



UK COLLEGE  
OF BUSINESS AND COMPUTING

# Evacuation Procedure

## **Eastgate House**

*Review May 2022 H n S Manager*

# **EVACUATION PROCEDURE FOR ALL PERSONNEL**

## **IF A FIRE IS DISCOVERED**

- a) Raise the alarm by operating the nearest Fire Alarm Point.
- b) Attack the fire with an appropriate extinguisher, only if it is safe to do so.
- c) Leave by the nearest safe exit
- d) Inform the Incident Controller of the location of the fire before going to your assembly point.

## **IF YOU HEAR THE EVACUATION SIGNAL**

Take any visitors/contractors with you; **direct them to the Assembly point, left at the front of the building 50 yards, across the road in Aldgate Square. Right at the Back of the building 50 yards, across the road in Aldgate Square.**

- a) , and then report to your Incident controller. Make sure your name is recorded on the roll call.
- b) Do not run.
- c) Do not stop to collect personal belongings.
- d) Do not leave the site, do not re-enter the building until it is safe to do so.
- e) Do not use the lift.

NB: The evacuation signal will normally only sound for drill tests, when the system is being checked or in case of fire.

## **IF DANGER IS NOT IMMINENT**

- a) Stop machines or equipment.
- b) Shut off gas and electricity power where applicable (not lighting).
- c) Close doors and windows as you leave.

## **RETURN TO WORK**

Personnel will **not** return to work until the Fire Brigade has given the all clear.

The Incident Controller will then make arrangements for your return.

## **PRACTICE FIRE DRILLS**

From time to time, it will be necessary to carry out practice fire drills. This will be a test of reaction to the alarm and of the evacuation and roll call procedures.

Any assessment of the evacuation will be carried out by the Incident Controller and passed to the Health and Safety Manager / Procurement Manager.

## **ROLL CALLS**

- a) A documented record of contractors, agency staff and other visitors is kept in reception for use by the Incident Controller.
- b) All records where possible, are to be collected and passed to the Incident Controller for the purpose of the roll call.

## **WHAT EMPLOYEES SHOULD KNOW FOR THEIR OWN SAFETY**

- a) The position of the nearest Fire Alarm Point.
- b) The position of the nearest fire extinguisher and how to use it. (You should familiarise yourself with the instructions on it before a fire occurs).
- c) Your assembly point. (This is posted at the Reception)
- d) The nearest exit route to it
- e) For your own protection, you should report: -
  - 1) If any exit door is locked or obstructed.
  - 2) If any fire extinguisher is missing, damaged, obstructed or accidentally discharged.
  - 3) If any fire alarm point is obstructed.
  - 4) If any part of a fire evacuation route is blocked or obstructed.
  - 5) If you do not hear the test signal of the evacuation warning.

Any issues regarding the above should be directed to your Fire Marshals. These are listed in your office or place of work.

## **DISABLED REFUGE AREA**

The disabled refuge is located on stairwells.

On hearing the Fire Alarm the Disabled person should make their way to the Disabled refuge area and wait until the fire routes/exits are clear. The Disabled person will be escorted by the designated buddy to the Fire Assembly point.

**NB. The Assembly point is situated, left at the front of the building 50 yards, across the road in Aldgate Square. Right at the Back of the building 50 yards, across the road in Aldgate Square.**

## **ASSEMBLY POINTS**

When the fire alarm is sounded, all personnel must leave the building by the nearest safe route and report at your respective assembly point. These are situated at the **Aldgate Square**

When leaving the building it is important to take any visitors, contractors or short-term agency staff with you. They all need to be directed to the assembly point.

At the assembly point remain quiet and calm; wait to clearly acknowledge your name being called by the Fire Marshal as part of the roll call. Anybody who does not hear his or her name being called must make it known to the Fire Marshal.

After the roll call is complete it is important that you stay at your assembly point until the all clear has been given and it is safe to return to work.

**Assembly point is situated. left at the front of the building 50 yards, across the road in Aldgate Square. Right at the Back of the building 50 yards, across the road in Aldgate Square.**

## **FIRE PREVENTION – REMOVAL OF HAZARDS**

1. Heaters: Only heaters which at the time of installation comply with British Safety Standards and are supplied by the company.
2. All heaters to be kept clear of combustibles. No clothing or dusters should be draped over heaters.
3. Electric circuits not in use to be switched off at the mains.
4. Periodic checks on equipment that is left running or is in the process of being charged.
5. Doors and windows in unoccupied parts of the building to be kept secure against unauthorised entry.
6. All fire doors to be kept closed not propped open with a weight or fire extinguisher.
7. Fire fighting appliances to be kept clear of obstructions.
8. Prevent waste and rubbish from accumulating.
9. Flammable liquids or other dangerous substances kept in appropriate stores when not in use.
10. Strict adherence to "NO SMOKING" policy.
11. Ensure waste paper baskets and bins are emptied frequently.
12. A "CLEAR AREA" of five metres from external walls is to be maintained in the rear yard. No combustible materials, particularly pallets are to be stacked in this area.
13. All emergency exits to be kept clear of obstruction.

## **FIRE MARSHALS**

There are four first line marshals to carry out the evacuation of the whole campus during normal working hours, one of which is the senior and is responsible for ensuring that all Fire Marshals are properly trained and carry out their responsibilities to the desired standard.

### **FIRE MARSHAL**

Ann Clark  
Anthony osei Owusu  
David Stanley  
Florina Izbase  
Gayatri Vattem  
Gianluca Di Luciano  
Ioana Balan  
Lawrence Boateng  
Mohammed Alajmi  
Renata Gustavsson

## **AREAS OF RESPONSIBILITY**

All Fire Marshals have defined responsibilities. Each is responsible for ensuring that specific areas of the building are properly evacuated.

