



South Gloucestershire and Stroud College

Fire Evacuation Procedure – Berkeley Green, John Huggett Engineering Hall

If you would like this document in an alternate format

Please contact the Human Resources Department

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Job Title/Role:	Group Property Manager & Deputy Head of Estates
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Approved by:	
Date:	September 2018

Mandatory Initial Equality and Diversity Impact Screening

Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
Age	✓	✓	✓	✓	
Disability	✓	✓	✓	✓	
Gender Reassignment	✓	✓	✓	✓	
Race or Ethnicity	✓	✓	✓	✓	
Religion or Belief	✓	✓	✓	✓	
Marriage	✓	✓	✓	✓	
Pregnancy/ Maternity	✓	✓	✓	✓	
Sex	✓	✓	✓	✓	
Sexual Orientation	✓	✓	✓	✓	
Carers/ Care givers	✓	✓	✓	✓	
Persons in care	✓	✓	✓	✓	
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
How much evidence is there:	None	A little	Some	A lot	
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The evidence supporting this assessment is supplemented by the research/evidence supporting a parent or sibling College or Group policy?			Yes <input type="checkbox"/>	Policy Reference: *****	
Is there any concern that the policy may operate in a discriminatory way?	None	A little	Some	A lot	
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High ✓	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No ✓
<i>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i>					
Completed by: Peter Barrett		Position: Group Property Manager		Date: Sept 2018	

Fire Evacuation Procedure – Berkeley Green (John Huggett Engineering Hall)

1. Purpose

- 1.1. As an employer and service provider, the College is responsible for ensuring that there are adequate arrangements in place to ensure that all persons using College buildings know what actions to take in the event of a fire and / or upon hearing the fire alarm.
- 1.2. To this end, the College must ensure that appropriate pre-planned procedures are in place to facilitate the evacuation of all persons in a safe and timely fashion.

2. Scope

- 2.1. This procedure must be followed in the event of a fire and / or upon hearing the fire alarms.
- 2.2. The procedure describes the fire evacuation arrangements at the College and the roles of key personnel in the event of an evacuation.
- 2.3. The procedure applies to the College's building at Berkeley Green Campus being the John Huggett Engineering Hall.
- 2.4. The procedure has particular regard to the existence of Refuge Points within the JHEH building. These are designated areas, which are separated by fire-resisting construction identified at the College in line with the buildings fire evacuation design. A refuge provides a temporary safe space for disabled people to be located in order to wait for others to help them evacuate. There are refuge points at first and second floor levels within each of the main staircases within the JHEH building.
- 2.5. Personal Emergency Evacuation Plan (PEEP). At present the JHEH has no access to students to the first and second floors and no personnel requiring a PEEP. The procedure will be reviewed as and when this situation changes.

3. Interaction with adjacent UTC building

- 3.1. The JHEH building and the adjacent UTC share a main entrance. The buildings also have linked fire alarm systems. The policy is "one out all out". A fire alarm in one building will result in an evacuation of both. From the point of view of a person within each building there will be no differentiation in an alarm between a detection in one building and the other.
- 3.2. JHEH and UTC buildings have their own fire evacuation procedure which will be followed in the event of a fire/emergency. In the event of a fire/emergency.

The UTC Principle or Deputy will act as the incident manager for both buildings.

- 3.3. JHEH and UTC buildings share the same fire assembly point. Being the games area between the front of the UTC/JHEH and the GSTP site gatehouse.
- 3.4. The Incident Manger will make the ultimate decision on when to issue a “safe to return to both buildings”.

4. Responsibilities

4.1. Managers

- 4.1.1. All managers must ensure that staff and learners within their area of responsibility, are informed of the fire evacuation procedures as part of their initial induction. This must include new or temporary staff, irrespective of the duration of contract with the College.

4.2. Health and Safety Advisor

- 4.2.1. The Health and Safety Advisor, in conjunction with the Health and Safety Committee, is responsible for ensuring this procedure is adequately communicated and understood by all staff.
- 4.2.2. The Health and Safety Advisor, in conjunction with the Health and Safety Committee, is responsible for reviewing the procedure annually to ensure it remains fit for purpose.

