

Fire Safety

This Code of Practice has been provided to assist hoteliers and other associated suppliers to identify the main safety standards, which they should provide for their guests. The complexity of fire safety is such that it is not practical to produce an easy to understand document that is capable of covering all the requirements which may be likely in any given holiday property. The standards required rely upon a variety of different factors, which include building structure, materials used, surface linings, fire loading, cubic capacity of compartments imported hazards etc.

Any person using this guide should seek advice on any area which is not fully understood, from a competent fire engineer.

The installation of building services should also take into account the fire safety arrangements within the building. It is impossible to give full guidance on the installation of heating and ventilation systems but suppliers should be aware that these can play a significant part in fire safety arrangements within an accommodation building. In general low-pressure water radiator heating systems, fan coil type heating/cooling systems and individual split units provide less risk when properly installed than ducted air systems. All suppliers should consult competent fire safety consultants on this issue.

Where disco's, public entertainment areas conference centres and atria are included within an accommodation unit specialist advice should be obtained.

Where consideration is given to providing fixed fire fighting equipment such as sprinklers or drencher systems again advice should be sought from a competent fire engineer.

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Building Types

Introduction

In order to try to simplify the process of finding what fire safety standards apply to which types of property this guidance note has been put together in such a way as to list all criteria, which apply to individual property types. Suppliers should only need to look at the property type they supply to get a list of all the preferred requirements. It must be stressed that in some buildings it will be necessary to get the advice of a competent Fire Engineer to ensure compliance.

Listed below is a brief description of each building type.

Type 1 – Single Storey Bungalow or Chalet

Single storey buildings whereby occupants have independent ground level access and egress to and from the premises. Note this also includes duplex apartments of up to 2 storeys, where the accommodation entrance/exit is directly to the outside, not into a shared lobby or hallway, which ensures that occupants have their own independent means of escape directly to the outside.

Type 2 – 3 Floors and below with Open-Vented Corridors and Stairways

Buildings no more than 3 storeys high in total, i.e. a ground floor and no more than 2 floors above with corridors open to the outside air. The degree of “openness” is subjective since the absence of originally installed windows may be effective in securing the dispersal of smoke. However, for the purposes of assessment, the corridor should be in the form of an open-air walkway, balcony or deck-approach. If there are sections of any of the corridors along which guests would have to escape that are enclosed, i.e. which are not open to the air, then the premises should not be considered as a Type 2 building.

| | | |
|---------------|--|-------------------------------|
| ACCOMMODATION | | Open Corridor 2nd Floor |
| ACCOMMODATION | | Open Corridor 1st Floor |
| ACCOMMODATION | | Open Corridor Ground Floor |

Ground Level

Above: Example of Type 2 building – 3 Floors and below with Open-Vented Corridors

Type 3 – 3 Floors and below with Enclosed Corridors

Buildings no more than 3 storeys high in total, i.e. a ground floor and no more than 2 floors above but in this case, where all or a substantial portion of the corridors are enclosed and not open to the outside air.

| | | |
|---------------|----------|-------|
| ACCOMMODATION | Corridor | Stair |
| ACCOMMODATION | Corridor | |
| ACCOMMODATION | Corridor | |

Above: Example of Type 3 building – 3 Floors and below with Enclosed Corridors

Type 4 – 4 Floors and above with Open-Vented Corridors and Stairways

As Type 2 buildings but more than 3 storeys high in total, i.e. a ground floor and 3 or more upper floors with corridors open to the outside air.

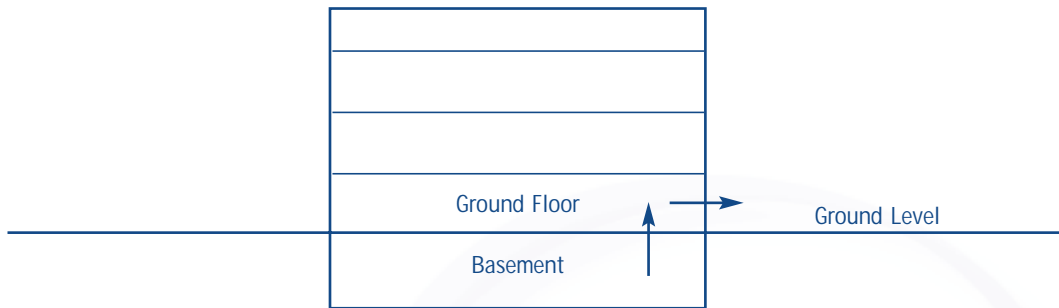
Type 5 – 4 Floors and above with Enclosed Corridors

As Type 3 buildings but more than 3 storeys high in total, i.e. ground floor and 3 or more floors above, where all or a substantial portion of the corridors, are enclosed and not open to the outside air.

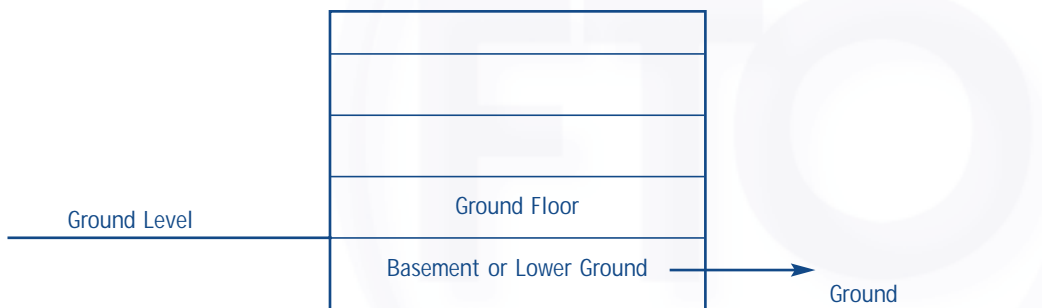
Floors Below Ground

Any floors that are below ground level require particular consideration. If a floor is totally below ground, there is no doubt that it constitutes a basement. The means of escape from a basement is usually within the building up to the ground floor and then out. If a building is constructed on a terrace or sloping site, however and the floor below ground level is not all below ground then this may be either a basement or a lower ground floor. An example of a lower ground floor is where escape can be made from some parts of the floor below ground level, directly to outside, without having to go upstairs to the ground floor.

Normally, however, all floors below the ground floor should be considered basements, and the following diagrams should provide assistance:



Above: Example of a basement. A floor below ground level, where escape is needed up to the ground floor.



Above: An example of a partial basement or lower ground floor. A floor from which escape can be made directly to the outside without having to go up to the ground floor.

Additional Buildings

It is important to note that some sites, with multiple buildings, may have buildings that fall into differing building types.

Each building should be looked at separately.

Important Note

Properties which include an atria in their design can not be classified as a property types 2 or 4.

Building Type One

Means of Escape

- All doors should be easy to open, from the inside at all times, and always be unobstructed.

Fire Warning

- Domestic type smoke alarms (preferably mains powered with battery backup) should be provided. To avoid false alarms they should be sited in a suitable location away from the immediate vicinity of the cooking area.
- Means of summoning assistance (Manual alarm, Telephone etc.).

Fire Fighting Equipment

- A fire blanket where cooking is permitted.
- A general-purpose fire extinguisher, of a suitable size, within easy access (25m maximum).

