Terminal Fire Plan

Terminal Prestwick Airport
Aviation House

Jan 2015

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Introduction

Fire in the workplace presents a very serious risk to life not to mention the devastating effect that it can have on our business. Evacuation of the Airport and Terminal Buildings, which, during peak operation has an increased capacity, requires the co-operation of all who work there. Working as part of the "evacuation team" we all have a duty to ensure that we are familiar with our roles and responsibilities during an evacuation and perhaps more importantly, that we are all familiar with our working environment and means of escape.

The objective of this Emergency Fire Action Plan is to ensure, where and when required, the rapid and controlled evacuation of all persons to a place of safety away from the building in alarm. Effective and efficient evacuation of staff and passengers from our buildings is in everyone's interest.

The following instruction provides general information and clear guidelines on the actions to be taken in the event of a fire or other emergency situation requiring the evacuation of the main Terminal Building, Railway Station and other associated premises. It also provides valuable information regarding roles and responsibilities in such a situation.

To comply with the Fire (Scotland) Act 2005 Part 3; the Fire Safety (Scotland) Regulations 2006; the Health & Safety at Work etc Act 1974, it is mandatory that all staff working at Glasgow Prestwick Airport receive Fire training, Refresher training and Evacuation training.

It is essential that all employers based at Glasgow Prestwick Airport including airlines, handling agents, tenants, control authorities, business partners, contractors and any other organisations who visit or work in the terminal or associated buildings, are made fully aware of the requirements and procedures contained in this instruction.

Any questions regarding this instruction should be addressed in the first instance to the Fire Service or raised at the Airport Fire Safety Committee

Greg Feighan
Station Commander

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Appendices

Distribution List

RECIPIENT	COPY LOCATION
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Jules Matteoni	Manager Prestwick Handling & Fire
Kevin Brock	Prestwick Handling Duty Manager - Dispatch
Andrew Barclay	Airfield Operations Manager
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Mark Walker	A.F.S/ Training
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Steve Thomson	Airport Engineering Manager
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Abbreviations

Terminal Fire Plan	TFP
Fire Risk Assessment	FRA
Persons with Reduced Mobility	PRM
Fire Manager	FM
Air Traffic Control	ATC
Scottish Fire & Rescue	SFR
Airport Fire Service	AFS
Fire Investigator	FI
Assembly Point	AP
Railway Station Fire Plan	RSFP
Glasgow Prestwick Airport	GPA
Closed circuit television	CCTV
Control Post 1	CP 1

Section 1 – Scope and Objectives

The Terminal Fire Plan (TFP) confirms how Fire Safety is managed within the terminal building. The TFP takes into account the legal requirement and the outcomes of Fire Risk Assessments (FRA) and merges into one easy understood document. The TFP also demonstrates the controls in place to ensure all persons can safely evacuate the building.

The significant findings of the FRA demonstrates that effective evacuation of the building is a key factor in reducing the risk of harm to our staff, passengers, visitors & general members of the public. Furthermore, there are many persons who may need special assistance to evacuate the building including:

- o Pregnant women
- o School Groups
- o Families with children
- o Persons with permanent or temporary disabilities
- o Persons with learning difficulties
- o Persons under the influence of alcohol or drugs
- o Elderly
- o Visitors
- o Young persons
- o Non-English Speaking Passengers

Evacuation will take place when one or more of the following occurs:
- o Continuous alarm bell sounds
- o Public address announcement indicating evacuation in progress. (See Appendix B)
- o When instructed to do so by GPA Duty Staff, Police Scotland or Scottish Fire and Rescue.

The Security Duty Manager is accountable for the safe evacuation of all persons from the Terminal Building. All employers within the terminal building, whether, GPA or third parties, are responsible for evacuating all persons under their control. Additionally, we are all responsible for assisting passengers and the public in our care regardless of company or organisation. Evacuation must be carried out quickly and calmly to the nearest emergency exit and then on to the designated assembly point (see section 6.1). It is worth remembering that company uniforms and ID cards identify you as Airport workers therefore the general public will expect you to know what to do.

Section 2 Emergency Fire Action Plan

2.1   Discovering & Reporting a Fire

Should you discover a fire, you must:

- Activate the fire alarm by breaking the glass in the nearest fire alarm call point indicated by a call point sign.

Types of break glass units found above in the Terminal building

- **Dial 2000** or **01292 511199.** (Remember, if operating airside you can use the emergency phones at the head of stands to report the fire/incident.) The information that you provide is vitally important and is crucial to a speedy response.
- State your name and location and provide as much information as possible to the operator.

Remember

There is no such thing as a **False Alarm.**

When a fire alarm is activated the procedures for evacuation must be followed.

Don't panic and try to remain as calm as possible.