4.3. Staff

- 4.3.1. All staff must ensure that they are familiar with the fire evacuation procedures as described in Appendix 1.
- 4.3.2. 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.
- 4.3.3. 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 that have organised the visit.
- 4.3.4. Any staff working on the first floor of the JHEH building will be required to log in and out at reception where a will be maintained. All staff working on the first floor for any part of the day will be required to report to the Incident Manager in the event of an evacuation to confirm they have left the building and whether any other persons were present on the first floor.

- 4.3.5. Any members of staff entering the Exam Store located on the ground floor must log in with reception before they enter and when they leave.
- 4.3.6. 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 are stored away from sources of heat and that fire exit routes are not blocked in any way.

5. Key Personnel

5.1. 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:

- Incident Manager
- Facilities Assistant/s
- Fire Marshals

5.2. Incident Manager

- Daytime incidents will be co-ordinated by the UTC Principle/Deputy as Incident Manager.
- Evening incidents will be co-ordinated by the Incident Manager, with tutors acting as fire marshals.
- Out of hours – Facilities Assistants are responsible for the evacuation of the building, liaising with the alarm monitoring service and for ensuring a 999 call is made to emergency services if required.

The Incident Manager:

- Will be in receipt of a radio to communicate with reception and the Facilities Assistants.
- As long as it is safe to do so will stand outside of the building in front of main entrance, close to the fire alarm panel and reception, keeping in radio contact with the Facilities Assistant/s and fire wardens carrying out building sweeps.
- Will keep alert to information from Facilities Assistant/s via radio of alarm status and in particular if Fire Brigade to be called.
- Will ensure that the 999 call is made if required.
- To collate information regarding the people waiting in refuges and co-ordinate Facility Assistants in the evacuation of refuges. Refuges will be prioritised depending on the location of the fire.
- Will co-ordinate with the Fire Brigade, where applicable.
- When informed, will issue the instruction regarding the safe return of people to the building(s). To liaise in person with the Incident Manager for the adjacent UTC.

- To ensure the exec lead for Berkeley Campus is informed of the fire activation as soon as is practical after dealing with the emergency (see SharePoint Homepage for contact details).

5.3 Facilities Assistants

- Will be in possession of a radio to keep in contact with the Incident Manager and reception.
- Will proceed to the area to investigate the status of the alarm, **if safe to do so** – keeping in radio contact with the Incident Manager at all times. Once established, to report immediately via radio to the Incident Manager as to the fire situation.
- To ensure the Incident Manager has called the emergency services using the 999 system as appropriate.
- In false alarm situations, where the fire brigade will not be attending, to make the necessary alarm call point repairs / alarm reset. Informing the Incident Manager when it is possible to issue the 'safe to return to building instruction'.
- In the event of a fire, will evacuate the building and report to the Incident Manager in preparation to assist with the evacuation of persons with a disability from refuge areas should the need arise.
- To ensure that all remaining Reception staff evacuate the building and assemble at the Fire Assembly Point.
- If safe to do so perform checks on the refuge point emergency telephones to ensure no one is in need of evacuation.

5.4 Fire marshals

- College staff responsible for conducting sweeps within a set Departmental area in order to ensure all persons have evacuated the area.

Fire marshals:

- Will on alarm activation, check/ 'sweep' the associated area / floor / block, ensuring that all occupants have evacuated.
- Will check the Fire Refuge locations and report any person using the refuges to the duty manager. This will be done from the ground floor of JHEH building using the refuge phone.
- Once their 'sweep' is complete, evacuate using the nearest fire exit.

- To inform the Incident 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 the all clear.

