



South Gloucestershire and Stroud College

Fire Evacuation Procedure – Filton Campus

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Please contact the Human Resources Department

Prepared by:	Joe Tripp
Job Title/Role:	Health and Safety Advisor
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Approved by:	Executive Team
Date:	22 nd August 2014

<p>Have you consulted on this policy? Details:</p> <p>What evidence has been used for this assessment?</p>	<p>No</p> <p><i>The appended documentation.</i></p> <p><i>Equality Act 2010 et. al.</i></p>		
<p>Could a particular group be affected (negatively or positively)?</p>	<p>Positive Impact Indicate Y where applicable</p>	<p>Negative Impact Indicate Y where applicable</p>	<p>Evidence</p>
<p>Characteristics protected by the Equality Act 2010</p>			
Age	N/A	No	
Disability	N/A	No	
Gender Reassignment (inc. Transgender)	N/A	No	
Race (inc. Gypsy & Traveller)	N/A	No	
Religion and Belief	N/A	No	
Sex	N/A	No	
Sexual Orientation	N/A	No	
Marriage & Civil Partnership	N/A	No	
Pregnancy & Maternity	N/A	No	
<p>Characteristics designated by SGS as requiring due regard</p>			
Carers and Care Givers	N/A	No	
Persons in Care and Care Leavers	N/A	No	
<p>If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? <i>No</i></p> <p>If yes, please detail: <i>This policy is E & D neutral it neither provides advantage nor does it breach our equal opportunities statement, the Equality Act or other relevant legislation</i></p>			
<p>Should this policy, service, strategy, procedure or function proceed to a full Impact Assessment? <i>No (none required)</i></p>			
<p><i>We are satisfied that an initial screening has been carried out on this policy/procedure and a fully Impact Assessment is not required.</i></p> <p><i>We understand that the Impact Assessment is required by the College and we take responsibility for the completion and quality of this assessment.</i></p> <p>Completed by: <i>Joe Tripp</i> Position: <i>Health & Safety Advisor</i> Date: <i>May 2014</i></p> <p>Checked by: Position: Date:</p>			

Fire Evacuation Procedure – Filton Campus

1. Introduction

- 1.1. As an employer, South Gloucestershire and Stroud College (SGS) is responsible for ensuring that there are arrangements in place so that staff, learners, visitors and contractors know what actions to take in the event of a fire and/or upon hearing the fire alarms.
- 1.2. To this end the College must ensure that appropriate pre-planned procedures are in place. This procedure has thus been prepared in accordance with the requirements of health, safety and fire legislation and the College's Health and Safety Policy.
- 1.3. Refuge Points are designated areas, which are separated by fire-resisting construction, identified at the College in conjunction with the Local Fire Authority. A refuge provides a temporary safe space for disabled people to be located in order to wait for others to help them evacuate or to rest before continuing to evacuate.

2. Statement

- 2.1. This procedure must be followed in the event of a fire and/or upon hearing the fire alarm.
- 2.2. The procedure describes the fire evacuation arrangements at the College, the roles of key personnel in the event of an evacuation and specific arrangements for those with a disability that affects their ability to evacuate unaided.
- 2.3. It should be noted that this procedure is applicable to the Filton Avenue sites only (including 'A' Block and 'AE' Blocks).
- 2.4. The WISE and Stroud Campuses have their own standalone procedures.
- 2.5. For smaller College locations, i.e. Bristol School of Art, IT Outreach Centres etc., fire procedures have been developed to take into consideration local arrangements.
- 2.6. Where staff and learners are situated at these premises the responsible managers at these locations will inform them of the Fire Procedures as part of their induction process.