On receipt of an alarm call, appropriately trained staff will implement the emergency procedure**.**
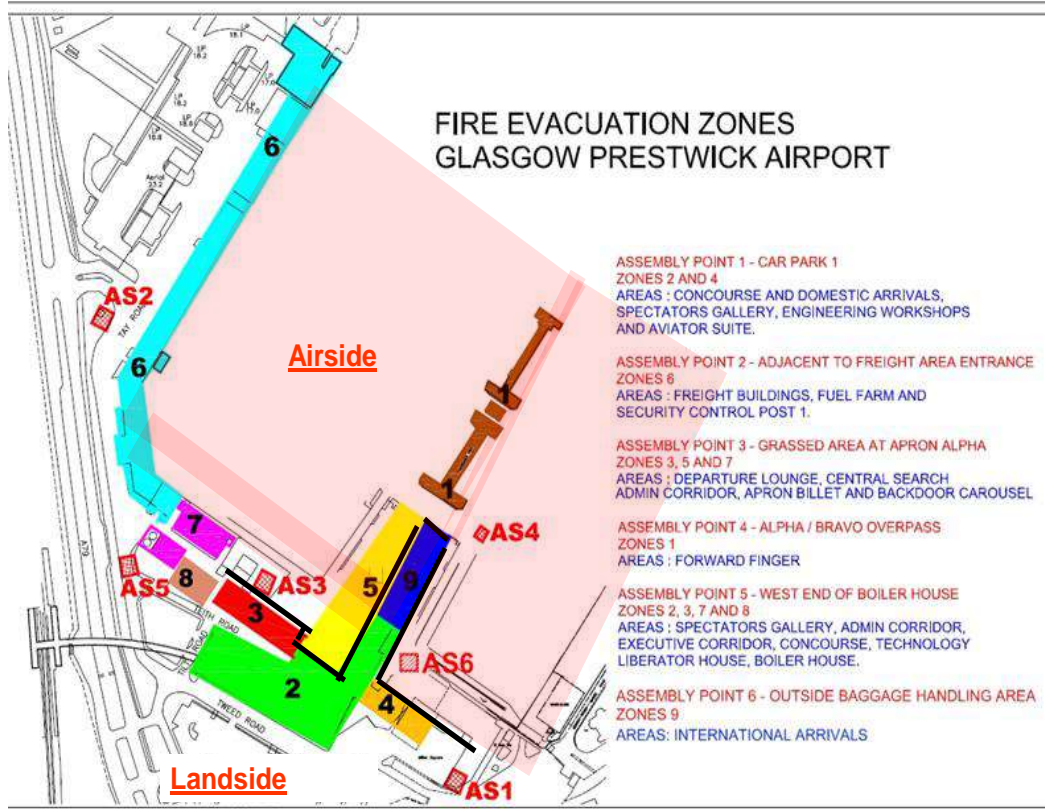
2.2   Types of Evacuation

2.2.1   Landside Evacuation

Landside will evacuate with the alarm sounding continuous in Zones 2, 3, 4 & 9 and PA announcement being made to advise all to evacuate. Airside will receive an intermittent alarm and a PA announcement advising people to prepare to evacuate.

2.2.2 Airside Evacuation

Airside will evacuate with the alarm sounding continuous in Zones1& 5 and PA announcement being made to advise all to evacuate. Landside will receive an intermittent alarm and a PA announcement advising people to prepare to evacuate.

Landside /Airside split as denoted by black line below

FIRE EVACUATION ZONES
GLASGOW PRESTWICK AIRPORT

ASSEMBLY POINT 1 - CAR PARK 1
ZONES 2 AND 4
AREAS : CONCOURSE AND DOMESTIC ARRIVALS,
SPECTATORS GALLERY, ENGINEERING WORKSHOPS
AND AVIATOR SUITE.

ASSEMBLY POINT 2 - ADJACENT TO FREIGHT AREA ENTRANCE
ZONES 6
AREAS : FREIGHT BUILDINGS, FUEL FARM AND
SECURITY CONTROL POST 1.

ASSEMBLY POINT 3 - GRASSED AREA AT APRON ALPHA
ZONES 3, 5 AND 7
AREAS : DEPARTURE LOUNGE, CENTRAL SEARCH
ADMIN CORRIDOR, APRON BILLET AND BACKDOOR CAROUSEL

ASSEMBLY POINT 4 - ALPHA / BRAVO OVERPASS
ZONES 1
AREAS : FORWARD FINGER

ASSEMBLY POINT 5 - WEST END OF BOILER HOUSE
ZONES 2, 3, 7 AND 8
AREAS : SPECTATORS GALLERY, ADMIN CORRIDOR,
EXECUTIVE CORRIDOR, CONCOURSE, TECHNOLOGY
LIBERATOR HOUSE, BOILER HOUSE.

ASSEMBLY POINT 6 - OUTSIDE BAGGAGE HANDLING AREA
ZONES 9
AREAS: INTERNATIONAL ARRIVALS

2.2.3 Full Evacuation

A full evacuation i.e. airside & landside will take place if one of the following occurs:

- A sensor has been activated in the void area
- Two or more sensors have activated in same zone
- The FM takes the decision on safety grounds
- The alarm will sound continuously in all areas with a PA announcement within public areas advising to immediately evacuate.

In the event of a full evacuation the Fire Manager will contact emergency line ext. 2000 to initiate the response from Scottish Fire and Rescue. The FM will proceed to the Fire repeater panel at Exit door 4.

2.2.4 Aircraft Parking Areas

Evacuations onto the aircraft apron areas must be undertaken with great care and in a controlled manner. The aprons are primarily designed for the movement of aircraft and require numerous vehicles to service them. The combination of aircraft and vehicles operating in these areas constitutes a real hazard, in the event of an evacuation the need for extreme caution is a priority.