Emergency Lighting

- Where guests escape into a building complex, in addition to the normal lighting, some form of emergency lighting to ensure that they can see their way to safety at all times in the event of a power-failure of local lighting circuits.
- In individual stand alone properties, a torch or hand lamp may suffice.

Signs and Notices

- A notice indicating the action in case of fire on the back of the entrance door.
- In the case of remote villas the sign should include contact numbers and the full address of the villa, together with contact numbers and procedures covering all emergencies.
- Direction notices should be provided where appropriate.
- In European Union member states there will be a requirement for signs to be provided in accordance with the current EC Directive on signs and notices.

Fire Safety Policy

- A fire policy should be prepared which includes appropriate information to ensure that the property is operated safely.
- This policy should include:
 - Action in case of fire for staff.
 - Maintenance standard for fire equipment.
 - Training schedule for staff members.
 - Specific fire prevention routines and duties relating to the premises.

Training

- All staff (including owner-occupiers and family members) should be trained to ensure that they are capable of implementing the fire plan for the premises.

Building Type Two

Means of Escape

- Entrance doors to rooms and apartments should be easy to open, from the inside at all times.
- Doors or gates from stairways should be easy to open from the inside at all times without the use of a key, e.g. by panic bar mechanisms.
- Stairways should discharge directly to open air at ground level, not through another building or room.
- There must be no openings from high-risk rooms onto the stairway(s) i.e. from boiler rooms, kitchens etc.
- Handrails on stairways to assist guests. These should be on both sides of the stairs which are in excess of 1.2m wide.

Fire Warning

- Domestic type smoke alarm (preferably mains powered with battery backup) in apartments or rooms with cooking facilities. To avoid false alarms these should be sited in a suitable location away from the immediate vicinity of the cooking area.
- A simple fire alarm system ranging from a manual alarm gong to an electrically operated alarm system, depending upon size of building.

Fire Fighting Equipment

- A fire blanket where cooking is permitted.
- General-purpose fire extinguishers of a suitable size within easy access of individual rooms or apartments (25m maximum). Extinguishers should be sited on the wall, adjacent to storey exits, with the handle or other carrying device of the extinguisher approximately 1m from the floor.

Emergency Lighting

- In addition to the normal lighting an emergency lighting system consisting of self-contained units, trickle-charged by the mains electrical supply and designed to operate on the failure of each individual, local lighting sub-circuit, in the following locations:
 - All corridors.
 - All stairways.
 - Secluded paths.

Signs and Notices

- All escape routes should be signed using pictogram type signs preferably of the "Running-Man" type throughout the length of the route. Signs should include directional arrows, where appropriate.
- All final exit doors, except the main entrance, should be marked with a sign indicating that it is an emergency exit.
- A notice, indicating the action in case of fire, should be provided in the following locations.
 - On the back of each bedroom or apartment entrance door.
 - At reception.
- In European Union member states there will be a requirement for signs to be provided in accordance with the current EC Directive on signs and notices.

Risk Rooms

- Risk rooms include:
 - Boiler rooms.
 - Kitchens.
 - Basement storage.
 - Workshops.
- All risk rooms should be separated from the accommodation by construction which provides a minimum of 60 minutes fire resistance.
- Where they are likely to affect the means of escape, the doors to such rooms should provide a minimum of 60 minutes fire resistance and should be self-closing.

Fire Separation

- All pipes, holes or ducting passing through compartment and/or fire resisting walls, floors and ceilings etc. should be suitably fire stopped using materials which provide a minimum of 30 minutes fire resistance.

Lifts

- All lifts should be fitted with signs at the lift entrance on each floor level, stating:
 - No Smoking.
 - No Unaccompanied Children.
 - Do Not Use In Case Of Fire.
- A procedure should be in place to release persons who become trapped in lifts due to defects or power failure.

Fire Safety Policy

- A fire policy should be prepared which includes appropriate information to ensure that the property is operated safely.
- This policy should include:
 - Action in case of fire for staff.
 - Maintenance standard for fire equipment.
 - Training schedule for staff members.
 - Specific fire prevention routines and duties relating to the premises.

Training

- All staff (including owner-occupiers and family members) should be trained to ensure that they are capable of implementing the fire plan for the premises.

Building Type Three

Means of Escape

- Generally at least two separate stairways are required which are accessed via doors having a minimum fire resistance of 30 minutes at every level.
- Persons should not have to travel more than 35m to reach a place of safety, that is the open air or a protected stairway.
- Dead end corridors should be less than 10m.
- Any doors across escape routes should be easy to open without the use of a key at all times.
- Doors should open in the direction of escape.
- Some doors may be required to have panic bolt type fastenings fitted.
- Stairways should discharge directly to open air at ground level, not through another building or room.
- Entrance doors to rooms and apartments should be easy to open from the inside at all times.
- All final exit doors should be unobstructed. Where obstruction is likely through car parking, storage, external planting etc., precautions should be taken to ensure that obstruction does not occur.
- There must be no openings from high-risk rooms onto the stairway i.e. from boiler rooms, kitchens etc.
- Handrails should be provided on stairways to assist guests. These should be on both sides of stairs which are in excess of 1.2m wide.

Fire Warning

- A fire alarm system to a recognised standard, which should include:
 - Manual Fire alarm call points at every storey exit.
 - Sounders of a common type, capable of achieving an audibility of at least 75db at all bed heads and 65db in all other areas.
 - A zoned panel sited in a location (usually reception) so that it can be monitored by staff at all times.
 - Stand by battery backup facility and charger.
- Suitable automatic fire detection (AFD) linked to the fire alarm system in such a way that the actuation of any fire detector will automatically sound the fire alarm, in all:
 - Enclosed stairways.
 - Corridors.
 - Risk rooms.
 - Main public areas.
 - Voids.
- Domestic type smoke alarms (preferably mains powered) in apartments or rooms with cooking facilities if there is no smoke detection linked to the fire alarm within that room. To avoid false alarms these should be sited in a suitable location away from the immediate vicinity of the cooking area.
- Fire alarms systems (including AFD) should be:
 - Serviced quarterly by a competent engineer.
 - Tested weekly.
- The results of tests should be recorded in writing in a Fire Safety Log Book.

Fire Fighting Equipment

- A fire blanket where cooking is permitted.
- General-purpose fire extinguishers of a suitable size within easy reach of individual rooms and apartments (25m Maximum).
- At least two extinguishers per floor should be sited on the wall, adjacent to storey exits, with the handle or other carrying device of the extinguisher approximately 1m from the floor.
- Risk rooms should be provided with suitable fire fighting equipment. This should include a fire blanket in the kitchen.

Emergency Lighting

- In addition to the normal lighting an emergency lighting system consisting of self-contained units, trickle-charged by the mains electrical supply and designed to operate on the failure of each individual local lighting sub-circuit, in the following locations:
 - All corridors.
 - All stairways.
 - Public rooms.
 - Secluded paths.

