

## **South Gloucestershire and Stroud College**

### **Fire & Emergency Evacuation Procedure**

- **Berkeley Green UTC (including John Huggett Engineering Hall, C11 & C35)**
- **Bristol School of Art (including Queens Road & Victoria Church)**
- **Filton (including Main Site, A & AE Block)**
- **H38**
- **Stroud**
- **Wise (including Main Site, Brunel & Sports Academy)**

# Fire & Emergency Evacuation Procedure

## 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 those who are not able to exit the building unaided, and 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 or any other emergency and / or upon hearing the fire alarm.
- 2.2. The procedure describes the fire & emergency evacuation arrangements at the College, the roles of key personnel in the event of an evacuation and specific arrangements for those with impaired mobility or disability that affects their ability to evacuate unaided.
- 2.3. It should be noted that this procedure is applicable to all SGS College campus'
- 2.4. These include:
  - Berkeley Green UTC (including John Huggett Engineering Hall, C11 & C35)
  - Bristol School of Art (including Queens Road & Victoria Church)
  - Filton (including Main Site, A & AE Block)
  - H38
  - Stroud
  - Wise (including Main Site, Brunel & Sports Academy)
- 2.5. Fire & Emergency Procedures have been developed to take into consideration local arrangements.
- 2.6. Fire & Emergency Procedures form part of all staff and learner induction processes.

### 3. Responsibilities

#### 3.1. Definitions

- 3.1.1. **Key Personnel** – Nominated College staff identified to undertake specific roles under the College's Fire & Emergency Procedures.
- 3.1.2. **Duty Manager** – Person responsible for co-ordinating the fire & emergency evacuation.
- 3.1.3. **Fire Wardens/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 people with impaired mobility or disabilities 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 & emergency evacuation at the College. These key personnel are:
  - Duty Manager
  - Estates team
  - Fire Marshals\Wardens
- 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 & emergency evacuation. Role and responsibilities of the Duty Manager are described in **Appendix 1**.

#### 3.4. **Managers: (including non SGS employees who are responsible for all third-party staff on all sites)**

- 3.4.1. All line managers must ensure that staff, learners, visitors and contractors, where applicable, are informed of the Fire & Emergency Evacuation 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. Must advise the Estates Admin. Co-ordinator of the names and contact details of all departmental Fire Marshals\Wardens on

appointment in order to facilitate appropriate training and to ensure the Fire Marshals' list remains up to date.

### **3.5. Health and Safety Co-Ordinator:**

- 3.5.1. In conjunction with the Director of Estates, is responsible for ensuring this procedure is adequately communicated and understood by all staff.
- 3.5.2. In conjunction with the Director of Estates, is responsible for reviewing the procedure annually to ensure it remains fit for purpose.
- 3.5.3. In conjunction with the site Estates Admin Co-ordinator, is responsible for ensuring a list of Fire Marshals/Wardens is available, that the list remains current and that all Fire Marshals/Wardens have received appropriate training.

### **3.6. All Staff**

- 3.6.1. All staff must ensure that they are familiar with the Fire & Emergency 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, Procedures, etc.**

- 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 & Emergency Evacuation Policy Statement

## 5. Procedure

### 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: Dial 0
- 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. Lifts will automatically go to the ground floor during an evacuation and cannot be used.
- 5.1.6. 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.
- 5.1.7. 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.
- 5.1.8. 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.
- 5.1.9. 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.
- 5.1.10. The Duty Manager will be located in front of the building wearing a yellow high visibility jacket.
- 5.1.11. The Duty Manager will subsequently ensure that appropriate arrangements are made to facilitate the person's evacuation if the need arises.
- 5.1.12. Report to the designated Campus Emergency Assembly Point.  
**Appendix 2.**
- 5.1.13. 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 the 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 during a Fire & Emergency Evacuation Procedure.
- 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. Personal Emergency Evacuation Plans (PEEPs)**

- 5.3.1. PEEP's are prepared to ensure the health and safety of staff and learners with an impaired mobility or disability in the event of an emergency evacuation, e.g. fire.
- 5.3.2. 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.
- 5.3.3. 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.

- 5.3.4. 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 and the person for whom the PEEP relates. The PEEP pro-forma needs to be completed on-line at: <https://forms.office.com/Pages/ResponsePage.aspx?id=1v2NW4ONVUegOTJwddtRXKf-9WHGA2VIk9IBzheXTd1UNk1KWk4yNjBHNTcyMUxDNkxOWFBDUk1CWC4u> If you require further information please follow the link to: <https://sgscol.sharepoint.com/sites/staff/AdditionalLearningSupport/SiteAssets/SitePages/Home/Appendix%20E%20-%20SGS%20Total%20Support%20Guarantee%20Staff%20Guidance.pdf>
- 5.3.5. 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.
- 5.3.6. 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 & Emergency Evacuations will be co-ordinated by the Duty Manager.

### Duty Manager Actions:

- To proceed to reception area to collect loudhailer and 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;
- To collate information regarding the people waiting in refuge areas. And co-ordinate Estates Team in the evacuation of refuge areas, these areas will be prioritised depending on the location of the fire;
- To keep key fire personnel informed of information being relayed about the evacuation and significantly about people located in refuge points;
- To keep alert (via radio) to information from staff investigating the alarm activation 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 Duty Exec' Lead 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 Duty SLT lead, who has taken over the Duty Manager's role / radio during their absence.

### Fire Marshals

Actions on alarm activation:

- On alarm activation, checks / 'sweeps' the associated area / floor / block, ensuring that all occupants have evacuated.

- Once their 'sweep' is complete, evacuate using the nearest fire exit.
- To inform the Duty Manager of any issues that they may have identified during their check / 'sweep'.
- For Filton Campus, batons are to be given to the Duty Manager who will place the baton on the corresponding slot on the baton board.
- When the all clear is confirmed, Fire Marshals must ensure people in Refuge Areas are informed of the all clear.

### **Estates Team**

- 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 & Emergency Evacuation Procedure, will evacuate the building and report to the Duty Manager at Reception in preparation to assist with the evacuation of persons with a disability from refuge areas should the need arise.

## **Appendix 2 Campus Emergency Assembly Points**

### **Campus Emergency Assembly Points**

- **Berkeley Green - John Huggett Engineering Hall - Tarmac area adjacent to the restaurant**
- **Berkeley Green - C11 - Police parade ground opposite C11**
- **Berkeley Green - C35 - Car Park adjacent to main gates**
- **Bristol School of Art - Queens Road - Base of the steps to Victoria Rooms**
- **Bristol School of Art – Victoria Church - Base of the steps to Victoria Rooms**
- **Filton ‘A’ Block - Far end of car park nearest to Cleve Road**
- **Filton Main - Far end of Filton main car park adjacent to Filton Avenue**
- **H38 - Far side of car park adjacent to Taurus Road**
- **Stroud - Far side of lower car park**
- **Wise - Brunel and Sports Academy – 3G2 pitch**
- **Wise - Main building - ‘D’ area of athletics track (nearest to pond)**

