



• Fire/ Bomb/ Arson Safety Policy and Procedure

Reference No.	P01:2008
Implementation date	1 March 2008
Version Number	1.8

Linked documents	
Reference No:	Name.
P17:2006	Risk Assessment Policy
P22:2004	Health and Safety Policy and Procedure
GRA 77	Generic fire evacuation assessment
GRA 42	Staff with Disabilities risk assessment

Suitable for Publication	
Policy Section	Yes
Procedure Section	Yes

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Table of Contents

1	Policy Section.....	4
1.1	Statement of Intent – Aim and Rationale.....	4
1.2	Our Visions and Values.....	4
1.3	People, Confidence and Equality.....	5
2	Standards.....	5
2.1	Legal Basis.....	5
2.2	People, Confidence and Equality Impact Assessment.....	5
2.3	Monitoring / Feedback.....	6
3	Procedure Section.....	7
3.1	Introduction.....	7
3.2	Statutory Obligations.....	7
3.3	Fire Risk Assessments.....	8
3.4	Force Responsibilities.....	9
3.5	Fire Marshall/Fire Warden.....	9
3.6	Force Arrangements.....	10
3.7	Fire Evacuation Exercises.....	10
3.8	Fire Alarm Systems.....	11
3.9	Fire Doors.....	11
3.10	Corridors, Stairwells and Lobbies.....	12
3.11	Emergency Lighting.....	12
3.12	Fire Extinguishers.....	12
3.13	Fire Action Notices.....	13
3.14	Fire Log Books.....	13
3.15	Training.....	13
3.16	Staff with specific/additional needs.....	14
3.17	Custody Centres.....	14
3.18	Arson.....	15
3.19	Bomb Threat Evacuation.....	16
3.20	Fire Assembly Points.....	17
4	Consultation and Authorisation.....	18
4.1	Consultation.....	18
4.2	Authorisation of this version.....	18
5	Version Control.....	18
5.1	Review.....	18
5.2	Version History.....	19

Not Protectively Marked

5.3 Related Forms..... 20

5.4 Document History..... 20

Appendix A – Fire Warden Duties..... 21

Appendix B – Fire Marshall/Person Taking Charge Duties 22

Appendix C – Duties of Nominated person (SPOC) 23

Appendix D – How to identify a Suspect Device 24

Appendix E 25

1 Policy Section

1.1 Statement of Intent – Aim and Rationale

1.1.1 This policy, depending on the individual circumstances can apply to both the Chief Constable as the employer of Police Officers and Police Staff and the Office of the Police and Crime Commissioner as the employer of staff employed by them. Where the phrase “Dorset Police” is stipulated, this policy may apply to the Chief Constable or the Office of the Police and Crime Commissioner, or potentially both acknowledging that they are in their own right separate corporations sole and both have legal responsibilities under the Health and Safety At Work etc Act 1974.

1.1.2 Dorset Police are fully committed to securing the health and safety of its staff and other people and its property. This includes the pro-active management of fire safety.

1.1.3 To put into place pro-active pragmatic fire safety/bomb evacuation/prevention of arson arrangements.

1.2 Our Visions and Values

Dorset Police is committed to the principles of “One Team, One Vision” – A Safer Dorset for You”

Our strategic priority is to achieve two clear objectives:

- To Make Dorset Safer
- To Make Dorset Feel Safer

In doing this we will act in accordance with our values of:

- Integrity
- Professionalism
- Fairness and
- Respect

National Decision Model

The National Decision Model (NDM) is the primary decision-making model used in Dorset Police. The NDM is inherently flexible and is applied to the development and review of all policy, procedure, strategy, project, plan or guidance. Understanding, using and measuring the NDM ensures that we are able to make ethical (see Code of Ethics), proportionate and defensible decisions in relation to policy, procedure, strategy, project, plan or guidance.

Code of Ethics

The Code of Ethics underpins every day policy, procedures, decision and action in policing today. The Code of Ethics is an everyday business consideration. This document has been developed with the Code of Ethics at the heart ensuring consideration of the 9 Policing principles and the 10 standards of professional

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behaviour. Monitoring is carried out through the Equality Impact Assessment process which has been designed to specifically include the Code of Ethics.

1.3 People, Confidence and Equality

This document seeks to achieve the priority to make Dorset feel safer by securing trust and confidence. Research identifies that this is achieved through delivering services which:

1. Address individual needs and expectations
2. Improve perceptions of order and community cohesion
3. Focus on community priorities
4. Demonstrate professionalism
5. Express Force values
6. Instil confidence in staff

This document also recognises that some people will be part of many communities defined by different characteristics. It is probable that all people share common needs and expectations whilst at the same time everyone is different.