3. Responsibilities

3.1. Definitions:

- 3.1.1. **Key Personnel** – Nominated College staff identified to undertake specific roles under the College's Fire Procedures.
- 3.1.2. **Duty Manager** – Person responsible for co-ordinating the fire evacuation.
- 3.1.3. **Fire Marshals** – College staff responsible for conducting sweeps within a set Departmental area in order to ensure all persons have evacuated the area.
- 3.1.4. **Refuge Point** – These are designated areas, which are separated by fire-resisting construction identified at the College in conjunction with the Local Fire Authority. A refuge provides a temporary safe space for disabled people to be located in order to wait for others to help them evacuate.

3.2. Key Personnel:

- 3.2.1. There are a number of key personnel that have been nominated to undertake specific roles in the event of a fire evacuation at the College. These key personnel are:

- Duty Manager
- Maintenance Staff
- Facilities Assistants
- Reception Staff
- Fire Marshals

- 3.2.2. The roles of these key personnel are detailed in **Appendix 1**.

3.3. Duty Manager:

- 3.3.1. Is responsible for co-ordinating the fire evacuation. Role and responsibilities of the Duty Manager are described in **Appendix 1**.

3.4. Managers:

- 3.4.1. All line managers must ensure that staff, learners, visitors and contractors, where applicable, are informed of the Fire Procedures. This must include, new or temporary staff, irrespective of the duration of contract with the College.
- 3.4.2. Once safely outside, all managers, not directly responsible for the supervision of learners, must assist the Duty Manager to evacuate persons to the fire assembly area.

3.4.3. All managers must ensure sufficient staff are available and have received the appropriate training to act as Fire Marshals in order to implement the 'tally baton' system within their department / areas of responsibility (**Appendix 2**).

3.4.4. Must advise the Health and Safety Advisor of the names and contact details of all departmental Fire Marshals on appointment in order to facilitate appropriate training and to ensure the Fire Marshals' list remains up to date.

3.5. Health and Safety Advisor:

3.5.1. In conjunction with the Site Estates Manager and Health and Safety Committee, is responsible for ensuring this procedure is adequately communicated and understood by all staff.

3.5.2. In conjunction with the site Estates Manager and Health and Safety Committee, is responsible for reviewing the procedure annually to ensure it remains fit for purpose.

3.5.3. In conjunction with the site Estates Manager, is responsible for ensuring a list of Fire Marshals is available, that the list remains current and that all Fire Marshals have received appropriate training.

3.6. All Staff:

3.6.1. All staff must ensure that they are familiar with the fire evacuation procedures.

3.6.2. Where staff are responsible for learners they must ensure that learners are informed of the College's Fire Procedures, not only when they first arrive at the College, but at regular (termly) intervals during their course.

3.6.3. In the event of an emergency, visitors to the College should be guided from the building and taken to the assembly area by the staff acting as their host.

3.6.4. All staff have a duty to take reasonable care for their own safety and that of other people who may be affected by their activities. This includes ensuring all potential fuel sources remain separated from sources of heat and that flammable materials are returned to suitable storage after use.

4. Related Policies, Statements and Guidance

4.1. SGS College Health and Safety Policy

- 4.2. HM Government's Fire Safety Guide for Educational Premises
- 4.3. HM Government's Supplementary Fire Guide 'Means of Escape for Disabled People'
- 4.4. SGS Fire Policy Statement

5. Procedures

5.1. Action on Discovering a Fire:

- 5.1.1. Sound the alarm by activating the nearest call point.
- 5.1.2. Where safe to do so, telephone the College's Emergency Number to report the activation: ext. 200 for Main Site and 'A/AE' Blocks.
- 5.1.3. Leave the building by the nearest safe exit, closing doors, windows and switching off machines / equipment, where safe to do so.
- 5.1.4. Do not stop to collect personal belongings.
- 5.1.5. Should an intermittent alarm sound, there is no need to evacuate but be prepared to do so.
- 5.1.6. If both the intermittent and constant alarms can be heard within your area, evacuate. Remember – if in doubt, get out.
- 5.1.7. Do not use the lifts unless you have been issued with a Personal Emergency Evacuation Plan (PEEP) specifically authorising you to do so.
- 5.1.8. If there are people with impaired mobility or disability, who are unable to use the stairs unaided, they will have received a Personal Emergency Evacuation Plan (PEEP) to facilitate their escape. In the unlikely event that they have not received such a plan, they must be escorted to a designated refuge point.
- 5.1.9. Refuge points are located close to the main staircases. The refuge points are clearly identified with a green and white sign and are uniquely numbered.
- 5.1.10. Where people have been escorted to a refuge point, their location and the refuge point number must be reported to the Duty Manager by a responsible member of staff.

