



**South Gloucestershire and Stroud College**

## **Fire Evacuation Procedure – WISE Campus**

**If you would like this document in an alternate format  
Please contact the Human Resources Department**

<b>Reviewed by:</b>	Nigel Hornsby
<b>Job Title/Role:</b>	Group Head of Estates
<b>Ref. No.:</b>  <b>Q/P 199</b>	<b>Date of this version:</b> 09 January 2020  <b>Review date:</b> 09 January 2022 (Subject to any legislative change)  <b>Upload to College website?</b> Yes  <b>Upload to e-Campus?</b> Yes
<b>Approved by:</b>	Executive Team
<b>Date:</b>	<b>04 November 2020</b>

Main aim and purpose of the policy:					
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?	
<b>Age</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Disability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Gender Reassignment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Race or Ethnicity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Religion or Belief</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Marriage</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pregnancy/ Maternity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sex</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Carers/ Care givers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Persons in care</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	<input type="checkbox"/>	
<b>Is there any concern that the policy may operate in a discriminatory way?</b>	None	A little	Some	A lot	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Persons with mobility issues are asked to stay in the building refuge points
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Peeps procedure required
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carers may stay in building
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 <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</b>					
Completed by: <b>Nigel Hornsby</b>		Position: <b>Group Head of Estates</b>		Date: <b>09 January 2020</b>	

# Fire Evacuation Procedure – WISE 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 WISE Campus only.
- 2.4. The Filton Avenue sites (including 'A' Block and 'AE' Blocks) and Stroud Campus 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
  - WISE Campus Manager and Facilities Team
  - 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.

#### 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 far end of the car park.

3.4.3. Managers must advise the Group Head of Estates and the Estates Admin. Co-ordinator 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. This should be done on a termly basis.

3.4.4. All managers responsible for the hire of College facilities or equipment to third parties, must ensure they have been fully briefed with regards to the site's emergency evacuation procedure.

**Note: It is the responsibility of the hirer to ensure all persons under their supervision are familiar with the site emergency evacuation procedure and they are responsible for their subsequent evacuation in an emergency. Details must be included within the Risk Assessment for the event provided to the College by the hirer.**

### 3.5. Health and Safety Consultant / Line Managers

3.5.1. In conjunction with the Group Head of Estates, Line Managers are responsible for ensuring this procedure is adequately communicated and understood by all staff.

3.5.2. In conjunction with the Group Head of Estates, the Health and Safety Consultant is responsible for reviewing the procedure annually to ensure it remains fit for purpose.

3.5.3. In conjunction with the Estates Admin. Co-ordinator, Line Managers are 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. 600.
- 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. Do not use the lifts unless you have been issued with a Personal Emergency Evacuation Plan (PEEP) specifically authorising you to do so.
- 5.1.6. 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 Assembly Point.
- 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 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. Personal Emergency Evacuation Plans (PEEPs)

- 5.3.1. 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.
- 5.3.2. 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 Evacuations will be co-ordinated by the Duty Manager

### Duty Manager Actions:

- Will be made aware of a fire alarm / evacuation by radio;
- To proceed to reception area to collect 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;
- 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 people 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 WISE Campus 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 WISE who has taken over the Duty Manager's role / radio during their absence.

### **Fire Marshals – Daytime 9 am to 5 pm only**

- 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 their area is clear and advise 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.

### **Facilities Team – On opening to close of play**

- 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 the Fire Brigade on their arrival, where applicable.
- Access to refuge areas 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 WISE Campus is informed of the fire activation as soon as is practical after dealing with the emergency (see SharePoint Homepage for contact details).

### **Facilities Team – Daytime 9am to 5pm only**

- Will be informed by Reception Staff as to the location of the fire.
- 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.
- The Facilities Assistant at Reception will relay information to the Duty Manager as to the fire situation once the status of the emergency has been confirmed.
- To make necessary repairs where applicable (false alarm), 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 via external routes in preparation to assist with the evacuation of persons waiting within refuge areas.

- Access to refuge areas 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.

#### **Facilities Assistants – Evenings 5 pm to close**

- Will be informed by Reception Staff as to the location of the fire.
- 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.
- The Facilities Assistant at Reception will relay information to the Duty Manager as to the fire situation once the status of the emergency has been confirmed.
- To make necessary repairs where applicable (false alarm), 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 via external routes in preparation to assist with the evacuation of persons waiting within refuge areas.
- Access to refuge areas 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.

### **Reception Monday to Friday 08.00 to 19.00 hrs**

- 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 are informed of fire alarm activation and location of potential fire via radio.
- To ensure that the equipment required by the Duty Manager is readily accessible.
- To inform external telephone callers of the emergency so as to terminate call and allow emergency services to contact the College where applicable.
- Will answer calls on the fire telephones that are made from refuges – noting the locations of persons who require assistance and passing this information to the Duty Manager who will then facilitate their evacuation in conjunction with Facilities Assistants. Priorities will be based on the location of the fire – nearest refuge areas to be evacuated first.
- Will ensure that all remaining Reception Staff evacuate the building and assemble at the Fire Assembly Point.