Staff and the general public evacuated onto the apron must be supervised at all times, airside operational staff and staff involved with the evacuation procedures will carry out this role.

Ground Services and Airfield Operations will patrol these areas and may be required to carry out traffic control.

Effort will be made to hold all passengers on aircraft as detailed in dispatch task card

2.3 Evacuation Procedure

- Use the quickest and safest route to the appropriate assembly point ensuring that you:
- Raise the alarm.
- Evacuate all passengers/public and anyone else in your care as you make your escape.

Remember

- Where possible close all doors behind you
- Close down all high risk machinery or cooking equipment
- However minor a fire may appear always report the fire before taking action
- Always consider personal safety and that of colleagues before attacking a fire
- Assist colleagues/passengers/public with special needs to evacuate
- Never use lifts under any circumstances during an evacuation
- Know your escape routes from your place of work
- Be aware of the nearest fire point in the area
- Report missing colleagues
- Report persons with special needs left at the muster point (level 1) to the Fire Manager
- Attend fire training diligently

Remember that company uniforms and ID cards identify you as Airport workers therefore the general public will expect you to know what to do. All airport staff will be expected to assist the general public.

2.4 Fire Alarm System

The buildings fire alarm system located at Central Search is monitored by the Security Department 24 hours a day. A tone alert will sound to alert staff and display the location of the detector that has been activated.

Fire Panel at Central Search

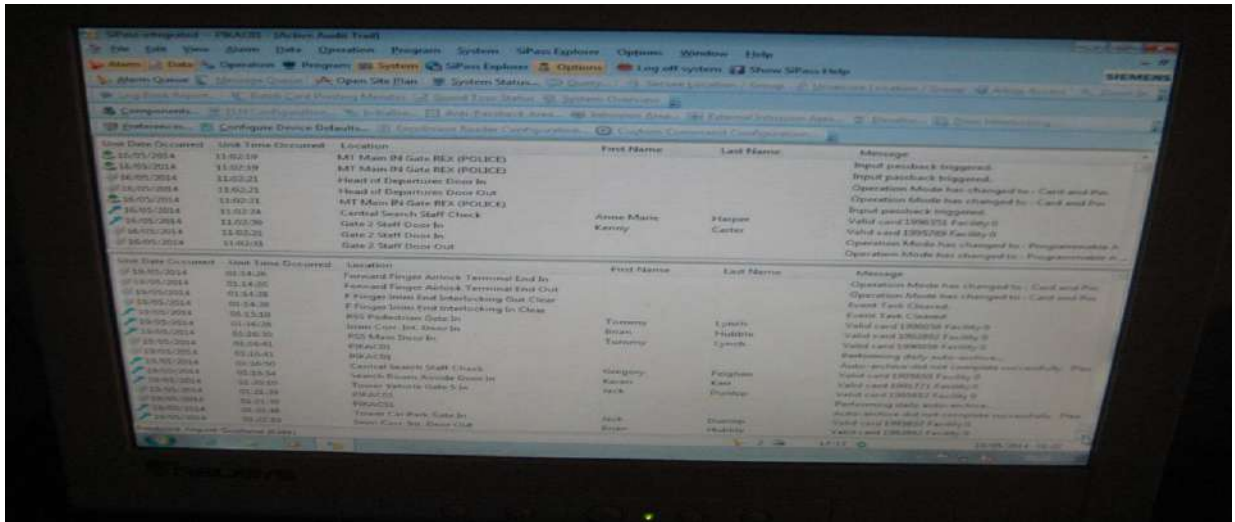**Display panel explaining location of activated device**

The main Fire Panel is linked to the SiPASS security control system, which advises the Airport Fire Service & Security CP 1 of the activation and which zone that has been activated

SIPASS

A mimic Panel is located at the right hand side of Exit Door 4 which will be used during a landside evacuation.

Mimic Panel at Door 4 below

The fire alarm system comprises of smoke/heat detectors, manual break glass call points, and sounders connected to the control panel. Additional ancillary equipment is also connected to the fire detection and security system such as, door release units etc.

The system has been installed to cover the main terminal building which is sub divided by fire resisting construction into two main area's – **LANDSIDE & AIRSIDE**.

During a specific area evacuation (Airside or Landside) or a full evacuation all designated escape doors controlled by sipass system will unlock and have the ability to open freely.

All external automatic doors will default to the open position and the fire safety curtain located at central search will close to ensure appropriate fire separation is maintained. All emergency exits are fitted with push bar or an emergency release break glass system e.g. green break glass box, which can be broken to release the door. Baggage conveyor systems will stop and check-in desk shutters will close during landside evacuation.

The fire alarm system will now operate as noted below:

2.4.1 Security 5 minute warning Alarm

To minimise disruption, alarms triggered by the automatic fire detectors will be investigated by security staff before any evacuation signal is given to all. The security staff alarm will operate only at main panel and is identified by a tone alert and flashing beacon. Upon activation the Fire Manager will press the **Alarm acknowledge button** and trained security officers will be dispatched to check the location of the reported alarm and have 5 minutes to determine whether an actual fire situation is occurring, before the fire alarm in the one of the two zones (airside/landside) is sounded. If there is no indication of fire then a report back to the Fire Manager (FM) will allow the FM to cancel the alarm and reset the main panel.