Signs and Notices

- All escape routes should be signed using pictogram type signs preferably of the "Running-Man" type, throughout the length of the route. Signs should include directional arrows, where appropriate.
- All final exit doors, except the main entrance, should be marked with a sign indicating that it is an emergency exit.
- A notice indicating the action in case of fire should be provided in the following locations:
 - On the back of each bedroom or apartment entrance door.
 - In corridors.
 - At reception.
- In European Union member states there will be a requirement for signs to be provided in accordance with the current EC Directive on signs and notices.

Risk Rooms

- Risk rooms include:
 - Boiler rooms.
 - Kitchens.
 - Basement storage.
 - Workshops.
- All risk rooms should be separated from the accommodation by construction, which provides a minimum of 60 minutes fire resistance.
- Where they are likely to affect the means of escape the doors to such rooms should provide a minimum of 60 minutes fire resistance and should be self-closing.

Fire Separation

- All stairways should be separated from the remainder of the building with materials providing at least 60 minutes fire resistance.
- All doors to stairways should provide at least 30 minutes fire resistance, be self-closing and effectively smoke stopping using cold smoke seals and intumescent strips where needed.
- All doors from basements to stairways should provide at least 60 minutes fire resistance, be self-closing and effectively smoke stopping.
- Doors to stairways should only be held open by approved devices linked to the fire alarm. The doors should close immediately upon the actuation of any alarm call point or automatic fire detection device.
- Long corridors should be sub-divided by doors and screens at approximately 30 metre intervals to prevent the spread of smoke.
- All pipe holes or ducting passing through compartment and/or fire resisting walls, floors and ceilings etc. should be suitably fire stopped using materials which provide a minimum of 30 minutes fire resistance.

Lifts

- All lifts should be fitted with signs at the lift entrance on each floor level, indicating:
 - No Smoking.
 - No Unaccompanied Children.
 - Do Not Use In Case Of Fire.
- A procedure should be in place to release persons who become trapped in lifts due to defects or power failure.

Fire Safety Policy

- A fire policy should be prepared which includes appropriate information to ensure that the property is operated safely.
- This policy should include:
 - Action in case of fire for staff.
 - Maintenance standard for fire equipment.
 - Training schedule for staff members.
 - Specific fire prevention routines and duties relating to the premises.

Training

- All staff (including owner-occupiers and family members) should be trained to ensure that they are capable of implementing the fire plan for the premises.

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Building Type Four

Means of Escape

- Generally at least two separate stairways are required.
- Persons should not have to travel more than 35m to reach a place of safety, that is the open air or a protected stairway.
- Any doors across escape routes should be easy to open without the use of a key at all times.
- Doors should open in the direction of escape.
- Some doors may be required to have panic bolt type fastenings fitted.
- Stairways should discharge directly to open air at ground level, not through another building or room.
- Entrance doors to rooms and apartments should be easy to open from the inside at all times.
- All final exit doors should be unobstructed. Where obstruction is likely through car parking, storage, external planting etc., precautions should be taken to ensure that obstruction does not occur.
- There must be no openings from high-risk rooms onto the stairway i.e. from boiler rooms, kitchens etc.
- Handrails should be provided on stairways to assist guests. These should be on both sides of stairs which are in excess of 1.2m wide.

Fire Warning

- A fire alarm system to a recognised standard, which should include:
 - Manual fire alarm call points at every storey exit.
 - Sounders of a common type capable of achieving an audibility of at least 75db at all bed heads and 65db in all other areas.
 - A zoned panel should be provided in a location (usually reception) so that it can be monitored by staff at all times.
 - Stand by battery backup facility and charger.
- Suitable automatic fire detection (AFD) linked to the fire alarm system in such a way that any actuation of a fire detector will automatically sound the fire alarm, should be provided in all:
 - Enclosed stairways,
 - Enclosed corridors.
 - Risk rooms.
 - Main public areas.
 - Voids.
- Domestic type smoke alarm (preferably mains powered with battery backup) in apartments or rooms with cooking facilities, if there is no smoke detection linked to the fire alarm within that room. To avoid false alarms these should be sited in a suitable location away from the immediate vicinity of the cooking area.
- Fire alarms systems (including AFD) should be:
 - Serviced quarterly by a competent engineer.
 - Tested weekly.
- The results of test should be recorded in writing.

Signs and Notices

- All escape routes should be signed using pictogram type signs preferably of the "Running-Man" type throughout the length of the route. Signs should include directional arrows, where appropriate.
- All final exit doors, except the main entrance, should be marked with a sign indicating that it is an emergency exit.
- A notice, indicating the action in case of fire, should be provided in the following locations:
 - On the back of each bedroom or apartment entrance door.
 - In corridors.
 - At Reception.
- In European Union member states there will be a requirement for signs to be provided in accordance with the current EC Directive on signs and notices.

Fire Fighting Equipment

- A fire blanket where cooking is permitted.
- General-purpose fire extinguishers of a suitable size within easy reach of individual rooms or apartments (25m maximum).

Fire Fighting Equipment Continued

- At least two extinguishers per floor should be sited on the wall, adjacent to storey exits, with the handle or other carrying device of the extinguisher approximately 1m from the floor.
- Risk rooms should be provided with suitable fire fighting equipment. This should include a fire blanket in the kitchen.

Emergency Lighting

- In addition to the normal lighting, an emergency lighting system consisting of self-contained units, trickle-charged by the mains electrical supply and designed to operate on the failure of each individual local lighting sub-circuit, should be provided in the following locations:
 - All corridors.
 - All stairways.
 - Public rooms.
 - Secluded paths.

Risk Rooms

- Risk rooms include:
 - Boiler rooms.
 - Kitchens.
 - Basement storage.
 - Workshops.
- All risk rooms should be separated from the accommodation by construction, which provides a minimum of 60 minutes fire resistance.
- Where they are likely to affect the means of escape, the doors to such rooms should provide a minimum of 60 minutes fire resistance and should be self-closing.

Fire Separation

- All stairways should be separated from the remainder of the building with materials providing at least 60 minutes fire resistance.
- Risk rooms should be separated from the accommodation areas by construction providing a minimum of 60 minutes fire resistance. This should include any doors, windows etc.
- Compartment walls and screens should be continuous from floor to true ceiling level.
- All pipe holes or ducting passing through compartment and/or fire resisting walls, floors and ceilings etc. should be suitably fire stopped (using materials which provide a minimum of 30 minutes fire resistance).

Lifts

- All lifts should be fitted with signs, at the lift entrance on each floor level, indicating:
 - No Smoking.
 - No Unaccompanied Children.
 - Do Not Use In Case Of Fire.
- A procedure should be in place to release persons who become trapped in lifts due to defects or power failure.

Fire Safety Policy

- A fire policy should be prepared which includes appropriate information to ensure that the property is operated safely.
- This policy should include:
 - Action in case of fire for staff.
 - Maintenance standard for fire equipment.
 - Training schedule for staff members.
 - Specific fire prevention routines and duties relating to the premises.

Training

- All staff, (including owner-occupiers and family members), should be trained to ensure that they could implement the fire plan for the premises.