Comprehensive consultation and surveying has identified a common need and expectation for communities in Dorset to be:-

- Listened to
- Kept informed
- Protected, and
- Supported.

2 Standards

2.1 Legal Basis

- 2.1.1 To provide a mechanism whereby the Chief Constable and the Office of the Police and Crime Commissioner as the asset owner of Dorset Police property, can meet its statutory obligations under “The Regulatory Reform (Fire Safety) Order 2005” and the Fire Safety (Employers Capabilities) (England) Regulations 2010.

2.2 People, Confidence and Equality Impact Assessment

During the creation of this document, this business area is subject to an assessment process entitled “People, Confidence and Equality Impact Assessment (EIA)”. Its aim is to establish the impact of the business area on all people and to also ensure that it complies with the requirements imposed by a range of legislation.

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2.3 Monitoring / Feedback

2.3.1 This document will be monitored and reviewed by the HR Specialist (Health and Safety). Monitoring of force arrangements contained within the policy will be undertaken by the Health and Safety Unit annually. Monitoring will also be undertaken on a continual basis as the Health and safety Unit visit Force locations. All Dorset Police premises will be subject to a 3 yearly risk assessment review.

Feedback relating to this policy can be made in writing or by e-mail to:

Address: Mr R Aiston, HR Specialist (Health and Safety), Winfrith, Dorchester, Dorset. DT2 8DZ.

E-mail : bob.aiston@dorset.pnn.police.uk

Telephone: 01305 223724

3 Procedure Section

3.1 Introduction

- 3.1.1 Damage attributable to fire alone is estimated to cost the country £5 billion per year. An outbreak of fire in a Dorset Police building could have serious operational consequences for the Force with regard to its ability to maintain business continuity.
- 3.1.2 It is in all staffs' interest to be extremely vigilant at all times in matters concerning both fire safety/arson and the threat from improvised explosive devices (IEDs).
- 3.1.3 It is the responsibility of all managers and all staff to ensure that they are fully conversant with the Force's procedures on this matter by ensuring that they have read this policy and the documented building's fire safety bomb/evacuation arrangements in which they predominately work from.
- 3.1.4 The action to be taken in the case of either an outbreak of fire or in the case of a controlled evacuation having received a bomb warning notification are to be, wherever practicable, the same procedures. Having the same procedures in place will reduce the potential for possible confusion amongst staff. The risk to life is of paramount importance. In either instance, safe staff evacuation is the priority.
- 3.1.5 Visitors including contractors visiting force premises are at particular risk. Visitors must be accompanied at all times and not left unaccompanied. It is the responsibility of the host to ensure that the safety of a visitor is never placed in jeopardy and to lead the visitor from the building and accompany them to a place of safety in the event of an evacuation. Contractors are to be briefly instructed on the Force's fire, etc, procedures by the Dorset Police person (duty holder) instructing the contractor. Contractors undertaking work on site other than small maintenance tasks i.e. laying carpet, rectifying electrical/plumbing faults, maintenance tasks of a short duration are required to prepare a documented fire safety plan for their area of work before commencing work
- 3.1.6 For larger Force premises; HQs, Weymouth, Poole, Bournemouth and Ferndown a red clearance card procedure has been implemented. Each area/wing has a card and can be located on the fire warden waistcoat. The purpose of the card system is to enable the fire marshal/senior person in charge to identify with ease and certainty that all parts of the building have been subject to the evacuation process. Nominated fire wardens are to ensure that they hand their area/wing clearance card to the fire marshal/senior person in charge

3.2 Statutory Obligations

- 3.2.1 The Regulatory Reform (Fire Safety) Order 2005 (RRO) is the principle piece of legislation dealing with Fire Safety. The Order implemented major changes to fire safety through consolidating many pieces of fire legislation into one piece of legislation. A major change is the requirement is to have a fire safety strategy in place.
- 3.2.2 This is achieved in the main by having fire risk assessments for each premise and documented building fire safety, etc, arrangements in place. The requirement for fire certification of designated buildings no longer exists removed.

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3.2.3 The RRO introduced the requirement for training, information and importantly the need for building occupiers to co-operate and coordinate fire safety matters. The RRO introduced the term “responsible person (duty holder)”. To best satisfy Dorset Police needs, the aforementioned legal term has been allocated to those persons/body who are best placed to exercise direction and control of fire safety matters and can best influence change where required to enable Dorset Police to comply with its statutory fire safety obligations.