This condition of this alarm will hold for **5 minutes from the time of first tone alert** before automatically upgrading into either a landside or airside evacuation, if the Fire Investigator confirms a fire situation

prior to the 5 minutes then the FM shall manually operate the over ride facility at the main panel to allow immediate upgrade to full evacuation.

NOTE: a Logic chart for the above process can be found at Appendix A

2.4.2 Trouble Alarm Process

If an error message appears on the fire panel **DO NOT CLEAR** it until engineering has been called and authorisation has been received for it to be cleared.

All errors on the fire panel must be logged on the whiteboard and the Security Log book and reported to engineering immediately. Do not assume that Engineering already know about the error if the error keeps arising keep reporting it.

2.4.3 Fire Alarm Testing

The Terminal Building's weekly alarm tests will be carried out each **Wednesday between 10:00 and 10:30** in line with best practice. The fire alarm system weekly tests is carried out at a time which will ensure that the maximum number of building occupants gain exposure to the fire alarm sounders.

The tests will consist of a number of short bursts of intermittent alarm soundings. In public areas, the alarms will be accompanied by Public Announcement messages.

Should the alarms *sound continuously* during the stated times, please respond as for a normal fire situation.

Alterations to the testing date or time must be approved through the Fire Safety Committee. If approved a Fire Safety Notice will be distributed to all staff and tenants to advise of the change of time or date.

2.5   Automated Fire Curtain

During any evacuation or during power failure the fire safety curtain at the entrance to Central Search will automatically start to drop, it is fitted with safety sensors to ensure the safe evacuation of passengers and staff.

2.5.1 Testing of Fire Curtain, Tannoy & Lift

Testing of fire curtain, tannoy & lift is carried out by the Airport Fire Service every Thursday morning between 0100am - 0300am.
The tests confirm that the fire curtain lowers on alarm activation and that the automatic tannoy messages can be heard in the Terminal building.

The test will also confirm that the lift descends to the ground floor and doors open automatically during an activation.
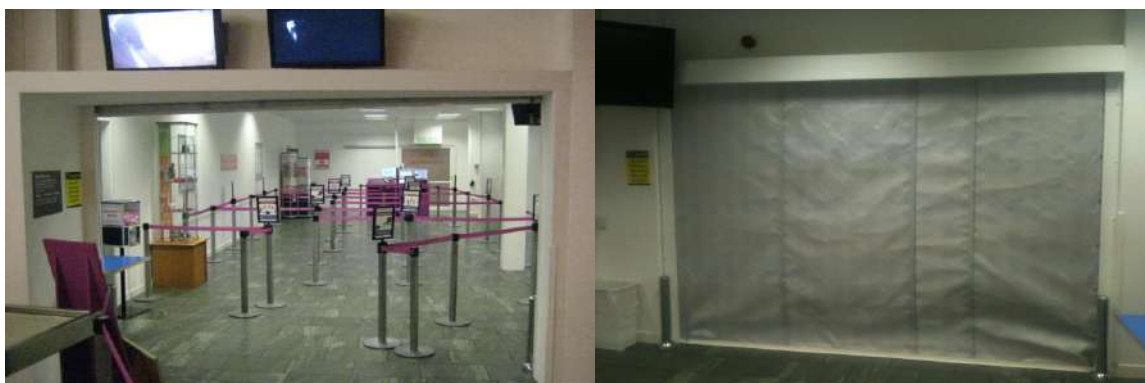

Recess where fire curtain is fixed   **Picture of lowered fire curtain**

An override button is installed at both sides of the curtain which raises the curtain to allow families or parties to reunite. If the operator lets go of the button the fire curtain will again drop. Under no circumstances must the fire curtain be raised during a full evacuation until incident has been stood down.

Override buttons below
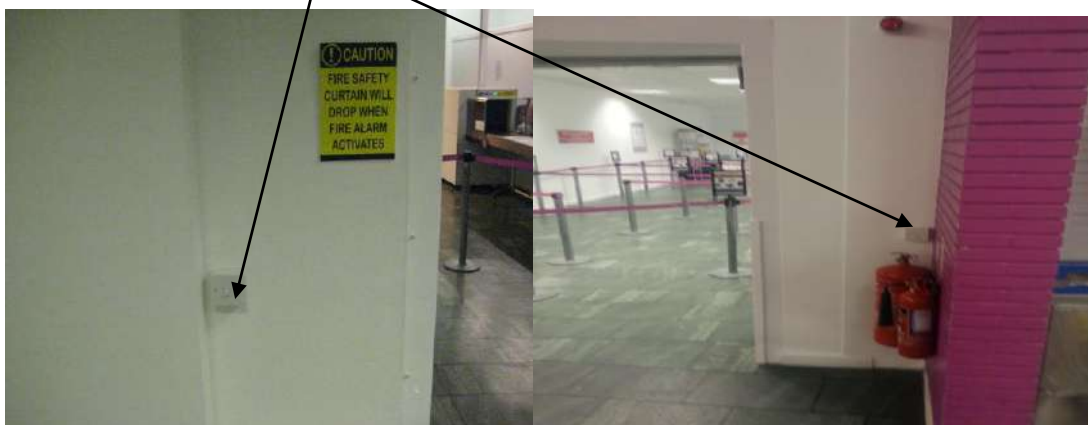
2.6   Railway Station Doors

Automatic Rail Station Doors will be deactivated automatically in the event of Fire Alarm activation. The flashing beacon and signage will operate to advise passengers / staff not to enter the area.