### **FIRE MARSHAL**

### **CHECK AREA**

Ann Clark/ Anthony osei Owusu	Floor 5 Floor 4
Gayatri Vattem/ Florina Izbase	Floor 3
Ioana Balan/ Mohammed Alajmi	Floor 2
Gianluca Di Luciano/David Stanley	Floor 1
Lawrence Boateng/ Renata Gustavsson	Ground Floor/Basement

## **ROLL CALL RESPONSIBILITIES**

During normal working hours Lawrence Boateng/ Renata Gustavsson is responsible (where possible) to distribute the roll call sheets to the Fire Marshals conducting roll calls at their respective assembly points.

In event that it is not possible to collect the roll call sheets the master copies brought from reception are to be issued.

Gianluca Di Luciano/David Stanley	Assembly Point
Lawrence Boateng/ Renata Gustavsson	Assembly Point

Fire Marshals are expected to check their escape routes every month to ensure they are well maintained.

## **INCIDENT CONTROLLER**

During normal working hours the Incident Controller will be Gianluca Di Luciano/David Stanley or in their absence Lawrence Boateng/ Renata Gustavsson or Ann Clark/ Anthony osei Owusu

It is the responsibility of the Incident Controller to ensure that they liaise with the Fire Marshals and manage all information relevant to the evacuation

The Incident Controller, will liaise with the Emergency Services informing them: -

- A) All personnel accounted for and any injuries if known
- B) Personnel not accounted for (last known location and duties)
- C) Area of danger if known
- D) Issue copy of building layout

The Incident Controller will also inform all personnel when the 'all clear' has been given and it is safe to return to work.

Following the evacuation, the 'Evacuation Assessment Report' is to be completed after discussion with the Fire Marshals. This should be passed to the Health and Safety Manager / Procurement Manager when signed.

## **CONDUCTING THE ROLL CALL**

**It is important that this is carried out quickly and accurately.**

Using the printed roll call sheets issued to the Fire Marshal conducting the roll call, it should only be necessary to call out the names that are listed as being 'Present', in the event that it was not possible to collect the sheets, the master set brought from reception are to be used. In this instance it may be necessary to call all names listed to establish those present.

When confirmed as being present, a 'tick' should be entered against their name on the sheet.

If personnel are not present or do not respond, enquire if anybody knows of their whereabouts, if it is confirmed that they are not on site put a 'cross' against their name. If it is uncertain whether personnel are on site put a question mark against their name.

After the list of names is complete, check if "there is anybody there whose name has not been called" If there are and they appear on the list, enter a tick against their name, if they are not listed write their name at the bottom of the list.

When satisfied the roll call is complete, remind everybody to stay at their assembly point until the "all clear" is given.

Pass the tick sheet over to the Incident Controller making them aware of any information recorded on the sheet.

Return to your assembly point to await further instructions from the Incident Controller.

After the evacuation it is important that there is feedback regarding the evacuation/roll call process. Any comments or information (particularly on the accuracy of the roll call sheets) should be discussed with the Incident Controller prior to the completion of the evacuation assessment report.



## **INCIDENT CONTROL**

After leaving the building the Fire Marshals are to make their way to the front of building, if an Incident Controller is present the Visitors/Contractors clipboard should be handed to them, they (Fire Marshals) should then continue on to their respective Assembly Point with the roll call sheets to carry out the roll call and reporting back procedure.

If after leaving the building there is no Incident Controller at the front of the building, Security will assume the role, and will continue to Assembly Point to carry out the roll call and reporting back procedure.

In the event of an evacuation where there are no Senior Management on site the following members of staff needs to be contacted: -

	Unni	07484132398
Santhy		07932982264

## **RECEPTIONIST**

The receptionist on hearing the alarm and only if it is safe to do so will ring the Fire Services to confirm they had received our alarm and are on their way.

Following this call the receptionist will immediately leave the building taking with him/her (as long as it is safe to do so) the visitors/contractor's clipboard.

All this information must be passed to the Incident Controller en route to their fire assembly point.



## ESCAPE ROUTE MAINTENANCE CHECKLIST

Date of Check:		Time of Check:	
Considerations	YES	NO	Problems and Actions Taken
Route OK?			
Doors OK?			
Final Exits OK?			
Signs/Notices OK?			
Fire Hazards Absent?			
Extinguishers OK?			

Fire Marshal.....

Signature.....

The considerations include:

1. Route: free from obstruction?
2. Doors: free from obstruction? Capable of being easily opened? Fire doors shut and free from damage?
3. Final exits: unobstructed inside and outside? Capable of being easily opened?
4. Signs and Notices: Present? Clearly visible?
5. Fire Hazards: should be absent.
6. Fire Extinguishers located correctly, intact and free of damage

Checks to be carried out every month.

Pass to Health and Safety Manager / Procurement Manager when completed.



## Fire Evacuation Form

Name of person completing form:	Location:
Date of Alarm:	Time of Alarm:

1. What was the cause of the alarm?
2. How long did it take to evacuate the building and complete the roll call?
3. Was the evacuation procedure followed? If not outline shortfalls.
4. Enforcement Authorities Involved? (Delete as applicable)
HSE/EHO/Environment Agency/None
5. How many fire exits were used?
6. In what areas can the training/roll calls be improved?
7. What emergency service were required? (Delete as applicable)
Fire/Ambulance/Police/None
8. Other incident report(s) to be attached?
9. In which areas, if any, was the alarm inaudible?
10. Action to be taken to prevent re-occurrence?

Sign of Person completing form: .....

Health & Safety Manager / Procurement Manager Comments:

.....

.....

.....

.....

.....

Signature: .....

Date: .....

# Emergency Assembly Point