Building Type 5

Means of Escape

- Generally at least two separate stairways are required which are accessed via doors having a minimum fire resistance of 30 minutes at every level.
- Persons should not have to travel more than 35m to reach a place of safety, that is the open air or a protected stairway.
- Dead end corridors should be less than 10m.
- All escape routes should be free from combustible materials such as furnishings etc.
- Any doors across escape routes should be easy to open without the use of a key at all times.
- Doors should open in the direction of escape.
- Some doors may be required to have panic bolt type fastenings fitted.
- Where double doors are used, a selector device may be necessary to ensure that doors close in the correct order.
- All emergency stairways should discharge directly to open air at ground level, not through another building or room.
- Entrance doors to rooms and apartments should be easy to open from the inside at all times.
- All final exit doors should be unobstructed. Where obstruction is likely through car parking, storage, external planting etc., precautions should be taken to ensure that obstruction does not occur.
- There must be no openings from high-risk rooms onto the stairway i.e. from boiler rooms, kitchens etc.
- Once a person has entered an external escape route, they should be able to complete their escape without having to re-enter the building or to pass through any other building or room.
- Handrails should be provided on stairways to assist guests. These should be on both sides of stairs in excess of 1.2m wide.

Fire Warning

- A fire alarm system should be provided to a recognised standard, which should include:
 - Manual Fire alarm call points at every storey exit.
 - In addition, it should not be necessary to travel further than 30m to reach a manual alarm call point.
 - Sounders, of a common type, capable of achieving an audibility of at least 75db at all bed heads and 65db in all other areas.
 - A zoned or addressable panel should be provided in such a location (usually reception) so that it can be monitored by staff at all times.
 - Stand by battery backup facility and charger.
- Suitable automatic fire detection (AFD) linked to the fire alarm system in such a way that any actuation of a fire detector will automatically sound the fire alarm, should be provided in all:
 - Stairways.
 - Corridors.
 - Risk rooms.
 - Main public areas.
 - Voids.
- Domestic type smoke alarms (preferably mains powered) in apartments or rooms with cooking facilities if there is no smoke detection linked to the fire alarm within that room. To avoid false alarms these should be sited in a suitable location away from the immediate vicinity of the cooking area.
- Fire alarms systems (including AFD) should be:
 - Serviced by a competent engineer quarterly.
 - Tested weekly.
- The results of test should be recorded in writing.

Fire Fighting Equipment

- A fire blanket where cooking is permitted.
- General-purpose fire extinguishers of a suitable size within easy reach of individual rooms or apartments (25m maximum).
- At least two extinguishers per floor should be provided. Extinguishers should be sited on the wall, adjacent to storey exits, with the handle or other carrying device of the extinguisher approximately 1m from the floor.
- Risk rooms should be provided with suitable fire fighting equipment. This should include a fire blanket in the kitchen.

Signs and Notices

- All escape routes should be signed using pictogram type signs, preferably of the "Running-Man" type, throughout the length of the route. Signs should include directional arrows, where appropriate.
- All final exit doors, except the main entrance, should be marked with a sign indicating that it is an emergency exit.
- A notice, indicating the action in case of fire, should be provided in the following locations:
 - On the back of each bedroom or apartment entrance door.
 - In corridors.
 - At Reception.
- In European Union member states there will be a requirement for signs to be provided in accordance with the current EC Directive on signs and notices.

Emergency Lighting

- In addition to the normal lighting, an emergency lighting system consisting of self-contained units, trickle-charged by the mains electrical supply and designed to operate on the failure of each individual local lighting sub-circuit, should be provided in the following locations:
 - All corridors.
 - All stairways.
 - Public rooms.
 - Secluded paths.

Risk Rooms

- Risk rooms include:
 - Boiler rooms.
 - Kitchens.
 - Basement storage.
 - Workshops.
- All risk rooms should be separated from the accommodation by construction which provides a minimum of 60 minutes fire resistance.
- Where they are likely to affect the means of escape, the doors to such rooms should provide a minimum of 60 minutes fire resistance and should be self-closing.

Fire Separation

- All stairways should be separated from the remainder of the building with materials having at least 60 minutes fire resistance.
- All doors to stairways should provide at least 30 minutes fire resistance, be self-closing and effectively smoke stopping.
- Risk rooms should be separated from accommodation areas by construction providing a minimum of 60 minutes fire resistance. This should include any doors, windows etc.
- Compartment walls and screens should be continuous from floor to true ceiling level.
- Doors to stairways should only be held open by approved devices linked to the fire alarm. The doors should close immediately upon the actuation of any alarm call point or automatic fire detection device.
- Long corridors should be sub divided by doors and screens to prevent the spread of smoke.

Fire Separation Continued

- All pipe holes or ducting passing through compartment and/or fire resisting walls, floors and ceilings etc. should be suitably fire stopped, using materials which provide a minimum of 30 minutes fire resistance.
- Where accommodation includes an atrium, a fully 'fire engineered' ventilation system is likely to be required. Specialist advice should be sought for this.

Lifts

- All lifts should be fitted with signs at the lift entrance on each floor level, indicating:
 - No Smoking.
 - No Unaccompanied Children.
 - Do Not Use In Case Of Fire.
- A procedure should be in place to release persons who become trapped in lifts due to defects or power failure.

Fire Safety Policy

- A fire policy should be prepared which includes appropriate information to ensure that the property is operated safely.
- This policy should include:
 - Action in case of fire for staff.
 - Maintenance standard for fire equipment.
 - Training schedule for staff members.
 - Specific fire prevention routines and duties relating to the premises.

Training

- All staff (including owner-occupiers and family members) should be trained to ensure that they could implement the fire plan for the premises.
- In larger hotels this should also include the training of fire wardens and staff with specific emergency responsibilities.

Notes for guidance

Many factors have been taken into account when determining these guidelines, such as the type of construction, age of the property and the passive and active fire protection measures afforded to the building in question.

It is not possible to set rigid criteria for individual elements as certain compensatory features may well prove as, or more effective, in securing a reasonable standard. For example, sophisticated and reliable automatic fire detection systems (or automatic sprinklers) may in certain circumstances overcome the difficulties caused by say, excessive travel distances. Moreover, as all units should be inspected on a full risk assessment basis, an overall judgement of the property will be arrived at, balancing any adverse features against suitable compensatory measures which are either present at the time or can be built in to improve the situation. Such specialist assessments are best left to qualified Fire and Safety Consultants.

Nevertheless, the following guidelines should prove useful in establishing basic requirements and draw the consultants towards a series of expectations from which an overall assessment can be made.

In the following text, variations from the recommended minimum standard are clearly highlighted as compensatory features for consideration, provided, the factors referred to have been taken into account and the level of risk exposure remains within an acceptable limit. The list itself only outlines the more common features; where other measures are considered, these will need to be explained by the consultant. It is also envisaged that for more serious detractors, a combination of compensatory features will be called upon rather than a single or stand-alone element.

1 Means of Escape

This is perhaps the most essential element when determining the suitability, or otherwise of a property. It comprises of many individual components and the major items are outlined below.

1.1 Stairways

Normally, any building having more than 3 (three) floors above the ground should be provided with more than one stairway available for use by guests in the event of fire. However, a single stairway may be acceptable for buildings with several floors beyond this level.

Basic Acceptance Standard

Ground plus 3 upper floors – single stairway acceptable. Buildings exceeding this level would normally require more than one stairway.

Variation – Compensatory Features

Low fire loading – minima/furniture, fixtures etc.