- 5.1.11. It is preferable that a member of staff stay with persons escorted to refuge points in order to reassure them – this is on a purely voluntary basis.
- 5.1.12. The Duty Manager will be located in front of the building wearing a yellow high visibility jacket.
- 5.1.13. The Duty Manager will subsequently ensure that appropriate arrangements are made to facilitate the person's evacuation if the need arises.
- 5.1.14. Report to the designated Assembly Point.
- 5.1.15. DO NOT RE-ENTER BUILDINGS UNTIL INSTRUCTED THAT IT IS SAFE TO DO SO BY THE DUTY MANAGER.

5.2. Action on Hearing the Fire Alarm:

- 5.2.1. Upon hearing a continuous alarm, leave the building by the nearest safe exit, closing doors, windows and switching off machines / equipment, where safe to do so.
- 5.2.2. Do not stop to collect personal belongings.
- 5.2.3. If there are people with impaired mobility or disability, who are unable to evacuate unaided, they will have received either a Personal Emergency Evacuation Plan (PEEP) to facilitate their escape. In the unlikely event that they have not received such a plan, they must be escorted to a designated refuge point
- 5.2.4. Where people have been escorted to a refuge point, their location and the refuge point number must be reported to the Duty Manager by a responsible person. It is preferable that a responsible member of staff stay with persons escorted to refuge points in order to reassure them – this is on a purely voluntary basis.
- 5.2.5. Do not use the lifts unless you have been issued with a Personal Emergency Evacuation Plan (PEEP) specifically authorising you to do so.
- 5.2.6. The Duty Manager will be located in front of the building wearing a yellow high visibility jacket.
- 5.2.7. The Duty Manager will subsequently ensure that appropriate arrangements are made to facilitate the person's escape.
- 5.2.8. Report to the designated Assembly Point.

- 5.2.9. DO NOT RE-ENTER BUILDINGS UNTIL INSTRUCTED THAT IT IS SAFE TO DO SO BY THE DUTY MANAGER.

5.3. The Tally Baton system

- 5.3.1. A tally system operates at the College's Main Site and 'A/AE' Blocks. The tally system is designed to assist the Duty Manager in identifying the progress of the fire evacuation.
- 5.3.2. Tallies are coloured, plastic batons which are located in designated areas of the College, either in corridors or staff rooms. These areas are detailed in **Appendix 2**.
- 5.3.3. When a fire evacuation takes place, a designated member of staff (Fire Marshal), collects the 'tally baton' and checks / 'sweeps' the associated area / floor / block, ensuring that all occupants have evacuated – paying particular attention to areas where people may be alone, eg. toilets, offices. This acts as a back-up to the vibrating pager system to ensure persons with hearing impairments are made aware an evacuation is in progress.
- 5.3.4. On checking the area / floor / block, the Fire Marshal ensures that the 'tally baton' is given to the Duty Manager.
- 5.3.5. The tally will then be placed on to a tally board and thus provides the Duty Manager with a clear visual check that areas have been evacuated.

