

## **Fire Warden Procedure at LB Barnet Offices, 2 Bristol Avenue, Colindale NW9 4EW**

LB Barnet Offices, 2 Bristol Avenue, Colindale, NW9 4EW is new building, built with enhanced fire safety features. These include a Phased Fire Alarm/Evacuation procedure, sprinklers, firefighting lift/ emergency evacuation lift, pressurized stairways, smoke extractors and a dry riser.

When a person discovers a fire they must activate the nearest fire alarm call point, (it may be the case that the automatic fire detectors discover the fire first).

The fire evacuation procedure is controlled from the Fire Control Room, located behind the main reception on the ground floor.

The fire alarm alert for the building is a siren and a voice command, directing and informing the occupants as to the state of alarm and actions they should take.

### **Evacuation Strategy**

Due to the single stair design for the upper levels of the building, the evacuation strategy is a phased evacuation with all occupants within a phase evacuating on the sound of the fire alarm and the remaining phases being evacuated thereafter.

The Phased Evacuation Plan is as follows; this will need to be practiced by the staff, it is based on the following high level Plan:

1. In the event of a fire being detected on a floor, the First Phase will be alerted to evacuate to the nearest available exit.
  - a. The First Phase will consist of the fire-affected floor and the floor above (e.g. if the fire is on the Fourth floor, the First Phase will consist of the Fourth and Fifth Floors).
  - b. The floors above the First Phase will be paired to form subsequent phases (following the example above, the Second Phase will consist of the Sixth and Seventh Floors).
2. 2.5 minutes (the standard time for evacuation) after the beginning of the evacuation of the First Phase, the Second Phase will then be alerted and evacuated.
3. The subsequent phases above the First Phase will be evacuated in 2.5 minute intervals thereafter.
4. The phases below the First Phase will then be alerted/ evacuated 2.5 minutes after the last upper level Phase is completed.
5. Allowance in the Plan will need to be made to cater for the scenarios below, under management and Fire Service control:
  - a. The evacuation of the remaining phases in a single event, in the case of a very severe incident.
  - b. The stopping of the evacuation sequence if the fire incident is resolved and deemed safe.