3.2.4 The role of responsible person/body is delegated as follows:

- The Office of the Police and Crime Commissioner has overall responsibility for all Dorset Police owned assets this includes premises and staff employed by them and ensuring that appropriate use is made of police funds. The Office of the Police and Crime Commissioner has assigned the task of ensuring that all Dorset Police owned buildings are satisfactorily managed as regards fire safety matters to the Chief Constable
- The Chief Constable has the day-to-day responsibility of direction and control of Police Staff and Police Officers and therefore has a powerful influence on the attitudes and conduct of both. The Chief Constable has assigned the responsibility of ensuring that all Dorset Police owned buildings are satisfactorily managed to the Estates and Building Services Department.
- The Estates and Building Services Department managed by the head of the department is responsible for the maintenance/refurbishment of all Dorset Police buildings. The Building Services Unit (BSU) who are within the Estates and Building Services Department are responsible for ensuring that structural, fire safety electrical systems and building fabric fire safety requirements which may arise from a fire risk assessment being undertaken or building regulation requirements are satisfactorily implemented. They must consult with the Health and Safety Unit prior to any refurbishment/alteration works taking place to any Dorset Police owned or leased premise, in good time prior to any work commencing to enable them to consider the need to amend fire safety procedures.
- The delegated site point of contact (**SPOC**) whose substantive role is being employed to work from the premises has the day to day responsibility for the conduct of staff and the condition of the premise so far as fire safety is concerned in common areas of use only. The SPOC duties are to ensure that combustible sources/furniture etc are not left discarded in stairwells, foyers, corridors and fire doors are not obstructed or left wedged open etc. They are responsible for coordinating and liaising with other departmental/divisional managers to ensure that a building’s fire safety is not compromised. Buildings may be fire safety compliant but invariably it is the conduct of the building occupants who compromise the fire safety measures, which have been designed into a building.

3.3 Fire Risk Assessments

3.3.1 Fire risk assessments are the foundation for fire safety and are a statutory requirement. They identify potential fire hazards and state the control measures, which will either

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remove/avoid the hazard or mitigate the risk. All of Dorset Police premises have been subject to the fire risk assessment procedure.

- 3.3.2 The fire assessment relating to a building is to be placed beside the building's fire control panel in the Perspex rack/canvas envelope provided. The assessment contains drawings of the building to which it relates. This must be handed to the attending fire crews in the event that they are called.

3.4 Force Responsibilities

- 3.4.1 It is the responsibility of all Dorset Police staff to bring to the immediate attention of their line manager/supervisor any matter, which they believe could pose a risk to the safety of themselves or other Force staff or persons visiting the Force.

- 3.4.2 **Senior managers** as listed below, are responsible for ensuring that the requirements of this policy are implemented in their areas of responsibility:

- Head of Personnel Services, Human Resources – Headquarters site
- Territorial Policing – Territorial Police Commander (can be suitably delegated)
- Crime and Criminal Justice Commander (can be suitably delegated)
- Operations Commander (can be suitably delegated)
- Transport Manager – Vehicle Workshops
- Custody Manager – Custody Centres

- 3.4.3 **Individual managers** within Departments/Commands are responsible for fire safety matters within the area that they occupy and are responsible for. They are to ensure that they have nominated a fire warden and deputy fire warden for their area and that those persons have received suitable fire warden training through Organisational Development, they are to ensure that staff who they are responsible for, have read the building's fire evacuation arrangements in which they predominately work from and are aware of the fire evacuation procedures. They are to ensure that fire safety is not compromised in their areas of responsibility or that their actions or the actions of their staff do not jeopardise the safety of the building of other persons within the building.

- 3.4.4 **The health and Safety Unit** are responsible for producing, updating and disseminating to managers within that building and place beside each building's fire panel the building fire safety arrangements.

- 3.4.5 **The health and Safety Unit** is to identify assembly point/s and is to arrange promulgation of suitable fire building notices and assembly point signage.

- 3.4.6 **All Staff** have an individual responsibility to ensure that: their actions do not needlessly jeopardise the safety of other staff/persons, compromise the fire safety of any building or to interfere with anything provided in the interests of fire safety.

3.5 Fire Marshall/Fire Warden

- 3.5.1 Every Force Building will have a Fire Marshall. This person will either be specifically named or, due to the operational practicalities which prevent having a dedicated

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nominated person, will be the most senior person present at the assembly point. In either case they will be responsible for coordinating staff and fire wardens and liaising with the attending fire service. A person acting as a fire marshal shall have the ability to command the situation. Their role is to take overall charge of the assembled members of staff and to liaise with the Fire Service on their arrival. Their duties are as per Appendix B.

