



Heddlu
Gwent
Police

FIRE EVACUATION GUIDE

Premises:

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1) INTRODUCTION

All persons at work and all newly appointed staff shall be instructed and trained to ensure that they understand the fire precautions and the action to be taken in the event of fire. The training shall be appropriate to their responsibilities in an emergency and shall be based on the **FIRE SAFETY EVACUATION PLAN**. A copy of the instructions shall be made available to all staff. The instruction and training shall cover:

- a) the action to be taken on discovery of a fire;
- b) the action to be taken when the fire alarm is actuated;
- c) operation of the fire alarm, location of the fire alarm call points or internal fire alarm telephones and any indicator panel;
- d) the method of calling the Fire Service;
- e) the correct method of operation and the location of fire fighting equipment;
- f) the purpose of fire resisting doors and their correct operation;
- g) familiarity with the escape routes;
- h) evacuation of the building and location of assembly points.

When parts of the premises are occupied by persons who have a disability which would prevent them from using the means of escape as an able bodied person, efficient arrangements shall be made to ensure their safe evacuation in an emergency. (See Appendix G - Specific Individual Risk Assessment)

The above paragraph would also be applicable to persons whose first language is not English.

Lifts shall not be used for this purpose **unless authorised by the Fire Service**.

All persons at work shall receive tuition by a competent person not less than once in every period of six months. This shall include evacuation drills (including operation of the fire alarms) based on the assumption that, where appropriate, one escape route may be affected by fire.

For employees and guests for whom English is not a first language, written instructions shall be provided in their own language.

All persons on regular duties outside normal working hours shall also be included in the instructions and training.

All contractors and their employees shall, prior to commencing work, be made familiar with the routine to be followed in case of fire.

NOT PROTECTIVELY MARKED

Details of the instruction and training shall be noted and forwarded to the Estates and Facilities Department.

NOT PROTECTIVELY MARKED

2) FIRE DRILL

The Estates and Facilities Department will ensure that fire drills take place at least once every six months. Ideally this should take place at different times of the day to ensure that those members of staff who work shifts participate in a fire drill at least once a year.

A Senior Officer and/or Business Support Officer may be informed of the drill but all other members of staff should be unaware of the planned procedure.

A copy of the Fire Evacuation Log Sheet will be posted on the Force H&S Intranet site by the Estates and Facilities Department.

The Estates and Facilities Department will ensure that all buildings are supplied with a building layout / location of fire equipment drawing for the premises.

Consideration may be given to inviting the Fire Service to attend Fire Drills as observers and to comment.

3) EVACUATION PROCEDURES

3.1 Responsible Persons

Heads of Service Areas / Departments will ensure that the Fire Evacuation Guide is updated and reviewed as necessary, and that staff are aware of what action to take in the event of a fire or emergency. (See Appendix B)

In the absence of the Head of Service Area / Department, a deputy must be nominated to assume control of their duties in the event of an evacuation. (See Appendix D)

Business Support Officers, Line Managers and competent persons (people who have attained the Police Certificate in Health and Safety or Level 3 Certificate in Occupational Safety and Health) must ensure that so far as is reasonably practicable, their sections are quickly and efficiently evacuated during an emergency and that all their staff and visitors are informed of the procedure for evacuation of their premises.

In order to assist with the Emergency Evacuation Procedures, a system of Fire Wardens will be employed. Their role will be voluntary and they will receive appropriate training. Each Fire Warden will be appointed via their Health and Safety Committee / Heads of Department and will have a responsibility for designated areas. (See Appendix E)

This is supplemented by a system of checking, to ensure all persons known to have been in the building are accounted for. The Departmental Head or Deputy must ensure that completed Fire Evacuation Checklists are made available at the

nominated assembly points (Appendix F). The Fire Evacuation Checklist must also take account of visitors and contractors on site in addition to employees.

It should be remembered that every individual member of staff has an obligation to abide by the evacuation procedures and must leave the building immediately by the nearest available route should an emergency occur. Lifts must not be used. Line Managers and Fire Wardens should not, therefore, be in a position of having to persuade people to leave the building.

If any person refuses to leave the building when instructed by a Line Manager or Fire Warden, then the Line Manager or Fire Warden is not expected to risk danger by staying to argue. However, the name of the person who refused to leave, or follow instructions, must be reported to the Head of Department and that matter will be taken up as a matter of seriousness. There is a legal obligation under Health and Safety Legislation for all personnel to comply.

Line managers, Fire Wardens and their Deputies must:

- i) Familiarise themselves with all emergency escape routes, assembly points and evacuation procedures.
- ii) Ensure in anticipation of an emergency occurring that assistance is given to colleagues with mobility or sensory impairment issues.
- iii) Take note of, and act upon any instructions concerning emergency evacuations that may be issued to them from time to time.

They must also ensure that all staff and visitors to the building are aware that when an emergency evacuation occurs it is essential that they must, regardless of the time of day i.e. lunchtime or home times, report to the nominated assembly point.