Security Supervisor will dispatch an officer from Heavy Bags to the double doors at entrance to Railway Station to ensure no parties are permitted into the terminal during an evacuation.

Fire Doors leading to Rail station

Section 3 Roles & Responsibilities

3.1 Action by GPA Airport Duty Staff

3.1.1 Security Duty Manager (SDM)

The Security Duty Manager will take up the role as **Fire Manager** and respond to the relevant fire panel and follow the agreed task cards.

Security 5 Minute Warning Alarm

During a staff alarm, the Fire Manager will dispatch two security guards with appropriate training to the appropriate zone, this role is **FIRE INVESTIGATOR**.

During a **staff alarm** all contact with the FM will be via **channel 6 or extension 4477**

- The FM will receive regular updates from the Fire Investigator on his/her findings and the FM is also responsible for proving essential updated to the Fire Investigator on specific detector numbers to ensure a speedy conclusion.

- Upon notification of the stand down from the Fire Investigator, the FM will acknowledge the alarm and reset the Fire Panel and log the incident.

- Should the investigators be timed out due to the hold period of 5 mins then a partial evacuation will automatically take place of the area the fire is detected.

- Be prepared to send passengers back across to the railway station

Partial or full evacuation

During a **partial or full evacuation** all contact with the FM will be via **channel 6 or extension 4477**

- Immediately call 2000 to advise all parties including SFR.

- Dispatch Security officer to the front of terminal (if landside evacuation) to drop the blocker for SFR entry.

- The FM is responsible for the management of the safe evacuation. The FM may decide to leave the fire alarm ringing to maintain control of the situation.

- Reoccupation of the main terminal building requires effective communication and strict control. The FM will require additional resources and will position them at key access points.

- The FM must provide the Assembly Point Officers with clear instructions for the process to be successful – they are the key to the controlled re-entry process. On conclusion of the incident the FM will carry out a de-brief with his duty team. Report/recommendations should be submitted to the SAFO.

3.1.2   Fire Investigators

On the receipt of instruction from the Fire Manager, the Fire Investigators will respond to the area of alarm and report back any signs of fire / smoke

Ensure effective communication with the FM at all times. Be aware should communication fail in a fire situation, return to the location of the FM and communicate your findings.

If a fire is discovered, the Fire Investigators should:
- Ensure that the fire alarm and partial is raised through communication with the FM via channel 6 or extension 1316 or by breaking a glass call point
- Report back to the FM at the fire panel and await further instructions.

If **no** fire is discovered, the Fire Investigator should:
- Contact the FM via channel 6 or extension 1316 advise the area has been swept and there are no signs of fire or smoke.
- Return back to Central Search.
- Log the incident with Engineering and AFS

NOTE: no evacuation is required until the Fire Investigator reports back in within agreed timescale.

3.1.3 Fire Warden

The Airport has appointed Fire Wardens; a position of responsibility, the appointed Fire Warden should be someone familiar in the area of evacuation making sure their area of responsibility is clear of people before leaving the building.

They should also appreciate the importance of trying to ensure that the evacuation takes place in a controlled and orderly fashion.

The Fire Warden should also ensure that any special procedures for evacuation of people with special needs within their area are put into effect.

The principal duties of the Fire Warden are to:

- Ensure that escape routes are available for use – free from obstruction
- Identify record and report hazards in the workplace – inflammables, sources of ignition etc.
- Ensure that people with special needs have been evacuated to a place of safety.
- If time allows, isolate machinery and equipment, close windows and doors.
- Ensure a rapid and methodical search of the area is undertaken as you make good your escape - checking store rooms, toilets etc.
- Exit and report to the Assembly point.

3.1.4 Prestwick Handling Duty Manager (PHDM)

The PHDM will:

- Dispatch staff to assist with the evacuation. **(On no account will any member of staff enter an area in continuous alarm without permission from the FM/Senior Fire Officer.)**
- Dispatch trained Fire Wardens for their areas of responsibility.
- Prevent entry to the affected zones.
- Manage the appropriate Assembly Points (see Section 4.6.1 for Assembly Point Officers duties)
- Maintain communications with the FM on channel 6, or assembly point telephone.

3.1.5 Airfield Operations

Airfield Operations (AO) will respond to the RVP and provide an escort for SFR if the partial fire alarm is activated airside or during full evacuation.

AO will assist with the monitoring of aircraft movements, airfield safety whilst staff/public is at a designated assembly point. AO will advise the FM via channel 6 or mobile telephone of progress/concerns.

3.1.6 A.T.C

A.T.C has responsibility of alerting SFR of the location and nature of the fire as per emergency orders task cards in Appendix D.

3.1.7 AFS

On the receipt of a full evacuation or airside fire alarm activation, AFS will respond to the top of the roadway (Apron Alpha) and will provide additional resources and manpower if required by SFR.