3.5.2 Managers are to ensure that persons nominated as fire wardens have the ability to confidently direct other staff and if required to, try and extinguish a small fire at no risk to them. Their primary role is to ensure that all members of staff safely evacuate from a particular section/department/floor/building wing for which they are responsible for. They in turn report to the Fire Marshal taking charge of the evacuation event. Their duties are as per Appendix A.

3.5.3 An important security consideration is to ensure that only authorised staff are allowed to re-occupy a building. Fire Marshals (the person taking charge at the assembly point) are responsible for ensuring that where appropriate fire wardens are placed at building entrance doors before staff are allowed to re-occupy a building to ensure that only authorised staff gain access.

3.6 Force Arrangements

3.6.1 Nominated fire wardens are to undertake a half day training course organised through Organisational Development. At the end of the short course they will have an understanding of; fire safety, fire risks, selection and practical operation of fire extinguishers and to enable them to competently carry out their duties as a fire warden.

The number of fire wardens required is dependant upon the following factors:

- Building floor levels – ideally one per level/wing
- Building size
- Work activity undertaken
- Shared occupancy
- 24 hour occupation

3.6.2 Where staff are located within a host Command/Department site, consultation between respective Managers/local managers is to take place so that the requirements of this policy can be satisfactorily achieved.

3.6.3 Fire warden training shall include any local fire safety arrangements which will be in place. Fire wardens must be made aware of the in-house fire safety/bomb evacuation procedures relating to where they are to undertake their duties as a fire warden. The local manager is to contact the Health and Safety Unit to arrange for a local briefing. The managers identified at Para 3.4.2 are responsible for ensuring that this takes place.

3.7 Fire Evacuation Exercises

3.7.1 To avoid any possible confusion which could lead to unwanted loss of life, it is very important that all staff know instinctively what action to take in the event of the building's fire alarm system being activated. It is extremely important that fire evacuation

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exercises are conducted on the following occasions: - at least twice a year, after recent occupation of a building, after a large influx of new staff has recently taken place and when a recent evacuation has taken place which identified that the procedures and action by staff were below an acceptable standard.

3.7.2 Frequently, fire alarm systems are activated unintentionally (false alarms). This leads to evacuation of the building taking place and the associated staff down time. Such occurrences can be considered as planned evacuation events and can be recorded as an evacuation exercise having taken place provided the evacuation of the building was of an acceptable standard.

3.7.3 Before a planned fire evacuation exercise takes place, the person responsible for arranging and conducting the exercise must complete the template generic risk assessment "GRA 77, generic fire evacuation assessment" which can be downloaded from SharePoint. This assessment must be completed prior to any evacuation exercise being undertaken and retained together with the building's fire risk assessment which can be located in the buildings main entrance lobby.

3.8 Fire Alarm Systems

3.8.1 Fire Alarm systems are provided to give the building occupants early warning of an outbreak of fire so as to enable them sufficient time to safely evacuate the building.

3.8.2 Fire Alarm systems are controlled from a fire alarm main control panel. These should be ideally positioned into buildings in such a way so as they can be continually observed by staff, i.e. enquiry offices.

3.8.3 Fire alarm break glass call points are to be individually numbered. This is to ensure that a different call point is activated each week to avoid checking the same call point.

3.8.4 Fire alarm systems are to be operated manually on a weekly basis from a different call point by the Facilities Officers as part of their weekly visits to premises. A record is to be made into the building's Fire Log on every occasion the fire alarm is tested stating the number of the call point activated. It is important that staff learn to recognise the building's fire alarm system. Activation of the fire alarm system during normal working hours is important if the building's occupants are to easily identify the sound of the fire alarm activation system.

3.8.5 Fire alarm control panels are to be checked every morning to ensure that the system is operating normally, i.e. showing no faults. Faults are to be reported immediately to the Building Services Unit. A buzzer on the panel activates and a red fault light illuminates if there is a fault or loss of mains power.

3.9 Fire Doors

3.9.1 Doors which are designated and marked as fire doors are a critical element of fire safety. They restrict the spread of toxic smoke/flames, provide for a safe means of escape for the building occupants and divide a building into fire safety compartments. Fire doors are principally fitted for the safety of the occupants of buildings to contain a fire and allow them to safely escape.

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3.9.2 Doors marked as “fire doors” are not to be left wedged open. Certain fire doors may be fitted with a magnetic hold back device or a battery operated “Door Guard” which allows the door to remain open. Such doors automatically close on activation of the fire alarm system.