Non combustibile surface coverings.

Elements of structure providing high levels of fire resistance.

Permanently ventilated corridors and/or stairways.

Double door protection to single stairway.

Pressurised or mechanically ventilated stairway.

Basic Acceptance Standard

In old buildings and particularly those in city destinations, the opportunity to erect external (or internal) stairways may not exist either because of Planning/Heritage restrictions, or lack of useable space. It is these buildings in particular to which the variations maybe considered.

Variation – Compensatory Features

Short travel distances to stairway.
Minimal risk at ground floor level.
Automatic fire detection.
24 Hour reception.
Responsible attitude by management towards fire safety training, Housekeeping etc.

1.2 Stairway Protection

Open stairways provide a readily accessible route for fire and the products of combustion to spread in a naturally upward direction. It is therefore preferential that each stairway should be enclosed at all upper levels. Emergency stairs designed solely for use in evacuation should be enclosed throughout their height. In many circumstances, however, and particularly in the case of low-rise or low-risk buildings, this may not be practical and thus the following applies:

Basic Acceptance Standard

Stairways in buildings having more than 2 floors above the ground level should be enclosed to a minimum of 30 min. fire resistance.

Variation – Compensatory Features

Permanently ventilated corridors and stairways.
Suitable by-pass arrangements around open stairways.
Full cover Automatic Fire Detection System.

Basic Acceptance Standard

Access doors to stairways should afford the same degree of fire resistance opening in the direction of escape and be self-closing with appropriate signage.

Variation – Compensatory Features

No Dead end conditions i.e. alternative escape routes available.
Lobby approaches to bedrooms/apt.
Low fire loading throughout.

1.3 Travel Distances

Modern newly built hotels or buildings which have been substantially altered, would normally benefit from the application of the host country's latest building standards, which in most cases impose restrictions on travel distances to storey and final exits. Unfortunately, these "regulations" are not always retrospective in effect and in some instances exclude buildings of a certain category, age or grant exemptions for buildings of, say, historical importance.

Basic Acceptance Standard

Dead end travel distances should not normally exceed 20m.

Variations – Compensating Features

Corridor sub-division.
Automatic fire detection.
Mechanical Smoke Extraction/Ventilation.
Low fire loading in corridors.
Low surface spread of flame characteristics.
Bedroom doors FRSC.

Basic Acceptance Standard

Should the hotel have 2 or more stairways, the distance to be covered from any point on an escape route to reach one of them should not normally exceed 35m.

Variations – Compensating Features

Corridor sub-division.

Automatic fire detection.

Mechanical Smoke Extraction/Ventilation.

Low fire loading in corridors.

Low surface spread of flame characteristics.

Bedroom doors FRSC.

2 Securing The Means of Escape

This section covers the measures necessary to ensure that the exit routes can be readily identified and used without difficulty.

2.1 High Risk Areas

Although more of a fire separation issue than means of escape, the protection of high risk rooms and areas must be considered as experience has shown that it is in these areas that fires commonly occur. Protecting or separating these rooms/areas should as a consequence aid to the securing of the means of escape and apart from being good practice, would normally be seen as essential in most buildings.

Basic Acceptance Standard

Basement levels should normally be separated from the upper levels by an adequate degree of fire resisting construction, particularly in a single stairway building,

Variations – Compensating Features

No risk at basement level (e.g. WC's only).

Basement access will not affect means of escape.

Basic Acceptance Standard

Doors to risk rooms (stores, cupboards etc.) and service ducts, should be fire resisting at least to a 30 min. standard. Self-closing devices should be fitted or doors should be kept locked shut.

Variations – Compensating Features

Risk rooms have external access.

Risk rooms confined to a fire separated area.

2.2 Exit Signage & Fire Instructions

It is relatively simple to provide sufficient "Exit" and directional signage to direct guests towards the escape routes and indeed becomes an important feature in large or complex buildings where those routes may not be obvious. In some cases illuminated signs powered by the emergency lighting system may be required and this should be borne in mind when considering each risk on its merits.

Basic Acceptance Standards

Directional signs should indicate final and storey exits and their associated routes, preferably signs should be of the "Running Man" type.

Variations – Compensating Features

Local standard signage maybe acceptable.

Basic Acceptance Standards

High-risk public areas such as discotheques and densely populated rooms require special consideration.

Variations – Compensating Features

Small public rooms of low risk.

Basic Acceptance Standards

Action in case of fire notices should be provided in apartments/bedrooms, corridors, *public areas and at reception.

*In corridors at 2 floors and over.

Variations – Compensating Features

Minimal public areas.

Short corridors.

2.3 Emergency Lighting

Sometimes used in conjunction with "Exit" and directional signs emergency lighting should provide for adequate illumination of escape routes in the event of mains electrical failure.

Basic Acceptance Standard

All hotels and apartment blocks should have adequate emergency lighting, which comes into operation automatically when the principal lighting fails – to last a minimum of four hours.

Note: Areas of public entertainment etc. require special consideration.

Variations Compensating Features

Small villas and bungalow's.

Guaranteed permanent supplies.

3 Giving Warning In Case of Fire

Perhaps the most fundamental aspect of active fire protection and essential in most larger hotels, blocks etc. should allow for the quick alerting and evacuation of guests.

3.1 Fire Alarms

Wherever possible, automatic fire detection should compliment an electrical fire alarm and will in many cases compensate for deficiencies in other areas. This compensation is by virtue of a fire alarm being able (if properly maintained) to detect a fire in the very early stages, sound the alarm automatically and provide the maximum amount of time for evacuation.

Basic Acceptance Standard

All hotels to have an electrical fire alarm system conforming to a recognised standard.

Variation – Compensating Features

Hotels – No variation.

Small properties – less than 20 guests.

Basic Acceptance Standard

Small properties to have a reliable means of raising the alarm.

All apartments to have domestic type detectors – apt. block to have some form of fire alarm.

Variation – Compensating Features

Small apt. blocks where access to each apt. is gained from the outside.

4 Fire Fighting Equipment

All properties, regardless of size, must have adequate means for dealing with fire in its initial stages. The type of equipment will depend on the size and type of building. In this respect it is important to note that portable fire appliances and hose reels etc. are primarily designed for use by trained staff not by guests. It follows, therefore, that adequate staff training must be in place to maximise the efficiency of such equipment.

Basic Acceptance Standard

Emergency fire fighting equipment suitable for the risk should be located on each floor level at intervals of 25m and/or close to areas of particular risk.

Variation – Compensating Features

Reduced numbers may be allowed dependent on size.

Basic Acceptance Standard

Apartment blocks – minimum – Dry powder in corridors and risk areas plus fire blanket in kitchen.

Variation – Compensating Features

Reduced numbers may be allowed dependent on size.

In exceptional circumstances e.g. continual vandalism, special measures may be necessary.

Fire Safety Appendix

Air Conditioning/Heating/Ventilation

Air-conditioning systems should be fitted with a general shut-off device in an easily accessible and clearly marked position.

Fire dampers

A general shut off device fitted to the ventilation system in an easily accessible and clearly marked position to reduce the spread of smoke from area to area.

