



Fire Emergency Evacuation Plan and Fire Procedure

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Fire evacuation strategy

Simultaneous Evacuation

As in most premises, the evacuation in case of fire will simply be by means of everyone reacting to the warning signal given when a fire is discovered, then making their way, by the means of escape, to a place of safety away from the premises (in this case Bloomsbury Square). This is known as a simultaneous evacuation and will normally be initiated by the sounding of the general alarm over the fire warning system.

Action on hearing the fire alarm

The Fire Marshal(s) should instruct all personnel upon on hearing the fire alarm to act in accordance with the agreed FEEP strategy. The fire wardens (Helena Ramalho and Moid Mohammad), on hearing the alarm, should proceed to pre-determined positions to assist members of the public and staff to leave the building by the nearest safe route.

Personnel should not re-enter the building with the possible exception of the Fire Team.

Calling the fire brigade - Responsibility of

Louise Newman (Centre Manager) or Eva Feleki, Anja Gizdavcic (Registrars) or Helena Ramalho (Academic Support)

The Fire Service should also be informed immediately by the person discovering fire, dependant on conditions.



- Remainder of Staff (Cleaners, caretakers etc.) also to be conversant with procedure. In any case the senior official should ensure that Fire Service is called in the event of an outbreak of fire.

Identification of key escape routes

In premises where members of the public or persons unfamiliar with layout of the premises are present there should be means available to identify the key escape routes. They could include schematic drawings supplemented with a satisfactory emergency escape signs.

Fire Wardens/Marshals

The Responsible Person where necessary to safeguard the safety of employees should nominate employees to implement certain fire safety measures which will include the fire evacuation. The general term used for these people are fire wardens or fire marshals. The Fire Marshals are:

Moid Mohammad

Helena Ramalho

The duties and responsibilities of Fire Wardens/Marshals

A senior official in each building [Chief Fire Warden] should be given the responsibility of maintaining a high standard of fire precautions and the overall responsibility for the action in the event of fire. He/she should have a nominated deputy.

Evacuation fire wardens should be appointed for each room/department/floor as applicable and each warden should have a nominated deputy.

Fire Wardens/Marshals should be responsible for

- Fire routine and evacuation drill procedure
- Ensuring personnel know location of fire alarm points.
- Ensuring regular use of primary and secondary escape routes.
- The close down procedure
- Procedure for nominated staff to assist employees and members of the public to nearest exits.

A senior fire warden/marshal should be made responsible for ensuring that notices are correctly sited the fire emergency evacuation plan is properly distributed and understood by all.

Places of assembly and roll call

Personnel should assemble at a pre-determined assembly point.

1. Pre-determined assembly points (**Bloomsbury Square**) should be arranged and a **roll call of staff/students to be taken**. The person who is in charge of the assembly point should report to the person who has been nominated the fire service liaison person



indicating all persons accounted for or whose missing and where they were last seen.

2. Another consideration when selecting the location for an assemble site is to fully understand the fire emergence evacuation plan. Calculate the number of staff that would need to assemble and if it was a multi-occupied building you would need to co-operate with the other occupants.
3. It is also very important to be familiar with the surrounding topography.
4. The assemble point should be far enough away from the building not to put staff in danger of radiated heat and falling debris. Give ample room so you do not interfere with fire fighting operations and do not jeopardise the actions of the fire service.
5. Be close enough to ensure that the nominate person who is in charge of the assemble point; can communicate with the nominated fire liaison person who should be located near the main entrance. This could be simple talking to him direct, or the use of runners or electronic communications (pack sets, mobile phone)
6. The area chosen should be larger enough to accommodate all the staff, if this cannot be found you may have to consider additional sites. Open areas are ideal like pedestrian areas also car parks could be considered but be aware of the dangers.
7. It should not be in an enclosed area and the staff should be able to disperse without the need to pass close to the premises on fire.
8. Inclement weather needs to be considered and some form of shelter or other weather protection may be necessary as the staff are most likely to have evacuated without collecting their out of doors clothing.
9. Use appropriate signs where this is feasible as it leaves no doubts in the minds of staff

Fire fighting equipment provided

A nominated fire team if available or any trained competent person should where possible attack fire with appropriate equipment In this case **Helena Ramalho**, however fire fighting is always secondary to life safety.

DO NOT PUT ANY PERSONS AT RISK

Fire alarms and drills

- Held at regular intervals
- Records kept
- There should be drills completed at least once a year, from sounding of alarm to roll call procedure
- Fire Alarms and Fire Fighting Equipment should be tested at weekly intervals and records kept
- Fire equipment regularly serviced
- Liaison with emergency services

You should arrange all the necessary contacts with external emergency services and make them familiar with your fire action plan. (See above)



There should be senior person nominated to meet the fire and rescue service when they arrived to provide them with any information they require. S/he should have an intimate knowledge of the premises and be in contact with the person conducting the roll call at the assemble point.