3.9.3 It is permissible to hold back a fire door temporarily (not using a fire extinguisher) to enable stores, equipment etc, to pass easily through. The door must then be closed immediately on completion of the task.

3.10 Corridors, Stairwells and Lobbies

3.10.1 Designated corridors, stairwells and lobbies are regarded as protected routes and are designed and constructed to a 30 minute or superior fire resistance standard. Corridors, etc, that are not designated as a protected route, will still provide for a means of escape. All stairwells, corridors and lobbies are to be kept clear of obstructions and combustible materials at all times. Persons who discard such items in these protected places are jeopardising their fellow colleague’s and others safety.

3.10.2 The following items of electrical and other equipment etc, are not to be placed or left in corridors, stairwells or lobbies unless sanctioned otherwise by the Health and Safety Unit:

- Electrical pieces of equipment of any description (potential source of ignition)
- Furniture of any description (combustible material)
- Waste paper etc, except when positioned at the close of the working day for collection and disposal within one hour
- Any combustible material (waste paper/cardboard etc)
- Bikes, coat racks etc.

3.10.3 Managers/supervisors are to ensure that they do not allow combustible items from their areas of responsibility to be placed in such a way that it becomes a hazard to other building occupants.

3.11 Emergency Lighting

3.11.1 Emergency lighting, where fitted, is to be checked in accordance with manufactures instructions and the Estates and Building Services maintenance schedules. Part of the checking is a yearly test to full duration.

3.11.2 The Building Services Unit (BSU) arranges and retains all servicing and testing records.

3.11.3 Emergency lights are fitted with a visible red/green neon light. The operation of this light does not signify that the unit is functioning correctly. Never because the neon light is on that the light is serviceable.

3.12 Fire Extinguishers

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- 3.12.1 A fire risk assessment will identify the type of fire extinguisher required to cover a particular fire hazard and where it is to be positioned.
- 3.12.2 Fire extinguishers must not be used as a means of holding open a door; they can be easily damaged and are expensive. They are to be placed on an appropriate bracket secured to a suitable part of the building's structure or in an approved stowage facility.
- 3.12.3 Equipment, which has been used or found defective, is to be labelled as such and reported immediately to the Contracts Department on extension 700 3446 at Headquarters where arrangements will be made to have the item serviced/replaced as soon as possible.

3.13 Fire Action Notices

- 3.13.1 Printed notices are to be permanently fixed and displayed at conspicuous positions throughout a building. They should be displayed adjacent to fire alarm call points. They must not be displayed on general notice boards.
- 3.13.2 Fire notices can be obtained through the local Health and Safety Unit.

3.14 Fire Log Books

- 3.14.1 Each building will have its own logbook in which a record of any servicing or checking of the fire alarm system is to be recorded. It is the responsibility of those persons, as listed at Para 3.4.2, to ensure that logbooks are accurately maintained.
- 3.14.2 Fire logbooks can be obtained through the Health and Safety Unit.
- 3.14.3 Completed fire logbooks are to be retained in the building to which it relates for a period of three years from the last date of entry.

3.15 Training

- 3.15.1 Managers/supervisors are to ensure that new staff are made aware of the local fire safety arrangements in the vicinity of where they work within 2 days of commencing work in that Department.
- 3.15.2 All staff are to complete the 'e' learning fire safety training package accessed through Ncalt every three years.
- 3.15.3 On induction, new staff will receive training at Headquarters on the following:
 - How to raise the alarm
 - Identifying escape routes
 - Escorting visitors
 - Assembly points
 - How to summon the fire service
 - The importance of good housekeeping

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- 3.15.4 Staff nominated as fire wardens will receive a half-day's training. To retain their skills, they will attend refresher training every three years.
- 3.15.5 Fire evacuation exercises involving all staff are to be carried out twice a year for every Dorset Police building.
- 3.15.6 Organisation Development retains all records of fire training.