Building Design

Atrium

An atrium is a central; often glass roofed hall that extends through several storeys.



Open Ventilation

The construction of corridors or stairways to permit the free-flow of air in order to rapidly and effectively disperse smoke. The ideal standard for the engineered smoke controlled system is to keep escape routes free from smoke for the evacuation period.

Compartmentation/Separation

Building construction

The construction of a building with fire resisting materials to ensure fire and smoke does not spread vertically from one floor to another – this includes ensuring penetrations such as service ducts and pipes are closely sealed and that air conditioning and other vents are fitted with “fire dampers”.

Magnetic Release

Also an electro-mechanical door holder or holding device. An electro-magnetic device which normally holds a door in the “open” position” but which will allow it to close using a door closer upon activation of the fire alarm system or failure of the power supply. This must be linked to an automatic fire detection system. Doors should be tested regularly to ensure they shut correctly against the seals and to avoid door distortion.

Door closer

A mechanism of ensuring a door closes unaided usually fitted between the top of the door and the doorframe.

Corridor separation

Corridors exceeding 30 metres should be sub divided by doors which are preferably fire resisting to prevent the spread of fire or smoke, and to prevent the entire route becoming unusable. The partitions must be installed from the floor to the true ceiling of the building, through cosmetic false ceilings.

Emergency Procedures

The measures to be taken by staff and occupants in any emergency.

Assembly point

A designated area located away from the building where customers and staff would go to in the event of an evacuation. The assembly point should be in a safe location, but must not be in an area that may cause obstruction to attending emergency services. The designated assembly point(s) should be clearly marked on the room notices and fully understood by all staff.

Staff emergency procedure

Written instructions readily available and easily interpreted, which give vital, clear instructions and visual guidelines to personnel as to their required actions in an emergency – these will include actions to be taken upon discovering a fire and on hearing the fire alarm.

Staff Training

Instruction both practical and visual in order for staff and management to utilise equipment if appropriate, and manage a smooth and safe evacuation of the premises for both customers and staff in the event of a fire or other related incident. See additional training schedule.

Fire Alarm System

Fire alarm

A means of giving warning to building occupants that a fire incident is in progress and requiring that they act in a manner which will secure their safety – normally an audible sound which people will associate with an emergency.

With the exception of the simplest manual systems, each fire alarm will consist of three main elements:

- Alarm call point
- Control panel
- Sounders

Fire alarm call points

A means of activating the alarm. All automatic fire alarms should have manual call points. The most common being a box on a wall that is normally red in colour with a "break-glass" or polycarbonate front plate. They should be located on exit routes, corridors, floor landings of staircases, adjacent to risk areas and at all exits. A person should not have to travel more than 30 metres from any position within the premises in order to sound the alarm. Some alarm systems also incorporate automatic fire detectors, which detect smoke or heat in the event of a fire.



Fire alarm control panel

A means of identifying where/when a call point has been activated and indicates the building area that may be involved in a fire. The panel is normally located at or near the reception area. Some control panels are simple devices with a light that shows the system status, and possibly lights for each area or 'zone' controlled by the panel. Others are very sophisticated with lights to show the status of the alarm, zone lights, pre-alarms, computerised print outs and in some cases an identification of each call point and detector head.



Battery back-up

The fire alarm control should incorporate a battery back up system, which powers the control panel in the event of a mains electrical failure.

Sounders

The minimum sound level of a sounder must be 65db above any background noise. In bedrooms a level of 75db at the bed-head should be attained in order for guests to hear the alarm whilst in their rooms. All sounders within a particular system should be the same. Bells, sirens, klaxons, or electronic warblers are all acceptable. There is not any specific sound that is required as long as all sounders make the same noise.

Fire fighting equipment

Fire suppression systems, hosereels, fire blankets, fire buckets, fire extinguishers and all other related facilities for use in fighting fire. Emergency fire fighting equipment is intended to fight the early outbreak of a fire.



Extinguishers

Fire extinguishers should be in place throughout all buildings. Their location should be shown on the fire instruction notices which are displayed on the back of room or apartment doors, in the corridors, public areas and at reception. In ideal circumstances they should be sited every 25 metres and preferably located adjacent to storey exits and final exit doors.

Extinguishers should not be used by staff to hold doors in the open position.

It is essential that regular checks are made of the extinguishers, as a minimum you should:

1. Look at any gauges to ensure that the extinguisher has not been discharged. If there are no gauges, you should pick up the extinguisher and feel the weight. When charged most extinguishers are quite heavy. If they feel light, it is likely that it has been discharged and is empty.
2. Check that any seals or protective pins are in place.
3. Make sure that the test date is marked on the extinguisher and that it has been tested within the last 12 months.
4. Check that the correct extinguishers are available for use. (See below).

There are a number of different extinguishers for the various fire types as follows:

Water – Suitable for class A fires involving ordinary combustible materials such as wood, cloth and paper.

Foam – Suitable for class B fires involving flammable liquids, or liquefiable solids such as petrol, paraffin, paints, grease and fats.

Powder (multi purpose) – Suitable for class A and class B involving ordinary combustible materials such as wood, cloth and paper and/or those involving flammable liquids, or liquefiable solids such as petrol, paraffin, paints, grease and fats.

Carbon dioxide – Suitable for class B fires involving flammable liquids, or liquefiable solids such as petrol, paraffin, paints, grease, fats and electrical fires.

Fire blanket

A facility that should be provided within hotel kitchens and within accommodation that features a kitchen or kitchenette for the customer's use. There are two types of fire blanket, light duty which are suitable for dealing with small fires in containers of cooking fat and fires in clothing, and heavy duty for industrial use where there is a need for the blanket to resist penetration by molten materials.

Hosereels

Facilities including a water supply and length of hose or flexible tubing which may be used to assist in the extinguishing of fire. Hosereels should be sited in accessible locations and should not be used on live electrical equipment.

Wet and dry risers

Wet riser also known as a downcomer is a water pipe built in to the building, which is permanently charged with water, often from a tank in the roof or on a water supply connected to a fire pump.

A dry riser is a water pipe built into the building, which has no water in it until it is charged, usually by the fire department on arrival at a fire in the building.

Management responsibility

Monitoring and recording of information such as training implemented, fire alarm testing, maintenance of equipment, evacuation drills and regular property inspections etc, to ensure due diligence can be proved in the event of an incident

Maintenance

Regular and thorough inspections of all fire safety equipment, fire doors, corridors, escape routes and exits.

Fire safety log book

The recording of all checks carried out on a daily, weekly, monthly, annual basis. Fire safety records should be maintained and kept available for inspection or emergency use at all times. See fire safety log book example.

Means of escape

Stairways provide the only acceptable means of escape from upper floors of a building in the event of a fire. Slides, chutes, vertical ladders etc are not acceptable means of escape.

Assembly point

A designated assembly point must be provided for customers, which is in a safe location away from the property and in a place that will not cause obstruction to attending emergency services. Assembly points must be clearly identified on all fire instruction notices. All staff must be fully aware of the assembly point location, in order for them to assist customers in the event of an emergency

Escape Routes

All doors along escape routes should be unlocked and free to open at all times and wherever possible should be capable of being opened in the direction of travel. Final exit doors (fire exits) should not be locked other than by an approved locking mechanism such as a push-bar type fastening. Keys should not be used in final exit doors as these can be dropped during an emergency. All escape routes should independently lead into the street or, at least through a risk free area on ground floor level.