3.1.8 Assembly Point 1

Assembly Point 1 Officer will place the road closed sign and place it adjacent to the bottom of the covered walk way to Car Park 1. (The sign is stored beside the Security blocker at Miller Square).

3.1.9 Contract Control

On receipt of fire alarm activation the Contract Control Officer must contact each Contractor / Visitor that have signed in and are working in the affected area to confirm they have evacuated. If there is no response the Contract Control Officer will bring this to the attention of the FM.

3.1.10 Engineering

On receipt of fire alarm activation during working hours engineering will dispatch engineer for liaison with Airport Fire Service.

3.2 Scottish Fire & Rescue (SFR)

On the receipt of Fire Alarm activation from ATC, SFR will turn out according to their predetermined attendance protocols.
Scottish Fire & Rescue will assume overall responsibility for fire fighting situations. When responding to fire alarm activation:
Landside - SFR will arrive at the front of building and proceed to fire panel at exit door 4.
Airside - SFR will arrive at the RVP and be escorted airside by AO then liaise with the FM.
Only the Senior Officer representing SFR will decide when an area is safe to re-enter.

3.3 Non GPA Airport Employees

To comply with Fire (Scotland) Act 2005 Part 3; the Health & Safety at Work Act 1974, it is mandatory that all staff working at Glasgow Prestwick Airport receive appropriate fire training, to include fire evacuation procedures. **All** staff are required to assist with an evacuation and must be aware of their own internal evacuation process.

Section 4 Persons with Reduced Mobility (PRM's)

4.1   **Procedures for Staff, Public/Passengers with Reduced Mobility**

Passenger Handling staff has the responsibility to make sure that any persons with reduced mobility, learning difficulties, impaired vision, impaired hearing, elderly and even persons travelling with babies or young children are given assistance to evacuate to an assembly point.

4.2   **Landside Evacuation / Full Evacuation**

The Evacuation Chair is located in the front area of the 1st Aid room (1st floor of terminal). The room is on a swipe reader which will deactivate when the fire alarm sounds allowing staff or indeed the emergency services access to the chair to evacuate any passenger, member of public or staff with reduced mobility from the upper level of the terminal building.

First Aid Room

If you are assisting a passenger or member of public on the upper level with reduced mobility at the time when the fire alarm activates take them to the area outside handling baggage office which is signposted as the "Muster Point". Once at the muster point you should remain with the PRM and offer reassurance. The person assisting with the evacuation must contact the FM on extension **1122** and advise the evacuation chair requires to be used.

Handling and Security staff/or trained fire officers are responsible for the use of this chair and ensuring all individuals with reduced mobility are taken to nearest assembly point. However, any staff member may be asked to assist and should know the location of the chair to assist in the evacuation process.

Evacuation Chair

Lifts must not be used during any evacuation.

4.3   Airside evacuation/ Full Evacuation

During an airside evacuation / full evacuation all PRMS must exit the Departure Lounge from the **main** fire exit to the left of WH Smith shop and assisted to Fire Assembly Point #3. No disabled access is available from the assembly point to the right of WH Smith.

NOTE: During an airside evacuation only, the Handling DM must ensure any PRM on the upper level within the terminal building are escorted to the ground level in preparation for a full evacuation. Doing so will allow the lift to be used to allow PRMs to get to the ground floor in preparedness for a full evacuation.

Lifts must not be used during a full evacuation.

Staff with special needs require a suitable plan to be agreed to ensure effective and safe evacuations from the building. A Personal Emergency Evacuation Plan (PEEP) should be drawn up and approval sought from the Airport Fire Service.

Section 5 Functions/Events Aviator Suite

5.1   Booking of Events/ Functions Aviator Suite.

All events/ functions will be booked through Commercial /Property department. The maximum occupancy for any events/functions in the aviator Suite will be no greater than 250.

5.2   Notification to Departments

The Commercial/ Property Department will notify the Airport Fire Service, Air Traffic Control, Security, Welcome Desk and Police of the date and time of any events/functions to be held in the Aviator Suite.

5.3   Prohibited Equipment

No smoke machines or pyrotechnics are allowed to be during any events/ functions in the Aviator Suite.

5.4   Sound Equipment Isolation Socket

All sound equipment must be connected to designated electrical socket below. This socket will isolate power to any sound equipment in the event of fire alarm activation during any event/functions.

N.B. This socket is for sound equipment only and can be found at the front of the stage.

Stage area   **Electrical Socket**

5.5   Aviator Suite Emergency Instructions

The Commercial/Property Department must give a copy of the Aviator Suite Emergency Instructions to any customers booking the aviator suite.
A copy of these instructions can be found in Appendix E.

Section 6 Assembly Points

6.1   Assembly Points

There are **6** Assembly Points located around Glasgow Prestwick Airport Terminal Building. It is the responsibility of each employee to ensure that they are familiar with their action plan/escape route and which Assembly Point to attend**.** (See plan of Assembly Points below.). Each Assembly Point is fitted with flashing beacon and telephone and task card within.

It is the responsibility of the senior staff member for each department/company present at the Assembly Point to report to the Assembly Point Officer.