5.4. Personal Emergency Evacuation Plans (PEEPs)

- 5.4.1. PEEPs are prepared to ensure the health and safety of staff and learners with a disability in the event of an emergency evacuation, e.g. fire.
- 5.4.2. The aim of a PEEP is to provide people (staff and learners) who cannot get themselves out of a building unaided in the event of an emergency the necessary information and arrangements to facilitate their evacuation.
- 5.4.3. The plan is as the title suggests, 'personal' and it is pertinent to the learner, visitor, or member of staff for whom it has been prepared. It outlines the actions to be taken by the individual and appropriately identified College staff, should an evacuation take place.
- 5.4.4. The requirement for a PEEP is initiated by the Human Resources Department, if it relates to staff and by the Learning Support Department, if it relates to learners. The PEEP is subsequently prepared in conjunction with these

areas, the person for whom the PEEP relates and the College's Equality & Diversity Advisor. The PEEP pro-forma is detailed in **Appendix 3**.

- 5.4.5. Casual visitors who cannot evacuate unaided and for whom circumstances prevent a personal plan being developed in advance, will be taken to a refuge area to await assistance to evacuate.
- 5.4.6. To ensure the effectiveness of PEEPs, all appropriate staff, including, where practical, the person for whom the PEEP has been prepared, will receive all appropriate instructions, practical demonstrations and training appropriate to their actions/responsibilities.

Key Personnel

Duty Manager

Fire Evacuations will be co-ordinated by the Duty Manager

- Will be made aware of a fire alarm / evacuation by radio;
- To proceed to reception area to collect tally board, loudhailer and yellow high visibility jacket from Reception Staff;
- To stand outside of the building in front of the main entrance, ensuring that radio can be clearly heard;
- As the building evacuates, to collect tally batons from staff designated as Fire Marshals. Fire Marshals will inform the Duty Manager of the status of their evacuated areas and if any issues have been identified;
- To collate information regarding the people waiting in refuges;
- To keep key fire personnel informed of information being relayed about the evacuation and significantly about people located in refuge points;
- To keep alert to information from Maintenance Staff or Facilities Assistants if in the evening, via radio of alarm status and in particular if Fire Brigade to be called;
- To ensure that the 999 call is made;
- To co-ordinate with the Fire Brigade, where applicable;
- Issue the instruction for people to return to the building when it has been confirmed it is safe to do so.
- To ensure the exec lead for the Filton Site is informed of the fire activation as soon as is practical after dealing with the emergency (see SharePoint Homepage for contact details).
- Should the Duty Manager need to leave site during their duty, they must inform Reception and the lead exec for Filton who has taken over the Duty Manager's role / radio during their absence.

Fire Marshals

- On alarm activation, collect the tally baton for their area and checks / 'sweeps' the associated area / floor / block, ensuring that all occupants have evacuated.

- Once their sweep is complete, evacuate using the nearest fire exit.
- Report to the reception area in order to place their tally baton in the designated space on the tally board.
- To inform the Duty Manager of any issues that they may have identified during their check / sweep.
- When the all clear is confirmed, Fire Marshals must ensure people in Refuge Areas are informed of all clear.

Facilities Assistants – opening up to 9 am

- On alarm activation, check / 'sweep' the building ensuring that all occupants have evacuated.
- Following clearance of the building, one Facilities Assistant will proceed to the location identified to investigate the status of the alarm while the second waits at reception. Radio contact must be maintained throughout this operation.
- To make necessary repairs where applicable (false alarm) or to ensure the 999 call is made in the event of a real emergency.
- In the event of a real emergency to proceed to reception to collect loudhailer and fluorescent jacket.
- To stand outside of the building in front of main entrance, ensuring that radio can be clearly heard.
- To collate information regarding the people waiting in refuges and co-ordinate the subsequent evacuation of refuges should this become necessary. Refuge rescues will be prioritised depending on the location of the fire.
- To co-ordinate with the Fire Brigade on their arrival, where applicable.
- Access to refuge points in order to assist those with mobility difficulties will be gained via the final external exit from the refuge area in question – going in the way you intend to come out ensures your escape route has not been compromised.
- To assist in the evacuation of persons who cannot exit the building unaided. This may include use of the emergency chairs designed specifically for the purpose.
- To ensure the exec lead for the Filton Site is informed of the fire activation as soon as is practical after dealing with the emergency (see SharePoint Homepage for contact details).