3.16 Staff with specific/additional needs

- 3.16.1 Managers/supervisors are to make themselves aware of staff that may require additional consideration in the event of an emergency evacuation being required. Managers must complete, annually for each member of staff requiring specific needs consideration, a Personal Emergency Evacuation Plan (PEEPs), (located on the Health and Safety SharePoint site under forms or at annexe 'e' the end of this policy). This must be completed together with the individual concerned. The completed form must be retained by the manager and a copy sent to Human Resources (HR) to be placed on the individual's personal file. Arrangements must be in place to ensure that consideration has been given to ensure that staff if required with specific needs, are accompanied.
- 3.16.2 Staff with specific needs must be consulted as to how they can best be assisted.
- 3.16.3 Staff with impaired vision (visual impairments) should be encouraged to familiarise themselves with escape routes. Another member of staff is to be detailed to accompany them should evacuation of the building be required.
- 3.16.4 Staff with impaired hearing (those who have a hearing impairment or who are Deaf) may have difficulty in hearing a fire alarm. The provision of a visual sign may be necessary (advice can be sought from the Health and Safety Unit).
- 3.16.5 Fire Marshals on completion of a Fire Exercise will seek out any special needs person involved and ascertain as to whether the arrangements worked satisfactory for them. If issues are identified they should then seek to address them and also notify the Health and Safety Unit.

3.17 Custody Centres

- 3.17.1 Custody centres, because of the nature of the work undertaken, must be regarded as being high risk areas. The consequences of poor fire safety measures could be very severe. Detainees can only safely evacuate through the assistance of custody staff. Fire safety hazards and control measures will have been assessed under the fire risk assessment procedure.
- 3.17.2 All custody centre members of staff must have read and understood the documented fire safety arrangements for the custody centre in which they work within 7 days of commencing their duties.

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3.17.3 All custody staff, because of the high fire risk in custody centres, shall attend fire warden training. To retain their skills, they will attend refresher training every three years.

3.18 Arson

3.18.1 Deliberately set fires are frequently occurring nationally. Dorset Police premises and vehicles have been subject to several arson attacks in recent years which have resulted in damage to equipment and property. It is estimated that 44% of fires in shops are deliberately set. Arsonists generally provide the ignition source but after the initial fire, readily available potentially discarded on-site combustibles (skips, rubbish etc) aid the spread of fire in just about every case.

3.18.2 It is estimated that arson costs England and Wales 2.2 billion pounds per year.

3.18.3 Approximately one school a day is subject to an arson attack (2010).

3.18.4 Listed below are some key measures to be employed which can significantly reduce the risk of arson taking place. There is a risk that a Dorset Police building will be subject to an arson attack sometime in the future.

- Ensure outside areas are well lit and lighting is serviceable
- That all entry points to buildings (doors/windows) are secure
- Combustible rubbish must not be allowed to accumulate inside buildings or by any door
- Ensure that dismissed staff have building access rights removed
- Frequently check to ensure that all rubbish is not allowed to accumulate, particularly in sight of public gaze
- Ensure that all outside storage areas are secure
- Petrol and diesel fuelling facilities must be secured/closed when not in use
- Diesel waste from filling points must be kept to the absolute minimum
- Ensure all boiler and fuel tank rooms are secure
- Ensure waste skips are not left positioned against a building wall but are 10 metres clear of any building. They must be inside a secure courtyard against a courtyard outer wall with the container lid down
- The lids on any bins must function correctly and be kept closed
- Check garages are clear of all unnecessary items/clutter/redundant furniture etc and are secure when not in use
- Fire extinguishers must be retained and be in close proximity to public enquiry offices for immediate use by enquiry staff.
- CCTV cameras are sited so that they can provide a deterrent and cover skips/building/site access points etc.
- Keep all fire escape routes clear of all combustibles
- Staff to remain vigilant at all times
- All the above measures will not totally prevent the arson attack but it will help to reduce the risk

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3.19 Bomb Threat Evacuation

3.19.1 The procedures for the planned orderly evacuation of a building, either in the event of a suspect device being found or in the event of being notified of the presence of a device, should not, for the vast majority of staff, be any different from that when having to evacuate a building in the case of a fire. Where it is possible, arrangements should cover both eventualities so as to reduce the potential for confusion amongst staff. Dovetailing of such procedures depends very much on the site location and surrounding area.

3.19.2 Territorial Commands are to ensure the following:

- That they have in place suitable documented procedures for dealing with suspect or confirmed IEDs on police premises.
- Designated staff, i.e., registry, PEC, Enquiry Office and FCC etc, receive suitable instruction on the correct action to be taken in the event that they receive notification or locate an IED.
- An action aid memoir, which clearly states the procedure to be followed, is to be devised and prominently displaced in every Force Post Room.
- Receipt of a telephoned bomb threat proforma is available at Enquiry Offices and the PEC.
- A laminated guide to identifying a suspected device is to be displayed in all Post Rooms and Enquiry Offices.