People leaving of their own accord without informing their Line Managers / Fire Wardens could result in much time and effort wasted searching for them, as well as fire officers putting themselves at risk.

3.2 Action when fire is discovered

The person discovering the fire should immediately activate the fire alarm system, where fitted or shout 'fire' in those areas of the building where it is most likely to be heard. On no account should the individuals put themselves at risk. Consideration can be given to supplementing the fire alarm system with tannoy messages where fitted. This may prove particularly useful in providing employees with information concerning escape routes and location of seat of fire etc.

3.3 Action following the raising of a fire alarm

Line Managers, Fire Wardens and their Deputies must:

- i) Ensure so far as is reasonably practicable, that when the alarm is sounded the area for which they are responsible including cloakrooms, toilets, kitchens etc. are evacuated quickly and effectively by the nearest available exit and that employees make their way to their nominated assembly point.
- ii) Ensure, so far as is reasonably practicable, that all doors are closed. Do not leave the direct route of escape to shut doors, windows or switch off electrical equipment.
- iii) Not attempt to fight the fire (unless trained to do so) or place themselves at risk. Their task is simply to ensure that the area for which they are responsible is evacuated.
- iv) Consideration must be given to procedures to ensure that no person can re-enter the building, once evacuated, until the all clear is given.
- v) Ensure that the Fire Evacuation Checklist is taken to the assembly point.

Note:

- a) Procedures for the evacuation of detainees are produced separately and are held / owned by the Custody Department.
- b) Emergency Evacuation / Fire Procedures for outside normal office hours should be produced where necessary by the relevant departments.

Note items a and b above – suitable and sufficient information and training relating to these issues must be communicated to all staff concerned. Information and guidance can be obtained from the Force H&S Adviser or the Estates Manager.

3.4 Bomb Alert

When a bomb alert occurs, the Force Procedure 'Missiles, Bombs and Explosive Devices' will take effect. Evacuation Procedures are the same as those for a Fire Evacuation and members of staff will assemble at their nominated assembly points where they will be re-directed to another suitable assembly point by the Emergency Evacuation Controller. The assembly point will be dependent on the location of the threat.

3.5 Assembly Point

The assembly point for the building is listed at Appendix B.

Individual departments will be allocated an assembly point. All members of staff have a duty to know the assembly point relevant to their department. (See Appendix B).

3.6 Action at Assembly Point

Heads of Department or the most senior member of the Department must stand at the front of the Assembly Point to be clearly visible to the Emergency Evacuation Controller.

Line managers must establish as quickly as possible whether all the staff and others under their control are out of the building by carrying out a roll call and completing a Fire Evacuation Checklist. A Fire Evacuation Checklist detailing all members of staff must be retained in a central position and easily accessible. Persons unaccounted for must be reported immediately to the Emergency Evacuation Controller who will report this and any other relevant information to the Senior Fire Officer.

Fire Wardens will report to the Head of the Department that they have checked the area of the building they are responsible for.

Should there be any doubt that an area has not been totally evacuated and that someone is unaccounted for and may still be in the building, this will then be reported to the Head of Department who will act on this information, informing the Emergency Evacuation Controller appropriately.

No-one will be allowed to enter the building until declared safe to do so by the Chief Fire Officer and/or the Emergency Evacuation Controller.

Line managers will pass on the checklist or other information to the Head of Department, or other appointed senior person, who must report to the Emergency Evacuation controller detailing any person(s) who may be unaccounted for.

3.7 Return to the Building

When the emergency has passed, the Emergency Evacuation Controller will, following a check of the alarm system and appraisal of the situation, and discussion (if appropriate) with the Senior Fire Officer in attendance, issue an instruction for staff to re-enter the building.

3.8 Feedback

Line managers and Fire Wardens must report any problems noted during the emergency evacuation to their Head of Department who will in turn pass the information to the Emergency Evacuation Controller for further action and aid in the completion of the Fire Log Sheet. (See Appendix H)

4) CONCLUSION

Gwent Police is committed to provide suitable and sufficient training and a safe working environment. Employees have a responsibility to ensure that health and safety procedures are followed and adhered to.

NOT PROTECTIVELY MARKED

Each member of staff should receive a personal copy of the Fire Evacuation Guide pertinent to the site they are based at, which can be referred to as and when necessary.

NOT PROTECTIVELY MARKED

LIST OF APPENDICES

Appendix A	-	Site Plan
Appendix B	-	Assembly Points
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ASSEMBLY POINTS

Example:

People Services

Car Park C

Insert Name of Department(s) Here

Insert Assembly Point Here

Insert Name of Department(s) Here

Insert Assembly Point Here

Insert Name of Department(s) Here

Insert Assembly Point Here

Insert Name of Department(s) Here

Insert Assembly Point Here

Insert Name of Department(s) Here

Insert Assembly Point Here

Insert Name of Department(s) Here

Insert Assembly Point Here

DUTIES OF EMERGENCY EVACUATION CONTROLLER

- Ensure that the emergency services (Fire and Rescue) are contacted promptly.
- Ensure so far as is reasonably practicable that the premises is evacuated in a timely and efficient manner.
- Liaise with Business Support Officers, Line managers and Fire Wardens at Assembly Points with regard to checklists, accounted or unaccounted for personnel / visitors.
- Liaise with Senior Fire Officer.
- Inform staff when it is safe to re-enter building.
- Feedback to Estates and Facilities Department regarding any issues and for completion of the Fire Evacuation Report.

