

EVACUATION PROCEDURE IN CASE OF A FIRE

The Council recognises and accepts its responsibility as an employer for providing a safe and healthy workplace for its employees. It is equally the duty of every employee to take reasonable care in order to safeguard his/her own health and safety and that of his/her fellow workers and others who may be affected by his/her actions and work.

1. IN THE EVENT OF AN EMERGENCY DUE TO A FIRE

- 1.1 Always make sure the alarm has been sounded to alert everyone else (don't delay) so they may evacuate safely.
- 1.2 Ring the Emergency Services on **999** to inform them about the fire and where it is, then inform the Coordinator at the evacuation point where the fire is and any other appropriate details about the fire.
- 1.3 Evacuation Supervisors and Door Supervisors (yellow jackets) responding to the alarm should take the Procedure/Check List from the appointed area and carry out their Supervisory duties. First Aiders (green jackets) should take first aid kits and report to the Coordinator (orange jacket) or their Deputy at the Assembly Point.
- 1.4 Make sure alarm sounding area is evacuated of all personnel, safely and quickly. Close all doors and windows if time permits – don't delay.
Never use lifts to evacuate.
- 1.5 All employees must report to their Coordinator at their assembly point to enable everyone to be accounted for.
- 1.6 Never re-enter the building until you are told by a Responsible Officer that it is safe to do so.

2. DUTIES OF COORDINATORS

- 2.1 Upon hearing the evacuation alarm, put on orange jacket, take your emergency documentation and proceed to the assembly point.
- 2.2 Check to see whether the Fire Service is aware, if not ring 999.
- 2.3 Receive the Evacuation Supervisors Checklists from the Supervisors not forgetting to obtain from those Supervisors at reception points the emergency documents like visitors book, keys etc., and mark the Clear Yes/No box appropriately and enter the time in the time box when checklist was handed in.
- 2.4 Send an Evacuation Supervisor to check that all Door Supervisors have evacuated safely
- 2.5 Check your checklist and the visitor's book to ensure that everyone has been accounted for.
- 2.6 Meet the Fire Service at the location (they normally arrive at the front door) and advise of the type of emergency and of any area that has not been checked or of any persons unaccounted for, etc.
- 2.7 Be the main contact person for all; inform your Head of Department or a Director to ensure they are aware of the situation.
- 2.8 Issue instructions to people with regards to re-entry or other actions in agreement with the Head of Department or a Director.
- 2.9 If there have been any problems with the evacuation inform Sam Clark on mobile phone number 07760166330 or in her absence Tricia Guin ext 705 so that a debriefing session can be held.
- 2.10 Copy of Coordinators checklist to be sent after the emergency to Tricia Guin. Legislation requirement to retain on file for H&S external bodies.
- 2.11 See Check list in Appendix 3

3. DUTIES OF EVACUATION SUPERVISORS

- 3.1 Upon hearing the evacuation alarm, put on yellow jacket and take the area check list etc. and proceed to check your area of the relevant building. If you are also responsible for the reception area, take the emergency documentation and visitors list/book from this area with you. Report to your Evacuation Coordinator at your assembly point.
- 3.2 To exercise general supervision over fire prevention arrangements in their work area and to remind colleagues of **their** responsibilities to prevent fires and alert others to emergencies.
- 3.3 To make line managers aware of any problems that could affect a safe means of escape in the event of an evacuation.
- 3.4 To be familiar with the location of fire fighting equipment and routes which are safe means of escape in the event of an evacuation. Staff are advised not to use fire extinguishers unless they have received training on the safe use of them and then should only use them if the fire is small (i.e. bin fire) or if the fire is blocking their escape route.
 - a. **Location of fire extinguishers**
 - (i) Type e.g. foam, water or gas.
 - (ii) Use and limitations of these extinguishers (see the label on the extinguisher).
 - (iii) What to do if a fire extinguisher is missing or let off.
 - b. **Location of alarm points**
 - c. **Emergency exit routes**
 - (i) Are they clear?
 - (ii) Are exit doors unlocked/available in an emergency?
- 3.5 Always ensure adequate cover for your area is available when taking annual leave. Inform the other Supervisor for your area when you will not be at work.
- 3.6 See Check list in Appendix 3

4. DUTIES OF DOOR SUPERVISORS

- 4.1 Upon hearing the evacuation alarm, put on yellow jacket, taking any appropriate documentation, and proceed immediately to your designated exit door (sweeping any designated area as your go) and stand outside at a suitable point to deny anyone from entering the building until you receive instructions from the Evacuation Coordinator that it is safe to do so.
- 4.2 See Check list in Appendix 3

5. DUTIES OF FIRST AIDERS

- 5.1 Upon hearing the evacuation alarm, put on green jacket, pick up first aid kit and report to the Coordinator at the assembly point.
- 5.2 See Check list in Appendix 3

Appendix 1 Fire Prevention Advice

PREVENTING FIRES

1. Keep all areas clear of rubbish and waste, especially areas in store rooms, passageways and beneath stairs. Place all rubbish in waste bins so it can be removed daily. If you are going to 'spring clean' an area, make prior arrangements to get waste removed quickly and regularly.
2. Have electrical equipment checked and don't use electrical equipment which looks faulty, e.g. loose wiring or covers. Apart from getting a shock, a fire could be caused if faulty equipment is left plugged in.
3. When work stops:
 - a. Switch off equipment
 - b. Check all equipment is left safe
 - c. Ensure fire doors are closed
4. Make sure fire extinguishers are available in readily visible and accessible places. Know where they are.
5. Familiarise yourself with the best escape route from your work station so that in an emergency you are able to lead yourself (and others) to safety.