3.19.3 The following publications must be referred to when devising procedures for a suspect IED:

- Bombs, Protecting People and Property, 4th Edition (Home Office)
- Notes of Guidance – Police Officers Attending Terrorist Related Incidents
- Intranet (various) – Bomb Threats and Explosives

3.19.4 In addition to the above publications, the following points need to be considered:

- The method of achieving partial/total evacuation of staff etc.
- The placing of nominated staff to prevent re-entry into an evacuated area.
- Evacuating staff past a possible secondary device.
- Debris fall out areas.
- Staff should be instructed to evacuate the building, firstly by the building's tannoy/broadcast system (if fitted) and secondly, through verbal instructions. Activation of the building's fire alarm system should only be carried out if a disclosed deadline is imminent and expedient evacuation is necessary.
- Doors leading from the building's entry point to the suspected device must be wedged open and yellow directional arrows positioned along the route leading to the device, to allow for bomb disposal equipment access.

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- Wherever possible, avoid using car parks as assembly points. If this is not practicable, consider an additional remote assembly point to which staff can be directed to go to from the first assembly point.
- Consider the amount of internal and external building protection available to staff between the suspect device and along the evacuation route to an assembly point.
- Identify a suitable RVP for other emergency services which affords a degree of protection.
- Modern building design may not lend itself to the easy identification of possible safe havens within buildings. Liaison with the Building Services Unit should be made; they can contact competent structural engineers with experience in bomb blast technology within buildings.
- Additional matters include:
 - Inclement weather protection
 - Welfare requirements
- Searching of rooms is best undertaken by the room's occupants as they will probably be aware, in the first place, of any suspicious packages etc, which has been placed in the room.
- Be aware of displaying assembly point signage in public view.

3.19.5 A guide on how to identify a suspect device is given at Appendix D.

3.20 Fire Assembly Points

3.20.1 Fire assembly points are rendezvous areas where it can be immediately established if the building has been cleared and all staff can be accounted for. During inclement weather conditions or during a protracted evacuation, staff should be sent to a more comfortable environment which contains suitable welfare facilities. This could be adjacent buildings provided that these are not at risk of catching fire.

3.20.2 Fire assembly points should be identified through: the fire action notices, fire assembly point signs at the actual fire assembly point or direction signs which will direct staff to an assembly point if the area is outside of the boundary of the premises.

3.20.3 Fire assembly points should be in a safe location where the assemblies are in no danger. Having to cross a road to gain access to an assembly point is not ideal but is sometimes necessary. Arrangements should be in place to ensure that staff can cross safely.

3.20.4 Access through or to a car park is again not ideal but is sometimes unavoidable.

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4 Consultation and Authorisation

4.1 Consultation

Version No:	Name	Rank/Role	Date
Police & Crime Commissioner			
Police Federation			
Superintendents Association			
UNISON			
Other Relevant Partners (if applicable)			

4.2 Authorisation of this version

Version No: 1.8	Name	Rank/Role	Date
Prepared:	Robert Aiston	HR Specialist (Health and Safety)	25/3/2015
Quality assured:			
Authorised:	Pete Channon	Head of Personnel Services	2.4.15
Approved:			

5 Version Control

5.1 Review

Date of next scheduled review	5 th June 2017
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Not Protectively Marked

5.2 Version History

Version	Date	Reason for Change	Created / Amended by
1.0	July 2007	Initial Document	Mr R Aiston
1.1	July 2010	Minor review to reflect changes to HR re-structure	Mr R Aiston
1.2	August 2010	Minor review to reflect changes to titles, requirement to include local arrangements in Fire Warden training, capability of Fire Wardens and inclusion of Personal Emergency Evacuation Plans form (PEEPs)	Mr R Aiston
1.3	Nov 2012	Reviewed to take into account transitional arrangements from Dorset Police Authority to the PCC and minor grammatical changes.	Mr R Aiston
1.4	June 2013	Several minor grammatical changes. Changes to the maintenance of emergency lighting. Enlargement of the training paragraph to include 'e' learning fire safety training requirement. Replaced the term Less Able Staff with the term staff with specific needs.	Mr R Aiston
1.5	Sept 2013	Inclusion of Site Point of Contact (SPOC) role. Reviewed arrangements regarding fire marshal. Guidance on fire assembly points.	Mr R Aiston
1.6	January 2013	Reviewed to take account of the following: second stage transfer arrangements, reorganisation of the Health and Safety Unit and grammatical changes.	Mr R Aiston
1.7	18/11/14	The policy has been reviewed in preparation for NICHE implementation (April 2015), no changes necessary	Policy Co-ordinator (6362)
1.8	25/3/2015	Policy title abbreviated. Inclusion of paragraph 3.5.3 relating to building security. Inclusion of Paragraph 3.1.6 relating to red clearance card. The following paragraphs were amended; 3.2.5 greater clarification of BSU involment, 3.6.1 improved explanation of fire warden training, 3.7.3 retention of fire exercise risk assessments, 3.9.1 rephrased and 3.12.3 reporting defective equipment contact details updated.	Mr R Aiston