When all staff are accounted for it is important to remain at the assembly point and await further instructions from the Assembly Point Officer.

6.2   Assembly Point Officer:

An Assembly Point Officer's high-viz waistcoat can be found at each Assembly Point box. The primary function of the Assembly Point Officer is to record, communicate and control the situation at the assembly point.

Assembly Point Officers duties include:

- Maintaining open lines of communications with the Fire Manager & responding to requests for information

- Report any missing personnel or any other relevant information to the Fire Manager.

- Manage and reassure all personnel at the assembly point until the incident stand down is declared by the Fire Manager.

- Await instructions from Fire Manager before allowing any staff or passengers to return to the building.

- It is vitally important that airport staff return to the area of evacuation first.

6.3   Assembly Points Location and Contact Numbers

Evacuating staff, passengers and the general public should be directed to the clearly marked and designated Assembly Point for the area they are evacuating. All Assembly Points are strategically sited and clearly marked around the airport and are clearly signed and detailed as per the attached plan below. The location of the nearest Assembly Point is indicated on the fire action notice in that area. Staff who work in several areas of the building will need to be familiar with all assembly points in their areas of responsibility.

Assembly Point Number	Extension Number
Assembly Point 1	4359
Assembly Point 2	4368
Assembly Point 3	4357
Assembly Point 4	4355
Assembly Point 5	4361
Assembly Point 6	1386

6.4   Assembly Point Testing

Testing of the communications at all Assembly Points will be carried out by IT on a weekly basis.

6.5   Moving Passengers to another Assembly Point

Evacuating staff, passengers and the general public should be directed to the clearly marked and designated Assembly Point for the area they are evacuating.
If the Assembly point is likely to be compromised, the FM will organize with AFS, SFR, Security and Police to move staff, passengers and the general public to another Assembly Point or to a safe area where they can be managed.

Positions of Glasgow Prestwick Airports Assembly Points AS1 to AS6

FIRE EVACUATION ZONES
GLASGOW PRESTWICK AIRPORT

ASSEMBLY POINT 1 – CAR PARK 1
ZONES 2 AND 4
AREAS : CONCOURSE AND DOMESTIC ARRIVALS,
SPECTATORS GALLERY, ENGINEERING WORKSHOPS
AND AVIATOR SUITE.

ASSEMBLY POINT 2 – ADJACENT TO FREIGHT AREA ENTRANCE
ZONES 6
AREAS : FREIGHT BUILDINGS, FUEL FARM AND
SECURITY CONTROL POST 1.

ASSEMBLY POINT 3 – GRASSED AREA AT APRON ALPHA
ZONES 3, 5 AND 7
AREAS : DEPARTURE LOUNGE, CENTRAL SEARCH
ADMIN CORRIDOR, APRON BILLET AND BACKDOOR CAROUSEL

ASSEMBLY POINT 4 – ALPHA / BRAVO OVERPASS
ZONES 1
AREAS : FORWARD FINGER

ASSEMBLY POINT 5 – WEST END OF BOILER HOUSE
ZONES 2, 3, 7 AND 8
AREAS : SPECTATORS GALLERY, ADMIN CORRIDOR,
EXECUTIVE CORRIDOR, CONCOURSE, TECHNOLOGY
LIBERATOR HOUSE, BOILER HOUSE.

ASSEMBLY POINT 6 – OUTSIDE BAGGAGE HANDLING AREA
ZONES 9
AREAS: INTERNATIONAL ARRIVALS

Section 7 Operations Recovery Procedures

7.1   **Stand Down & Re-Entry Procedures**

Fire & Rescue Officer in Charge will advise FM of an incident 'stand down'. This will be relayed to Assembly Point Officers.

Clearance to return to an evacuated area will follow the 'stand down' message. To ensure the security of the evacuated area is maintained, security staff will access the area first, followed by retail and handling staff. Once staff is in position, the Assembly Point Officer(s) will be instructed (via emergency phones) to allow passengers and public access to the area.

Re-Entry must be supervised and controlled at all times.

Note: Silencing of the alarms does not mean that the incident is over.

It is critical that the Assembly Point Officers await instruction from the FM to allow the passengers/public back into the building.

The FM will re-set the alarm **AFTER** all staff/public have returned from each assembly point, if the alarm is re-set too early assembly point officers will not be able to return items to the automated emergency boxes.

Section 8 Reviews & Learning

8.1   Post Evacuation Reviews

Following each evacuation, a formal de-brief should take place. This will be headed up by the AFS department with attendance from the respective GPA departments, and other relevant parties. This should take place as soon as practicable following return to normal business. Where applicable, CCTV footage should be used to examine the effectiveness of the evacuation

Each de-brief should be formally recorded and minutes/notes held on file.

8.2   Terminal Fire Plan Review

The Terminal Fire Plan is subject to review at least annually, where any specific problems have been identified or encountered during live evacuations, and any other time where it is deemed necessary to undertake a review.

Any changes to the Plan will be formally logged and signed off by the GPA Airport Fire Safety Committee.

8.3   Terminal Fire Plan Testing

Fire drills are carried out to check that staff understands the **Terminal Fire Plan**, to ensure that staff are familiar with operation of the **Terminal Fire Plan**, to evaluate effectiveness of the plan and to identify any weaknesses in the evacuation strategy.

