

EVACUATION PROCEDURES

ALARM BELLS

When you hear an alarm bell ringing in the building where you are you must evacuate as explained below, however, if you hear an alarm bell ringing in another building do not evacuate until the bells ring in your building. If you are in a hut evacuate only if the external alarms are ringing in the adjacent building. This is so that people are not evacuated unnecessarily or into a situation of potentially greater danger. The College's alarm system can be operated as follows:

- a) All bells ring throughout College
- b) bells ring in part of the College only
- c) bells ring in part of the College for several minutes and then ring in other buildings as well.

The decision to extend the alarm to the whole College is made by the Duty Officer or Estates Manager when they have ascertained the extent of the problem.

The fire alarm system is monitored remotely and between the hours of 0900 and 1700 Monday to Friday if the Fire Brigade is required the monitoring service must be advised by Estates staff. The monitoring service will call the College for confirmation, if they receive no reply the Fire Brigade will be called automatically.

At all other times the Fire Brigade will be called automatically by the monitoring service if a smoke detector or fire call point is activated.

FIRE ACTION

- 1 On discovering fire sound the fire alarm. Staff must be familiar with the position of alarm buttons, exits, fire fighting equipment, any classroom electricity and gas control points.
- 2 When a fire alarm is activated in a red light in the foyer opposite reception flashes. When the light flashes the **Receptionist** must call the Duty Officer, the Estates Co-ordinator, the Caretakers and the Electrical Maintenance Technician each of whom will have either a mobile phone or a radio.

- 3 Any member of staff finding a fire when alarm not ringing should alert the switchboard by dialling 222 to call the Duty Officer.
- 4 **Students** not in classes will at once leave the building by the nearest exit and assemble at the Muster Point designated on the plan in the room.
- 5 **Radios** – during an evacuation all communication with the Duty Officer will be on channel 3 no other persons may use this channel at this time.
- 6 **Academic Staff** with classes will:

Instruct students to leave the building by the nearest exit in a quiet and orderly manner and to assemble as a group at the muster point indicated on the evacuation plan in the room. Lecturers must familiarise themselves with the location of the muster point.

Turn off gas, leave the lights on.

Put on the visi-vest that is hung in each room.

Check room is empty, close the door and lock it.

- 7 **Learning, Technical Support and Maintenance Staff** will:

Position themselves at fire exits near to where they are working to ensure that students and staff leave by the nearest exit so that they do not walk towards a fire. They will leave when everyone has evacuated and assist the Duty Officer by standing where they can prevent people from re-entering the building before the instruction has been given but without endangering themselves ie on the roadways by the entrances to buildings.

They must also prevent vehicles from leaving until the Fire Brigade has arrived or until the all clear is sounded.

The First Aiders and a member of the Disability Team will report to the Duty Officer.

All Staff will

Check every room in the corridor where they are (including toilets) to verify that everyone has left.

Check fire doors near them are closed.

Go to Muster Point.

Report room/floor clearance to the Evacuation Officer at the Muster Point.

All staff are responsible for ensuring that the roadways are kept clear of students.

The **Security/Car Park Warden** will prevent vehicles from entering or leaving the site and blocking the road until the Fire Brigade has arrived.

The **Estates Co-ordinator** will identify the site of the alarm from the panel and organise the caretakers by radio to ascertain if there is a fire.

The **College Electrical Maintenance Technician** will report to the Estates Co-ordinator's office to assist.

The **Caretakers** will report to the Duty Officer via the radio on channel 3 for instructions.

- If the alarm has been triggered by a smoke detector or if a fire is discovered evacuate the whole building immediately and the Fire Brigade must be called.
- If no fire is discovered the progression of the alarm bells to other parts of the College should be stopped. If the alarm bells stop everyone who has evacuated should continue to evacuate and only return to the building when the all clear is sounded.
- If the alarm has not been triggered by a smoke detector the Caretakers will be instructed to investigate quickly to ascertain if there is a fire and report back to the Duty Officer.

8 The **Duty Officer** will direct the evacuation as follows:

Take a radio and switch to channel 3. Also collect a megaphone from Reception.

Direct staff to keep roadways clear for emergency vehicles.

Contact the Fire Officer on his arrival and provide all possible co-operation.

If a fire or other hazard is identified, make arrangements for the Principal or if she is unavailable Caroline Hadlow or Lyn Brown to liaise with the Police/Fire Brigade and keep the Duty Officer informed.

If it is established that there is no fire or other hazard direct the Duty Officer will announce the all-clear using the megaphone.

No-one may re-enter the building without the permission of the Duty Officer.

