University's Security Section emergency number at St Lucia rather than the "000" number. Heads of Departments and sections will need to ensure that appropriate information is available for their areas.

8. Heads of Departments and sections should ensure that all staff co-operate in the training of staff and students in these matters.