

THE HUB, STRATFORD HOUSE

EMERGENCY EVACUATION GUIDANCE

In the event of a fire alarm activation, **EVERYONE** will immediately start to leave their office via the nearest available protected Fire Exit route. It is important that the fire alarm system is not turned off prematurely and that a full evacuation proceeds. The fire alarm must remain activated until all fire routes and fire exits have ceased flowing.

ALL STAFF AND VISITORS

- Everyone must evacuate the building in a calm and orderly manner and proceed to the Assembly Point – the front gates at the Recency Mall, West Row.
- Where possible, ensure all areas are clear i.e. offices, storerooms, toilets & meeting rooms, closing fire doors on the way out. It is the responsibility of the fire warden to undertake a sweep of the building but only if it is safe to do so.
- Check to ensure that colleagues with headsets on have heard the alarm activation.
- Staff should leave the building by the nearest available protected fire evacuation route and exit unless prevented by smoke or fire.
- If prevented from leaving the building via a fire escape routes, proceed to the next nearest fire exit.
- Personal Emergency Evacuation Plans (PEEPs) should be followed as planned.
- Lifts must not be used during a fire evacuation.
- Members of the public, visitors and contractors should be escorted out of the building.
- Staff should inform Fire Wardens of any suspected cause of the emergency or other issues that the Fire Service should be aware of e.g. persons refusing or unable to leave.
- All staff should congregate at the designated Assembly Point and await further instructions from the Lead Fire Warden.
- Staff should stand together at the Assembly Point.
- All staff should be vigilant around general housekeeping ensuring all exit routes always remain unimpeded and free from combustible waste or other such material.
- The lead Fire Warden shall be on hand to advise the fire brigade of the source and area of the fire, if known and identify if there are any individuals left in the building.

LEAD FIRE WARDEN (WEARING HI-VIZ VESTS)

- The Lead Fire Warden will take charge and lead in the event of an evacuation.
- If possible, take details of the source/location of the alarm activation from the Fire Alarm Panel near to the main entrance.
- Proceed to the designated Assembly Point to await the arrival of the emergency services.
- The Lead Fire Warden should be able to see the front doors to ensure that no-one enters the building.
- The Lead Fire Warden shall inform the Security Centre (tel. 01642 528989) that the alarm has been raised, ensure the automatic fire alarm signal has been received and confirm the emergency services have been called.
- The Lead Fire Warden will receive information from their team and senior members of staff where possible that all areas have been fully evacuated and checked along the way, staff are at the Assembly Point, and to receive any information that may be useful for the Fire Service, or location of persons refusing or unable to leave, areas of the building possibly unchecked or potential causes of evacuation etc.
- Upon the arrival of the Fire Service, the Lead Fire Warden will report the cause and location of the emergency if known, give details of locations of shut-off valves/points for utilities (such as gas, electricity, etc.), and provide security access codes for doors to enable emergency services ease of access throughout the premises.
- The Lead Fire Warden shall be responsible for ongoing communication to staff at the Assembly Point and giving the 'all clear' and permission to re-enter the building.

FIRST AIDERS

- In the event of an evacuation, first aiders should be readily identified.
- All first aiders should carry their first aid kits in the event of an emergency evacuation and be available to administer first aid and assistance after an evacuation is completed.

SEE PLAN ON NEXT PAGE GIVING LOCATIONS OF EMERGENCY EXITS OUT OF THE BUILDING AND THE CORRECT AREAS FOR STAFF TO ASSEMBLE.