5.5 Reception

- Will be made aware of a fire alarm / evacuation due to proximity to alarm panel.
- To ensure that Facilities Assistants are informed of fire alarm activation via radio.
- Will put the telephone system on night service.
- To ensure that the equipment required by the Incident Manager / Fire Marshal is readily accessible (visitors book, file containing off-site visits).
- Open Fire Cabinet by fire panel, remove checklist and assist the Incident Manager by checking off checklist of cleared areas, adding number of people in refuge points.
- Maintain a log of college staff who are using the first floor offices within the JHEH Building and provide this list to the Incident Manager in the event of an evacuation.
- Maintain a log of any persons entering the ground floor Exam Store within the JHEH Building and provide this list to the Incident Manager in the event of an evacuation.

Appendices



**Personal Emergency Evacuation Plan (PEEP)
Part 1: Personal Information**

Name of learner	
Course	
Name of tutor	
Name of buddy (if applicable)	
Campus	
Year of study	
Times and days of sessions	
Learning Support Worker(s)	

	Please tick		Please tick
Physical disability		Medical condition e.g. Arthritis	
Hearing impairment		Temporary impairment e.g. broken limb	
Visual impairment		Other	

	(please circle as appropriate)	
Does the learner have an identified Learning Support Worker(s)?	YES	NO
Can the learner hear audible alarm signals?	YES	NO
Can the learner use stairs safely in an emergency?	YES	NO
Can the learner use the stairs without assistance?	YES	NO
Can the learner follow exit signage without assistance?	YES	NO

Does the learner use a wheelchair and/or any other device to aid their mobility?	YES	NO	
<i>If yes to above, please describe:</i>			
If the learner uses a wheelchair, is it a manual or electric chair?	Manual	Electric	N/A
Does the learner use their wheelchair at all times while they are at college?	YES	NO	
Can the learner self-transfer?	YES	NO	

Part 2: Personal Emergency Evacuation Plan (PEEP)

Means of escape (please detail)

Alternative meeting point (please detail)

Conclusions/Recommendations

Include here any details relating to the learner's potential stress/anxiety levels and highlight in yellow so that they can be prioritised by Estates in the event of an emergency.

Signed

Learner: _____

Date _____

Tutor: _____

Date _____

Learning

Support

Worker(s):

_____ Date _____

_____ Date _____

Parent / Carer: _____

Date _____

Location of Copies of Plan: (e.g. tutor, teaching staff, manager, HR, Learner Services, Campus Reception)

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?

Appendix 1

All personnel:

Action on Discovering a Fire:

- Sound the alarm by activating the nearest call point.
- Where safe to do so, telephone the College's Emergency Number to report the activation: Dial 0
- Leave the building by the nearest safe exit, closing doors, windows and switching off machines / equipment, where safe to do so.
- Do not stop to collect personal belongings.
- Lifts will automatically go to the ground floor during an evacuation and cannot be used.
- 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.
- Refuge points are located on first and second floor landings within each of the main staircases. The refuge points are clearly identified with a green and white sign and are uniquely numbered.
- 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.
- 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.
- The Duty/Incident Manager will be located in front of the building wearing a yellow high visibility jacket.
- The Duty/Incident Manager will subsequently ensure that appropriate arrangements are made to facilitate the person's evacuation if the need arises.
- Report to the designated Assembly Point.

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

Action on Hearing the Fire Alarm:

- 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.
- Do not stop to collect personal belongings.
- 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.
- 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.
- Do not use the lifts unless you have been issued with a Personal Emergency Evacuation Plan (PEEP) specifically authorising you to do so.
- The Duty Manager will be located in front of the building wearing a yellow high visibility jacket.
- The Duty Manager will subsequently ensure that appropriate arrangements are made to facilitate the person's escape.
- Report to the designated Assembly Point.

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

The following sign will be displayed in prominent positions around the building.

Emergency Action

On Discovering a Fire:

Operate the nearest Break-glass Point

On hearing the Fire Alarm:

1. Leave the building by the nearest safe route
2. Do not stop to collect personal belongings
3. Proceed to the assembly point:
REFUGE AREA (Users with Poor Mobility)
THE GAMES AREA TO THE FRONT OF THE
JHEH BUILDING
4. Report to your Tutor or a Fire Warden

Do Not: Use the Lift
Leave the College Site
Move your vehicle