**DUTY OF DEPARTMENTAL HEADS, BUSINESS SUPPORT OFFICERS,
LINE MANAGERS AND COMPETENT PERSONS**

- 1) On hearing the continuous alarm, ensure that the area you are responsible for is evacuated immediately via the nearest available fire exit route (this includes cloakrooms, toilets and single occupancy rooms etc.)
- 2) Collect the Fire Evacuation Checklist for your department and take it to the nominated assembly point.
- 3) Bring to the attention of Fire Wardens / Emergency Evacuation Controller if any person is in need of assistance to evacuate the premises.
- 4) Ensure employees evacuate via the most direct fire exit route (closing doors and windows, switching of electrical equipment where possible).
- 5) Complete the checklist for your section at the assembly point. Include any visitors.
- 6) Report to the Emergency Evacuation Controller if anyone is unaccounted for, stating who is missing and where they are normally located. The Emergency Evacuation Controller will pass this information to the Senior Fire Officer. If there is no-one unaccounted for, report 'All clear' to the Emergency Evacuation Controller.
- 7) Ensure employees and others (e.g. visitors) do not leave the Assembly Point until authorised to re-enter the building.
- 8) Report any problems noted during the emergency evacuation to the Emergency Evacuation Controller.
- 9) Consult with Fire Wardens for your area to identify any problems which may have occurred.

DUTY OF FIRE WARDENS FOR EVACUATION

- 1) To be familiar with the action to be taken on discovering a fire in accordance with training received.
- 2) To be familiar with the action to be taken on hearing the alarm and assist with the evacuation of the premises.
- 3) To be aware if visitors or staff need assistance in the event of a fire (i.e. evac-chair use)
- 4) To know the location and be familiar with the use of fire equipment. You should only attempt to tackle the fire with the appropriate fire fighting equipment if you feel confident to do so. If in doubt, leave alone as it can be dangerous to use the wrong type of extinguisher.
- 5) To understand the importance of fire doors and the need to **keep them closed at all times**.
- 6) **For HQ only** - Specific procedures in relation to Control Room evacuation are displayed in the Force Control Room. The Duty Inspector will assume responsibility for implementation of these procedures and if necessary the evacuation of the Control Room (See Appendix I).

End of Day Activities

Consideration should be given to:

- a) All fire doors are closed; including those help open by automatic door release units.
- b) Electrical equipment not in use is unplugged.
- c) Materials which could catch fire are not left near to a source of heat.

Staff should be encouraged to bring any potential fire risk to the attention of the manager or person responsible for fire safety.

SPECIAL EVACUATION RISK ASSESSMENT

When you're faced with staff/visitors who have disabilities, it's certainly a scenario in which a one-size fits all approach won't work. There will be some standard practices that can be followed e.g. to allocate an able bodied member of staff to look after them, but in certain circumstances you'll need to carry out a risk assessment for the individual. To do this, use this Special Evacuation Risk Assessment Form. This risk assessment should be completed when the individual in question begins their employment and should be revised if there are any changes to their condition. You should make it clear to the individual in question that they have the responsibility to inform you of any changes, and it's not down to you to keep asking them. If you have a disabled visitor you won't be expected to complete the full risk assessment procedure, but you should make sure that whoever's looking after them is aware that they have the responsibility to ensure their visitor is evacuated if required.

The following risk assessment is only valid for the individual named. A copy should be retained in their personal file and the Premises Fire Evacuation Guide.

Individual Identified:	
Job Title:	
Location:	
Risk Identified:	
Control measure:	
Fire Warden for area:	
Fire Warden trained:	
Signed:	
Date:	
Review Date:	
Revision Number:	

FIRE EVACUATION LOG SHEET

Date:	Reason for Evacuation:
Time of alarm:	
Time taken to evacuate:	
Time taken to conduct roll call:	
Time taken for arrival of Fire and Rescue Service:	
Who met Fire and Rescue Service:	
What was communicated to Fire and Rescue Service:	
Anyone unaccounted for:	
Were any escape routes blocked? If yes, with what?	
Were all windows and doors closed? If no, why?	
Were all machinery, processes etc. ceased or switched off? If no, why?	
Fire alarm reset – signed:	
Feedback from all employees required by (insert date)	
Report circulate to employees (insert date)	
Any further actions needed?	

Comments

Fire Safety Officer (if applicable)

Signed:

Date:

Responsible Person*

Signed:

Date:

Once completed the Fire Evacuation Log Sheet must be sent to the Estates Department for posting on the Force Intranet site.

*Responsible person either Fire Evacuation Controller and/or Estates Department