Facilities Assistants – 9 am to Close

- Will be made aware of a fire alarm / evacuation by radio.
- Will be informed by Reception staff as to the location of the alarm.
- Facilities Assistant to proceed to the area to investigate the status of the alarm, if safe to do so – keeping in radio contact with the Duty Manager at all times. Once established, to report immediately as to the fire situation.
- To notify the Duty Manager to call the emergency services using the 999 system as appropriate.
- To make necessary repairs where applicable in false alarm situations, informing the Duty Manager when it is possible to issue the 'safe to return to building instruction' or that the Fire Brigade is required.
- In the event of a fire, will evacuate the building and report to the Duty Manager at reception in preparation to assist to evacuate persons with a disability from refuge areas should the need arise.

Reception Staff

- Will be made aware of a fire alarm / evacuation due to proximity to alarm panel / Attend to panel in absence of Estates Staff.
- To ensure that all key staff (FA's and Duty Manager) are informed of fire alarm activation and location of potential fire via radio.
- To ensure that the equipment required by the Incident Manager is readily accessible.
- To inform external telephone callers of the emergency so as to terminate call and allow emergency services to contact college where applicable.
- To ensure that a member of the reception staff is stationed with the Incident Manager in case further assistance is required, i.e. contact with the Fire Brigade.
- To ensure that no one re-enters the building until instructed by the Incident Manager.
- To ensure that all-remaining reception staff evacuate the building and assemble at the Fire Assembly Point.

**Appendix 2
Tally Baton System – Main Site Only**

Tally Baton System – Main Site Only

Tally	Tally Location
A Block Ground Floor	AG Landing area
A Block First Floor	A1 Corridor area
A Block Second Floor	A2 Landing area
AE Block Ground 1	Ground Floor Corridor
AE Block Ground 2	Coffee Bar
AE Block First Floor	AEF2 Science Lab
B Block Ground	Ground Floor Hair Salon
B Block First Floor	B1-05 Health & Beauty Office
B Block Second Floor	B2-03 Staff Office
C Block Ground	CG11 Finance Office
C Block Ground (2)	Corridor outside CG16
C Block First Floor	C114 Staff Office
C Block Second Floor	C2-12 Staff Office
D Block Ground	DG Staff Office
D Block Ground (2)	DG14 Staff Office
D Block First Floor	D112 Staff Office
D Block Second Floor	LRC Reception Area
D Block Second Floor 2	In2IT Area
E Block Ground	Refectory Office
E Block First Floor	E106 Staff Office
R Block – Construction Classrooms Zone 1	R9 Construction Staffroom
R Block – Painting & Decorating including yard Zone 2	R51C Staff Office
R Block – Electrical Zone 3	R26 Staffroom
R Block – Plumbing Zone 4	R44 Staffroom
S Block – Zone 5	S10 Staffroom
U Block Ground Floor	U1 Staff Office
CLIC	U Block First Floor Office

**Appendix 3
Personal Emergency Evacuation Plan (PEEP)**

Personal Emergency Evacuation Plan		
Name:	Course / Directorate / Department:	
College Location(s) to which Plan Applies:		
Arrangements identified to ensure safe evacuation:		
People identified to provide assistance in the event of an evacuation (where applicable):		
Name	Job Function	Contact Details
Training / Information identified:		
Details	Person Responsible	Action Date
Issued By (signatory):	Received By (signatory):	
Date of Issue:	Date of receipt:	
Agreed Plan Review Date: (Please note this must be each term or should any changes arise in building, teaching location, etc.)		