Appendix 2 Out of office evacuation procedure

Emergency Evacuation Procedure for meetings when main office unmanned

For Fire Incidents

- 1. In the event of a fire, sound the fire alarm to alert everyone to evacuate the building (don't delay).**
- 2. Dial 999 (or 9-999 if using the Council's land line) to call the Fire Service**
- 3. Follow the person responsible for the meeting out of the best available route and do not stop to collect personal belongings you could be endangering your life – fires move quickly and it is generally the smoke/fumes that kill.**
- 4. Assemble at the assembly point and await further instructions. Do not re-enter the building until instructed by the Chair of the Meeting or a responsible council employee.**

If you are in the building on your own then ring Wherry Way on 01493 330369 to inform them of the situation and to ask for the Responsible Officer for the building to be informed to gain help.

Appendix 3 Fire Evacuation Checklists for evacuation roles

Responsible Officer for Building

For any incident

1. Ensure there are sufficient First Aiders, Door Supervisors, Evacuation Supervisors and Coordinators to manage the various types of incidents.
2. Have arrangements in place for cover for those above and yourself when out of office.
3. Provide support to Evacuation Coordinators and take the lead in any decisions regarding evacuating building(s) or decisions regarding whether or not staff can re-enter the building(s).
 - When there is a **fire** there is a need to sound the alarm and to support the Emergency Coordinators and Supervisors in their duties
 - When there is a **non-fire emergency** - bomb threat, gas leak, suspect package - there is a need to take appropriate action to ensure the least number of people are put at risk. **Do not automatically sound the fire alarm** unless it is clear this is the most appropriate response. A place of safety may initially be difficult to determine and sounding the fire alarm may result in staff moving towards the threat. If there is time an appropriate response should be determined in consultation with the emergency services. The Evacuation team and appropriate staff will need to be notified of the required response and what to take with them without sounding the fire alarm.
4. Keep Directors informed of the situation
Keep Communications Officer updated if there is media interest
5. Organise any remedial or safety work to the building(s).

Note: Always keep a Director up to date of events

Evacuation Coordinator Checklist

For Fire Incidents

1.	Take Orange coloured jacket, mobile phone and Site Area Check List with clipboard and pen/pencil to Assembly Point.
2.	If a multi site and only one alarm has been activated the Evacuation Coordinator should, inform the Responsible Officer for the other building using mobile phone or an Evacuation Supervisor
3.	<p>Receive details from:</p> <ul style="list-style-type: none"> • Evacuation Supervisors of areas cleared including any problems and updates own list for areas cleared and any problems. • Person alerting Fire Service of where fire is and ring the fire service to check they have received the alarm. <p>Collect emergency documents from the Evacuation Supervisor covering the reception area see No 4 below Send another Supervisor to check Door Supervisors have evacuated safely (they will be by their exit door to stop public entering)</p>
4.	<p>Check the emergency documents received to see that:</p> <ul style="list-style-type: none"> • the visitors in the visitor book/list are accounted for • You have the details e.g. layout plan and keys from the emergency book to give to the fire service.
5.	Meet Fire Service, give emergency details, give update of situation and any missing persons etc. and assist as required
6.	Contact Head of Department or a Director to ensure they are aware of the situation
7.	Agree with the Head of Department/Director if safe to re-entered following clearance by the Fire Service.
8.	Return completed Check List(s) to Tricia Guin and arrange with her a debriefing session.
	Helpful contact Tel Nos. if a problem with the evacuation – Sam Clark on 07760 166330 or Tricia Guin 01493 846705
<i>At All Times – Emergency or Not</i>	
Inform your deputy or your manager when not in office. If no cover available, then inform the Responsible Officer for building so that they can take the appropriate action.	

Note: Always keep a director up to date of events

Evacuation Supervisors Checklist

For Fire Incidents

1. On hearing alarm take Yellow coloured Jacket and Area Check List with clipboard and pen/pencil.
If on reception also take the following with you:
 - Emergency Book containing building details etc.
 - Visitor Book/sheet
2. Sweep your allotted area and report to the Evacuation Coordinator that it is clear or otherwise. If any problems or people at risk immediately indicate where this is on your plan or check list so the Fire Service can be informed
3. Use trained evacuation chair staff and other staff as required to assist in the evacuation of those needing assistance.
4. Stay with the Evacuation Coordinator in case you are required to assist with the emergency and to help with return to building, when advised by the Evacuation Coordinator
5. Attend de-briefing after the emergency at place agreed with the Emergency Coordinator

At all times Emergency or not

Inform your deputy when not in the office and if no cover available the Responsible Officer for the building

Note: If no Evacuation Coordinator available, then the Responsible Officer for the building should take control and check with other Evacuation Supervisors that all areas have been cleared. If necessary obtain help from most senior member of staff on site.

Door Supervisor Checklist

For Fire Incidents

- 1. On hearing the alarm put on Yellow Jacket and proceed to designated exit door (sweeping any designated area as you go)**
- 2. Stay at a suitable place by the exit to stop anyone entering and, if necessary, put tape/note over the door.**
- 3. Your Evacuation Coordinator will send another staff member to check to see you are ok**
- 5. Await instructions from the Evacuation Coordinator and be prepared to attend the de-briefing meeting.**

First Aider Checklist

For Fire Incidents

1. On hearing the alarm put on the Green First Aid Jacket and exit the building taking a First Aid Kit with you if possible
2. Report to the Assembly Point and inform the Evacuation Coordinator at the site of your presence, and be ready to help if necessary
3. Stay with the Coordinator unless otherwise asked to undertake another task and attend any debrief as required