



UK COLLEGE
OF BUSINESS AND COMPUTING

Evacuation Procedure

Wentworth House

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

- a) Take any visitors/contractors with you; **direct them to the assembly point at the front of the building on Beehive Lane.** 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 Representative.

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 on the 12th floor)
- 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 on the notice board on each floor.

ASSEMBLY POINTS

When the fire alarm is sounded, all personnel must leave the building by the nearest safe route and report at your assembly point. The Assembly point is situated on **Beehive Lane outside the building front.**

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 on Beehive Lane outside building front.

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 six 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. There are five counterpart Fire Marshals to cover any absence.

FIRE WARDENS

Britney Darko
Sawmeyan Sivalingam

AREAS OF RESPONSIBILITY

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

<u>FIRE MARSHAL</u>	<u>CHECK AREA</u>
Britney Darko/ Sawmeyan Sivalingam	13 th floor east
Britney Darko/ Sawmeyan Sivalingam	13 th floor west
Britney Darko/ Sawmeyan Sivalingam	12 th floor
Britney Darko/ Sawmeyan Sivalingam	9 th floor
Britney Darko/ Sawmeyan Sivalingam	11 th floor

ROLL CALL RESPONSIBILITIES

During normal working hours the Senior Fire Marshal 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.

Britney Darko/ Sawmeyan Sivalingam	Personnel's from 13 th floor
Britney Darko/ Sawmeyan Sivalingam	Personnel's from 12 th floor
Britney Darko/ Sawmeyan Sivalingam	Personnel's from 9 th floor
Britney Darko/ Sawmeyan Sivalingam	Personnel's from 11 th floor

Fire Wardens are expected to check their escape routes every two weeks to ensure they are well maintained.

INCIDENT CONTROLLER

The Incident Controller will be the one working as a building security.

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 Representative 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 the 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.

EVACUATION AFTER 18-00HRS

The Fire Wardens, there are at least two Fire Marshals to be present after 18-00hrs. They will direct all personnel including cleaners to Assembly point – Beehive Lane.

FIRE MARSHAL

CHECK AREA

Britney Darko/ Sawmeyan Sivalingam
Britney Darko/ Sawmeyan Sivalingam

12th and 13th floor
11th and 9th floor

At reception collect the visitors/contractors sign in records (if it is safe to do so), and finally leave by the main entrance (if it is safe to do so).

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 the 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 building, any Senior Fire Marshal present is to assume the role, and Junior Fire Marshal 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 Telephone Numbers needs to be contacted: -

Santhy Krishnan 07932982264

Joshila Ramgolam _____ 07791650511

David Stanley 07944629503

RECEPTIONIST

The receptionist/ Front desk administrator 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/Front desk Administrator 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 on route to their fire assembly point.