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5.3 Related Forms

Force Ref. No.	Title / Name	Version No.	Review Date

5.4 Document History

Present Portfolio Holder	Robert Aiston
Present Document Owner	Robert Aiston
Present Owning Department	Human Resources
Details only required for version 1.0 and any major amendment ie 2.0 or 3.0:	
Name of Board:	
Date Approved:	
Chief Officer Approving:	

Template version (HR) January 2013

Appendix A – Fire Warden Duties

1. Ensure all staff has evacuated your assigned building wing/floor.
2. Ensure that all doors are closed.
3. On exiting the building report immediately to the Fire Marshall/person handing them your area's red clearance card (for larger buildings only) and advise that person that your wing/floor is clear or not as the case may be.
4. The Fire Marshall/person taking charge will notify the Fire Brigade on its arrival with regard to the building being evacuated and provide them with the building plans contained in the fire risk assessment folder situated beside fire alarm panel.
5. Fire Wardens are then to ascertain through a head count if possible that all staff are accounted for in their area. This fact is to be reported to the Fire Marshall/person taking charge.
6. When directed by the Fire Marshal, take up a position by a building entrance door to ensure only authorised staff are allowed access.

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Appendix B – Fire Marshall/Person Taking Charge Duties

1. Ensure all staff assemble in an orderly manner at their appropriate assembly point.
2. Ensure all Fire Wardens report to you, where applicable hand to you their area's clearance card and ascertain from them whether all staff have or have not evacuated their assigned wing/floor.
3. Be the point of contact for the attending fire crew and brief them on:
 - (a) The position with regard to all persons evacuated or otherwise.
 - (b) Provide them with the drawings of the building (obtained from main reception fire risk assessment).
 - (c) Offer advice and assistance where required.
4. Act on the Fire Brigade's instructions.
5. Consider moving staff further away from the incident to a remote assembly point.
6. Position a fire warden at each building entrance door and then allow staff to re-enter the building on instruction from the Fire Brigade if in attendance.

Appendix C – Duties of Nominated person (SPOC)

Monthly walk-through checks of their immediate area are to cover: -

1. All fire doors are clear, functioning correctly and closed.
2. Fire extinguishers are correctly positioned and serviceable.
3. Fire alarm panel, (if fitted), is correct. Any faults showing are immediately reported.
4. Fire safety signage is correct.
5. No furniture, etc is blocking escape routes/fire doors.
6. Waste has not been allowed to accumulate in corridors or stairwells.
7. All building final exit doors are clear on both sides.
8. Carry out weekly fire alarm check.
9. Report all defects promptly to line management.

The above should be undertaken as part of the monthly walkthrough procedure.

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Appendix D – How to identify a Suspect Device

1. Any one of the following signs should alert members of staff to the possibility that a letter or package could contain an explosive device: -
2. Grease marks on the envelope or wrapping.
3. An unusual odour such as marzipan or machine oil.
4. Visible wiring or tinfoil - especially if the envelope or package is damaged.
5. The envelope or package may feel very heavy for its size.
6. The weight distribution may be uneven; the contents may be rigid in a flexible envelope.
7. It may have been delivered BY HAND from an unknown source or posted from an unusual place.
8. If a package, it may have excessive wrapping.
9. There may be poor handwriting, spelling or typing.
10. It may be wrongly addressed or come from an unexpected source.
11. There may be too many stamps for the weight of the package.
12. It may have pinholes in the wrapping.

If unsure, leave alone and seek assistance

Integrity	Professionalism	Fairness	Respect	
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Personal Emergency Evacuation Plan (PEEPs)

This plan must be completed for each specific needs member of staff who may experience difficulties being able to safely evacuate the building in an emergency in which they work and may require assistance.

Name of person to whom this PEEPs refers:	
Staff responsible for providing assistance:	1. 2. 3. 4. 5. 6.
Affected person's place of work:	
Supervisor of person affected:	
Date PEEPS carried out:	

1. How is the member of staff informed of a fire evacuation?

- ◆ Existing fire alarm system: Yes/No
- ◆ Pager device: Yes/No
- ◆ Visual alarm system: Yes/No
- ◆ Other (please specify)