- 9 The **Evacuation Officers** will be Senior Staff who will assist the Duty Officer as directed.

SPECIAL ARRANGEMENTS

Children's Centre: the Children's Centre will not be evacuated in the event of a fire in the main building. The Children's Centre will hold its own evacuation practices.

People with movement difficulties are the last to be evacuated so that they are not injured or injure other people during an evacuation. However, during a drill evacuation all non ambulant students who use a wheelchair will be evacuated to a refuge point only and they will not be evacuated from the building by a fire officer.

1 New Dover Road (Blockbusters) Hair and Beauty: the muster point is in the yard of 15 New Dover Road. Staff and students should walk to the main College when it has been ascertained that everyone has left the building. As soon as possible a member of staff must alert Switchboard or Reception who will contact the Duty Officer. In all other respects the evacuation procedure is the same as for the main building.

Rutland House: the muster point is in front of the Baptist Church in St Georges Place. If the building is to be evacuated the Caretaker will telephone the main College switchboard (dial 222) and request that the Duty Officer be called. The Rutland House Administrator or a nominated person who will tick off the rooms.

In the event of all College buildings having to be evacuated the Evacuation Officer will arrange for a manager to cover their muster point and proceed to the outbuildings as follows:

1 New Dover Road – Hair & Beauty
Rutland House
Invicta House
Abbotts Yard
Reserve

Marco Forgione
Caroline Hadlow
Lyn Brown
George Jeffrey
Adrian Cottrell

10 **PROCEDURE FOR EVACUATION OF PEOPLE WITH MOVEMENT DIFFICULTIES**

This procedure is approved by the Fire Safety Service as the safest way to evacuate people with movement problems.

A person with a movement difficulty is someone who uses a mobility aid eg walking stick, walking frame, wheelchair etc. This can also include students with cardio-vascular conditions and/or breathing problems.

The person with a movement difficulty will not be moved until most ambulant people are evacuated.

The class tutor will recruit two people to assist with the evacuation of the person with movement difficulties. It is the responsibility of those people to tell the Duty Officer (located at the front of the College) immediately that a person with movement difficulties needs assistance to be evacuated from the building. They will also give location details to the Duty Officer.

The person with a movement difficulty will be escorted to a fire secure area - a landing or a stairwell, identified by a green 'Disabled Refuge' sign. Lifts will not be used. The person will wait with the escort for assistance from a Fire Officer. All non-ambulant students who use a wheelchair must only be evacuated by a trained Fire Officer.

However, if the class tutor assesses that the risk of immediate evacuation would be greater for the person with a movement difficulty (depending on the person's response to the alarm) than remaining behind, or evacuating at their own pace, they may take appropriate action. (This may be appropriate for some people with known heart complaints or breathing problems).

When the entire group has been evacuated the class tutor or a representative will report to the Duty Officer.

The course tutor must ensure that the timetabled rooms are appropriate and that the timetabled lecturers accept the responsibility for evacuating all students safely.

11 VISITORS

Staff expecting visitors should instruct them to report on arrival to Reception and should ensure that the person(s) evacuate safely if the alarm bell sounds and accompany them to the muster point.

BOMB ALERTS

12 In the event of a bomb alert the Duty Officer will decide whether to send messengers to advise of an evacuation or to sound the fire alarm.

13 Evacuation procedures are the same as when a fire alarm is sounded.

14 Radios must **NOT** be used to communicate as they may trigger a device.

15 If there is a warning telephone call the recipient will:

- Allow the caller to finish the message without interruption.
- Note the caller's sex and approximate age.
- Note conditions affecting speech such as drunkenness, laughter, anger.
- Note peculiarities of speech such as foreign accent/regional dialect.
- Note background noise audible during the call such as traffic, music, talking, machinery, etc.
- Note the exact time of the message.

When the caller has finished try to keep him/her in conversation and pose the following questions:

- Where is the bomb located?
- What time will it explode?
- Why was it placed?

Report to the Duty Officer who will co-ordinate all subsequent actions.

16 The Duty Officer will assess the creditability of the message and decide if action should be taken.

17 If it is decided to evacuate the buildings the Police should be telephoned and a controlled alert sounded.

18 The advice of the Police should be sought regarding a search of the premises.

19 If a search of the premises is to be undertaken volunteers should be sought.

20 Volunteers should, if possible, search an area with which they are familiar.

21 Suspicious or unaccountable objects must not be touched but reported to the Duty Officer.

22 If a suspicious object is found the Principal or Duty Officer will liaise with the Police on subsequent action.

23 A decision will then be made as to whether students should wait or be sent home.

24 The person in charge will make a full record of the proceedings and a copy will be given to the Estates Manager.