The TFP should be tested at least annually through a "Fire Drill".

Throughout the fire drill, there will be nominated observers to ensure the plan is tested to its fullest extent.

Observers will pay particular attention to:

- Inappropriate actions such as stopping to collect personal items etc;
- Difficulties experienced by people with disabilities;
- Difficulties with persons who do not speak English;
- Communication difficulties with regard to the roll call and establishing that everyone is accounted for;
- The use of frequently used routes instead of the nearest available escape routes;
- Difficulties with the opening of doors; and
- Doors not being closed as people leave rooms.

8.4   Information, Instruction, Training & Supervision

GPA staff receives mandatory Fire Awareness Training during their induction. Thereafter, there is a requirement to undertake refresher training on a regular basis.
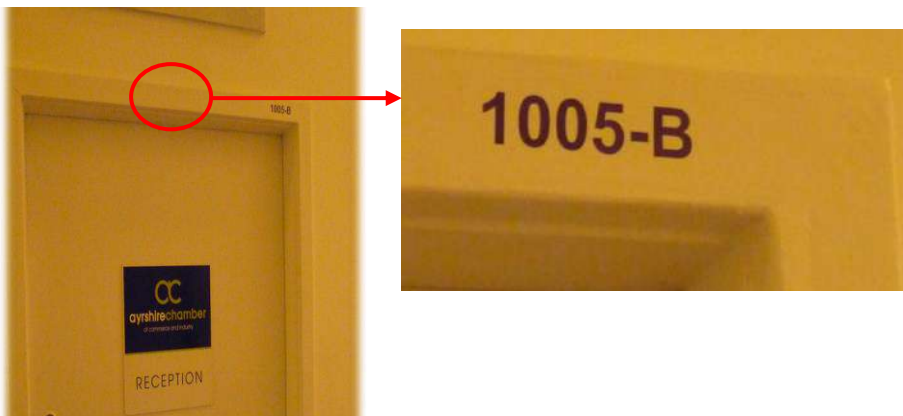
Section 9 Fire Management

9.1 Identification

9.1.1 Automatic smoke / heat detection

All smoke / heat detectors are given a unique number which is stated in the terminal fire zone drawings.

9.1.2 Room identification

All rooms within the terminal building have a unique number which is stated in the terminal fire zone drawings.

9.2 Cooking Appliances

GPA Management have taken the decision to place a ban on all toasters within the Terminal Building and Forward Finger work areas, this includes kitchens.

The only exception to this is for Food & Beverage Operators who provide toast for retail purposes. Food & Beverage Operators must comply with the rule of standing over the toaster when in use; the toaster must not be left unattended at any time. Failure to comply with the rule will result in the toaster being removed from the site.

Safety inspections are carried out by AFS & H&S Departments and any toaster found will be removed. Individual found using a toaster within the Terminal Building and Forward finger areas face disciplinary action.

Other cooking appliances will activate an alarm if not managed properly. All users **MUST** be in the kitchen or workplace when using a cooking appliance

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Section 10 Fire Fighting Equipment

10.1   Fire Extinguishers (See extinguisher picture below)

10.1.1 Water Fire Extinguisher.
Colour – Red body with red coloured band. For use on wood, paper e.g. office furniture.

To operate: *Use upright and pull out safety pin, aim nozzle at the base of the fire, Squeeze handle for water delivery.*

Hazards – Do not use on electrical fires or fires involving flammable liquids.

10.1.2 Dry Powder Fire Extinguisher.
Colour – Red body with blue band
For use on solids, liquids and electrical fires e.g. computers, oil and office furniture

To operate: *Use upright and pull out safety pin lift hose and aim at base of fire Squeeze handle for powder delivery and sweep from side to side*

Hazards – when discharged can cause a cloud reducing visibility' and can cause breathing difficulties in confined spaces

10.1.3 Foam Fire Extinguisher. Colour – Red body with cream band. For use on flammable liquids e.g. Oil, Paraffin etc.

To operate: *Use upright and remove safety pin, aim nozzle at the base and rear of the fire using a smothering action to extinguish the fire.*

Hazards – Do not use on electrical fires

10.1.4 CO2 Fire Extinguisher.
Colour – Red body with black band. For use on electrical equipment and flammable liquids e.g. computers and oil.

To operate: *Use upright and remove safety pin, Lift horn and aim at base of fire squeeze handle for gas delivery and sweep from side to side.*

Hazards – Noisy when discharging, can cause breathing difficulties, horn becomes extremely cold when being discharged – do not touch it

9 litre Water	9 Litre Foam		Fire Blanket
2 Kg Co2	9 Kg Dry Powder		Fire Hose Reel.

10.2 **Hose reels –** Wall mounted

Hose reels are situated at strategic points throughout airport buildings including the Terminal Building. These are being systematically removed as upgrade works are carried out throughout the building. To operate follow the written instructions for use which are displayed at the delivery nozzle stowage point.

Hazards – do not use on electrical fires or fires involving flammable liquids, do not use for prolonged periods as fires may grow too large or too rapidly to effect a safe egress from the building.

10.3 **Fire Blankets**

These are found mainly in kitchens and are used to smother a fire – follow instructions on the equipment.

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