All escape routes, including corridors, stairways and routes through bars, restaurants and entertainment areas should be unobstructed at all times to ensure that the full width of the route is available at all times.

When checking emergency escape routes, from all levels (upper, ground and basement), you should follow the 'EXIT' and directional signs to the exit. Go outside to make sure that the final exit doors open easily and that you can walk away from the building outside to a place of safety.

Travel distance

The distance from the base of the staircase for customers to reach open air and a place of safety should be no more than 35 metres.

Emergency lighting

A system of lights designed to operate upon failure of local and main power supplies, to ensure that routes are visible and usable in a fire. These may be self contained units, recognisable by a red indicator light on the unit or units incorporated within the normal artificial lighting system that are powered by a reliable secondary power supply. Emergency lighting units come in all shapes and sizes, if in doubt you should seek advice from a specialist supplier. The level of lighting required is very low, and is usually sufficient to show people the way out of a building. As a practical guide the level of lighting to be aimed for is that of a moonlit night.



Fire doors

A door providing resistance to the passage of fire and smoke and normally fitted with a self-closing device. In terms of "fire door maintenance" these should always be kept closed using door closers unless held-open using magnetic releases.



Staircases

A sufficient number of staircases should be provided for occupants to be able to evacuate the premises to a place of safety. The number of staircases required is generally calculated by either the total number of people that can reside in the property or by the distance to be covered by the occupants to reach a staircase. For building types 3, 4 and 5 generally there should always be at least two separate stairways serving each building and no dead-end corridors over 10 metres in length. This is necessary so that if a fire occurs which prevents people escaping by way of one stairway, they can turn their back on a fire and escape by an alternative escape route. This applies whether on upper floor or basement levels of a building.

Persons with Reduced Mobility

People with disabilities, disabled people, people with learning or behavioural difficulties. Customers who may not, for whatever reason be able to react to or undertake actions that would normally be expected of people in reasonable circumstances. In fire safety terms, this means people who may not hear or be able to recognise a fire alarm signal (e.g. hearing difficulties), read fire instruction notices (e.g. blind persons). Also people who may extraordinarily cause fire hazards to occur either maliciously or otherwise (e.g. people with behavioural difficulties), or whom may require specific and dedicated assistance to evacuate (e.g. people who are wheelchair bound or have walking difficulties).

Signage

It is essential that sufficient exit signage is provided throughout the property to ensure that in the event of emergency, customers and staff can quickly and efficiently evacuate the premises to an escape route without confusion.

Signs should be in conspicuous positions, fully visible from the front door, around the property, right through to each room or apartment. Doors exiting on to a protected escape route or final exit route should be clearly signed with a 'Fire Exit' sign above the door. Any door opening on to an escape route should have the appropriate sign on the door. All fire doors should have a sign 'Fire Door – Keep Shut' on both sides.

If a fire door is held open on a magnetic door release unit operated by a fire detection system, then it should have a sign stating 'Automatic Fire Door – Keep Clear – Closed at Night'. Any doors on escape routes that provide access to store rooms or cupboards should be clearly signed 'Fire Door Keep Locked'

Running Man

Clear notices at strategic locations in corridors and on escape routes, which give clear instructions to evacuees on the direction in which to travel.



Exit signs

Signage should be placed clearly above, on or adjacent to exits from large rooms, storey and final exits, to clearly indicate a place of safety. The exit mechanism on final exit doors to the outside should be appropriately signed.

Lift signs

Notices within and outside lifts stating guidance, mandatory and prohibitive information, such as "No unaccompanied children", "Do not use in fire evacuation", "No smoking" etc.

Safety instruction notices

A clear sign containing information on the location of the rooms in relation to escape routes and other information such as a description of the fire alarm and assembly point details.

Smoke & heat detection

Automatic detection of fire, heat or smoke at an early stage, to ensure maximum time is available for a quick and smooth evacuation.

Smoke detector

A device for detecting the presence of smoke. They should be used in areas where steam, dust or fumes are not likely to be present, such as corridors, rooms and public areas.

Smoke detectors, for use in most normal applications:



Heat detector

A device for detecting the presence of heat normally used in environments where a smoke detector would be inappropriate. Heat detectors should be used in areas where steam, dust or fumes are likely to be present, such as plant rooms, laundries and kitchens. They should not be used elsewhere as they take longer to activate than normal smoke detection.



Detectors must be connected to a central panel. Whilst there are many different makes and models, they should be easily recognisable, such as the two control panel examples below:



Battery operated domestic smoke detectors

Individual battery operated units which provide local warning only; as a result they are not suitable for hotel and apartment complexes. They are suitable for single storey bungalow's and chalets where it is not practical or possible to install a conventional automatic fire alarm/detection system. If domestic detectors are used, there are four elements that must be taken into consideration:

Siting – to ensure that cooking fumes do not activate the detector.

Tampering – anti tampering devices should be fitted to them.

Checking – they must be tested weekly to ensure correct operation.

Battery change – replace batteries on a common date each year.

Sprinklers

Any means by which to provide the automatic suppression or control of fire, normally water sprinklers which activate when a fire breaks out in order to facilitate rapid extinguishment by emergency services personnel.

Hotelier Fire Alarm Testing Summary

The purpose of this checklist is to assist hoteliers in the monitoring and recording of fire alarm tests. These are good-practice guidelines, which can be amended to suit the type of properties and facilities that are available.

Suggested Procedures:

1. A suitable time (a minimum of once a month), when the alarm test will take place. (Midday on the last Friday of every month may be practical).
2. Establish what the exact procedure will be and document this on the checklist (see over).
3. Customers are used to tests being undertaken on a regular basis at their places of work. They realise the importance of the tests and will feel reassured by your pro-active actions.
4. Communicate to all customers that tests will take place, both the evening before and on the morning of the test. A note on the board is advisable, but a more practical solution would be to provide free-standing notices at reception and at the entrance to dining facilities.
5. When the alarm is activated, it is only required for a short period of time to ensure that the system is functioning correctly. During the test you should:
 - i. Locate yourself in a different part of the hotel on each occasion. It is suggested that you should try to place yourself as far away from the sounders/bells to ensure that the alarm can be heard when it is activated using a call point. (Inside the furthest bedroom from the bell/sounder is always a good one).
 - ii. Ideally the alarm should be audible to a level of 75 decibels at the bed head. Without the correct measuring devices there is no way you are going to tell how loud this is. So, if you struggle to hear the alarm at any of your chosen locations you must contact your service provider immediately.
 - iii. On occasions, witness that fire doors release and close correctly and ensure that you activate the alarm not only by pressing the 'test' button on the alarm panel but by breaking an alarm 'call point' or setting off a smoke detector. This will ensure that all aspects on the system function.
6. Record your findings on the checklist.
7. Remember to relate problems or concerns to your service provider.

Defective Fire Alarm System

In the event that the fire alarm system is inoperable, your service provider must be contacted immediately. During this time, notices should be located in prominent positions around the building, advising guests of the action to be taken if they discover a fire. (See Important Information example).