Location of Copies of Plan: (e.g. tutor, teaching staff, manager, HR, Learner Services, H&S Advisor)

Questions for PEEP Preparation

General:

1. Where is the person based for most of the time?
2. Can they hear the fire alarm(s)?
3. Can they move quickly in the event of an emergency?
4. Do they find stairs difficult to use?
5. Could they raise the alarm if they discovered a fire?
6. Do they need assistance to get out of their place of work in an emergency?
7. Is anyone designated to assist them to get out in an emergency?
8. Is their arrangement with their assistant(s) a formal arrangement?
9. Is their contact always in easy reach?

Hearing Impairment:

1. Can they hear the fire alarm in normal circumstances?
2. Are they aware of any special or purpose-designed hearing system or device that is available and would assist them in hearing the fire alarm more clearly?
3. What measures do they feel would assist them to exit the building safely in the event of an emergency? For example:
 - if they have difficulty in hearing the fire alarm, a visual indicator or vibrating pager;
 - written emergency egress procedures;
 - emergency egress procedures to be supported by BSL interpretation;
 - an assistant
4. Are there any other concerns that they wish to raise?

Visual Impairment:

1. Do they have a visual impairment which could inhibit them being able to leave the building safely in the event of an emergency?
2. Do they require help to move around the building for example: a cane, guide dog or other equipment?
3. In normal circumstances, how long does it take them to leave the building unaided from their place of work?
4. What measures do they feel would assist them to exit the building safely in the event of an emergency? For example:
 - emergency procedures to be issued to them in Braille / on tape / in large print;
 - different signs to mark emergency routes and exits; tactile signage or floor surface; coloured tape on the floor surface
5. Are there any other concerns that they wish to raise?

Mobility Impairment:

1. Can they leave the building unassisted?
2. Do they need or use a wheelchair?
3. Is their wheelchair required for all circumstances?
4. Is their wheelchair a standard size or an electrically powered type with wider dimensions?
5. Would an evacuation chair help - and could they use it i.e. can they transfer from their wheelchair to an evacuation chair?
6. Would they find it acceptable to use a Refuge Point if required?
7. Would it be helpful if a member of staff were to be assigned to assist them (e.g. someone to stay with them in the refuge)?
8. What measures do they feel would assist them to exit the building safely in the event of an emergency?
9. Are there any other concerns that they wish to raise?

Some examples of helpful measures for consideration when discussing needs with mobility impaired people:

- Locating a team, which include disabled people with mobility impairments, as near to ground floor level, and close to fire exits as possible;
- The provision of evacuation chairs, to enable mobility impaired people unable to negotiate stairs, to be safely helped out of the building. Both the disabled person using the chair and those operating it should be properly trained in the use of the equipment in order to avoid accidents and to maintain adequate safety for other users of the stairs. This will require sufficient numbers of staff to be trained in the use of, handling, and lifting into the chair and available to respond in the event of an emergency;
- Clear designation and instructions for the use of 'Refuge Points' – for use while waiting for help to move from the refuge to safety

Tour of the Building / Work Environment that they work in / generally require access to:

Initial discussions with the disabled person should be followed by a tour of the place of work, including any exit routes. The following questions are provided as prompts for relevant observations relating to the building and work environment. These issues must be discussed during the tour – and recorded to form part of the PEEP / assessment

1. Is the directional and instructional signage adequate and relevant?
2. (If they have a hearing impairment) – are there illuminated alarm devices within the toilet areas that they use?
3. (If they have a partial mobility or sight impairment) – do they routinely negotiate staircases or do they use the lifts?
4. If they use the staircase, are steps adequately identified?
5. If they use a lift, is there easy access / egress and is it easy to operate the lift?
6. If they use a lift, is there an emergency telephone installed or an emergency button clearly marked for them to use?
7. Are there Fire Doors with self-closing devices on their exit routes – would that hinder them if they had to leave the building in an emergency?
8. Are there any internal or external steps that are difficult to negotiate?