

EMERGENCY FIRE EVACUATION INSTRUCTIONS

ON HEARING THE FIRE ALARM

A 'Stay put' procedure is in place, which states that if the alarm is activated and there is no evidence of a fire then you should remain in your room and await further instructions from a Fire Warden.

If instructed to evacuate:

Leave by the **nearest** exit.

Do not delay your escape by collecting belongings.

Do **not** use the lifts.

Go directly to the assembly point located in the **Car Park**.

Do not re-enter the building until instructed to do so by the Evacuation Controller or Fire Wardens.

ON DISCOVERING A FIRE

Immediately raise the alarm.

Alert anyone nearby.

Operate the nearest break glass call point.

Leave the building by the **nearest** exit.

Do not delay your escape by collecting belongings.

Do **not** use lifts.

Do not attempt to fight the fire unless you have been trained to do so.

Go directly to the assembly point located in the **Car Park**.

Report the location of the fire to a fire warden.

Do not re-enter the building until instructed to do so by the Evacuation Controller or Fire Wardens.

campus living villages [salford]

FIRE EVACUATION PLAN

Description

The purpose of this document is to provide site specific information for the management of an outbreak of fire. The system in all buildings is identical and the procedures apply to each building.

Action on discovering a fire

Any student discovering a fire should immediately activate the fire alarm system, warn all persons in the immediate vicinity of the presence of a fire and leave the building.

A member of staff discovering a fire should immediately activate the fire alarm system, check that there is no one in immediate danger, and supervise the orderly evacuation of the specified area.

In areas where fire fighting equipment exists, minor fires may be tackled with fire extinguishers or fire blankets if it is considered safe to do so and the individual is competent in their use.

Once outside the building at the assembly point in the accommodation block car park, the person who activated the alarm should advise the Evacuation Controller (EC) of the location of the fire and if possible an indication of its size and type.

Alarm activation

The operation of a detector or break glass alarm point **in a flat** will relay at the fire control panel followed by the alarm sounders on **that particular floor and the floor above**.

The operation of a detector or break glass alarm point **in a staircase** will relay on the fire control panel followed by the alarm sounders **throughout the building**.

The alarm sounder is the signal for all staff, students, contractors and visitors to leave that area immediately.

Evacuation

A '**Stay put**' procedure is in place, which states the following:

- If there is a fire in a flat, evacuate that floor plus the one above and below.
- If there is a fire in a stairwell, evacuate the whole block.

All escapees should take only their immediately accessible belongings and make their way to the assembly point. In the case of leaving a room, the door should be closed behind the last person out. All escapees should follow the green signs that indicate the shortest exit route and make their way to the assembly point.

Assembly point

The assembly point is located in the accommodation block car park.

Responsibilities

Evacuation Controller (EC)

In the event of the alarm sounding, the EC will check the fire panel; he/she will then immediately proceed to the source of the alarm to identify the cause of activation, ensuring he/she is carrying a fully charged two way radio.

The EC will then confirm whether the alarm is real or false. In the event that it is the former, the EC will contact security to validate the alarm and call the fire brigade.

There is a **six minute window** to establish if the fire brigade need to be called, after which they will be called automatically.

If the activation is as a result of an alarm panel fault, equipment fault or tampering, the details are to be recorded in the security log. In the case of a false alarm the fire panel must be reset.

The EC will make his/her way to the security lodge where he/she will coordinate the evacuation of the necessary areas and greet the Fire Brigade to inform them of all pertinent information.

All details will be recorded in the security log book immediately after the event and an investigation initiated.

Fire Warden (FW)

Where possible and if it is safe to do so, the designated FW(s) will ensure residents are out of the area where the fire exists. The FW(s) will then ensure that all other areas requiring evacuation are cleared and report the fact to the EC.

The FW will supervise the assembly point ensuring a safe distance is maintained between the building and everyone except the emergency services and any other persons involved in the management of the fire.

The FW(s) must keep access routes clear to allow the emergency services quick access to the accommodation blocks.

Roles

All roles must be covered at all times; therefore deputies are to be assigned.

Office Hours:

Evacuation Controller

Site Manager
Assistant Site Manager (Deputy)

Fire Warden(s)

Security Officer 1
Assistant Site Manager (Deputy)
Porter (Deputy 2)

Out of Office Hours:

Evacuation Controller

Security Officer 1
Resident Assistant (Deputy)

Fire Warden(s)

Security officer 2
Resident Assistant (on duty) (Deputy)

In all cases:

- **If there are signs of smoke or heat from a room, do not open the door.**
- **Do not attempt to tackle a fire unless it is considered safe to do so and you are competent in the use of the fire equipment.**
- **Do not place yourself or others at risk.**