Monthly Fire Alarm Test – Record Sheet

Hotel Name: Completed by:

Type of alarm system at the property (single stage or two stage):

Definition:

Single Stage An alarm system that activates immediately after a 'call point' is pressed or a smoke detector is activated.

Two Stage An alarm system that, in the first instance, where a 'call point or smoke detector' is activated will notify the reception/security through a buzzer or light on the control panel that there may be a concern. There is then a timed delay which allows investigation by staff following on from which (normally after a few minutes) the full alarm system is automatically activated.

The agreed alarm test procedure for this hotel is:

| Month of Test | Date of Test | Time of Test | Location used for testing | Successfully activated Y/N | Comments/Actions (if any) | Initialled by Hotelier/Staff | Signed by Hotel Manager |
|---------------|--------------|--------------|---------------------------|----------------------------|---------------------------|------------------------------|-------------------------|
| Jan | | | | | | | |
| Feb | | | | | | | |
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| Dec | | | | | | | |

Important Information

Please be advised that the hotel fire alarm system is off-line at the moment.

Essential maintenance work is in progress.

Urgent measures are being taken to return the system to normal –
You will be advised when the work is complete.

In the interim guests should raise the alarm of FIRE by contacting reception by the quickest possible means.

There is no cause for alarm.

Security staff as always will be making regular checks throughout the building until the work is completed.

Should you have any queries please contact a senior member of hotel staff.

Thank you
The Management.

Staff Fire Training

It is the responsibility of the hotel manager to ensure that all staff are trained to deal with emergency situations. As part of this process it is imperative that all staff participate in fire training regularly. Staff training is an integral part of effective fire safety management; customers will be reliant on staff and their reactions during an emergency situation.

All training provided must reflect the accommodation's documented plan of action to take in an emergency.

1. Written staff fire procedures should include:
 - a) The action to be taken upon discovering a fire.
 - b) The action to be taken upon hearing the fire alarm.
 - c) Raising the alarm, including the location of the alarm call points and fire indicator panel.
 - d) Where the assembly point is located.
 - e) The correct method of calling the fire brigade.
 - f) The location and use of fire fighting equipment.
 - g) Knowledge of escape routes, including any stairways not in regular use.
 - h) Knowledge of the method of operation for any special escape door fastenings.
 - i) Appreciation of the importance of fire doors and the need to close all doors at the time of a fire and upon hearing the fire alarm.
 - j) Stopping machines and processes and isolating power supplies where appropriate e.g. gas or electric ovens in kitchens.
 - k) The operation of escape doors that are not in regular use to ensure they function satisfactorily.
 - l) The evacuation procedure of the accommodation. This will include avoiding the use of lifts, any special arrangements for physically challenged guests and staff, the checking of public areas, informing and reassuring guests, whilst directing them to exits and if appropriate checking the register of guests and staff at the assembly point.
 - m) General fire precautions, safety practices and fire prevention.
2. Specific members of staff are to have written fire procedures covering their duties. These staff will include:
 - Managers of Departments.
 - Kitchen staff.
 - Engineering & maintenance staff.
 - Security staff.
 - Receptionists.
 - Bar & waiting staff.
3. Staff training should be carried out at least twice a year for day time staff and every three months for night staff.
4. The training should be based upon the written fire procedures as well as general fire preventative measures specific to the staff being trained.
5. Training should be specific to the particular premises. In larger hotels managers should have a written action plan as part of the procedure used to train staff. The plan should recognise that many fires occur at night when the maximum number of guests will be in their rooms, but few staff are on duty.
6. Instruction should be given by a competent person and the following should be covered in each training session with, where possible, practical exercises.
 - a) New staff should be shown the means of escape and be advised of the fire routine on the commencement of their employment.
 - b) Occasional workers and others who work on the premises outside normal hours, such as cleaners and bar staff should be similarly instructed.
 - c) If staff are employed, whose knowledge of the national language is limited, the training should be given in a manner which they can understand.
7. All training and instruction should be recorded in a fire logbook. The following are examples of what may be recorded:
 - a) Date of the instruction or exercise.
 - b) Duration.
 - c) Name of the person giving the instruction.

Staff Fire Training Continued

- d) Names of the persons receiving the instruction.
 - e) The nature of the instruction, training or drill/exercise.
8. The fire logbook records should be retained for a minimum period of three years. The logbook contains important information and should be kept in a safe place, but be available for inspection by the fire brigade, insurance assessors, local authorities and tour operators.
9. The purpose of a fire drill is to ensure that staff are trained in the role they would play if a fire should occur. A practice fire drill should be carried out at least once every six months, simulating conditions in which one or more escape routes from the building are obstructed. During these drills a member of staff should operate the fire alarm and thereafter the fire routine should be rehearsed as fully as circumstances allow. Advance notice should be given of the date and the time of the drill so that guests are fully informed.

Fire Safety Log Book

Records must be kept up to date, ensuring that all service visits are recorded in the log book as well as events and emergency call outs that may be required. The responsible person must

a) Emergency lighting system

Daily: Carry out a visual inspection to ensure that red illumination lamps are lit inside each fitting. All faults must be recorded.

Quarterly: Ensure that an engineer services the system and that they record all service visits.

| Date | Location or number | Inspected/ tested by | Satisfactory yes/no | Action taken | Fault cleared yes/no | Signature |
|------|--------------------|----------------------|---------------------|--------------|----------------------|-----------|
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b) Fire evacuation drills

Six-monthly: Ensure that an evacuation drill is carried out. Results of the drill, including the time taken to evacuate the premises are to be recorded.

| Date | Details of Drill being carried out | Issues reported | Signature of fire safety manager |
|------|------------------------------------|-----------------|----------------------------------|
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c) Fire extinguishers

Weekly: Ensure that all fire extinguishers are in their allocated position, unobstructed and available for use. Any faults identified should be recorded and rectified.

Annually: Ensure that engineers service the extinguishers and that they record all service visits.

| Date | Location or number | Inspected/ tested by | Satisfactory yes/no | Action taken | Fault cleared yes/no | Signature |
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d) Means of escape

Weekly: Carry out inspections throughout the premises to ensure that:

All means of escape routes are free from obstruction.

All self-closing devices fitted to doors are operational.

If automatic door release units are installed, test for correct operation.

All fire doors close fully against the door rebates and are undamaged.

| Date | Locations inspected | Inspected by | Satisfactory yes/no | Action taken | Issues rectified yes/no | Signature |
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e) Smoke detectors

Daily: Carry out a visual inspection of the smoke detectors to check position.

Weekly: Ensure that the smoke detectors are checked and tested each week.

Annually: If domestic batteries are utilised, all batteries must be changed on a common date each year.

| Date | Location or number | Fault description | Action taken | Fault cleared yes/no | Signature |
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Training

Six-monthly: Ensure that a competent person carries out training for all staff and that the training is recorded. Training should cover:

- Prevention of fire.

- Being prepared for a fire.

- Action upon hearing the alarm.

- Action upon discovery of a fire.

(Note: training for night staff should be quarterly)

| Date | Person or department receiving training | Description of training | Number of person attending | Signature of fire safety manager |
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