

# ELM BANK BUILDING

## 1. ON HEARING THE ALARM



**All staff** must ensure that all visiting employees/students/members of the public are cleared from the building by the nearest available exit.

If interviews are in progress or visitors are present they must be escorted to the assembly point by a member of staff.

**Under no circumstances should anyone query whether to evacuate a building when the Alarm sounds**

**Please note: The fire alarm is tested weekly, every Friday morning between 8.00-10am, but if they continue to ring for an extended period or they sound at any other time then you must evacuate the building immediately.**

If visitors are present they must be escorted to the assembly point by a member of staff.

Close all doors as you leave.

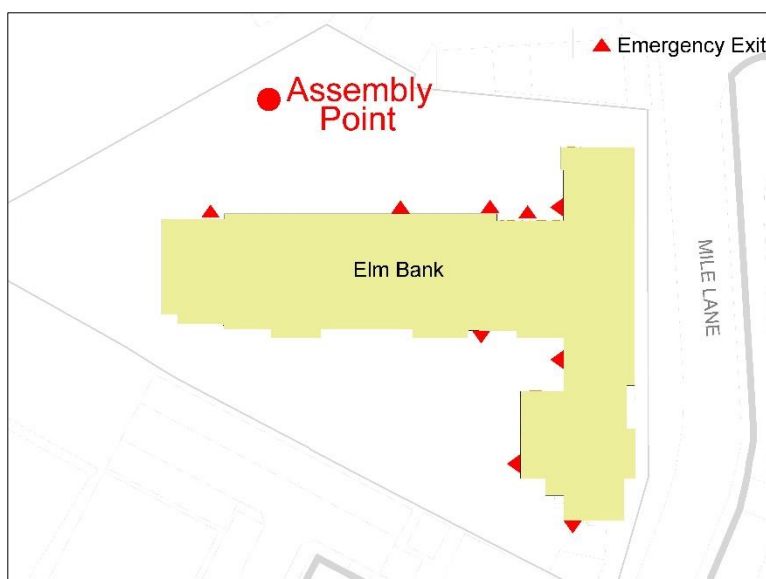


Do not use the lifts.



Do not stop to collect your belongings

Go to your assembly point; **Car Park to the rear of the Elm Bank Building**



If you are aware of the cause of the alarm or have any relevant information contact the Evacuation Co-ordinator immediately.

If you are the last person to leave your designated zone you should report immediately to the Evacuation Co-ordinator that your zone is clear.



Do not leave the assembly point unless authorised to do so by the Evacuation Co-ordinator.

## 2. ON DISCOVERING A FIRE



Shout “**FIRE FIRE !**”. Sound the alarm by operating a call point.



Telephone **655 555** (internal) **(024) 77 655 555** (external/mobile) to summon the Fire service via the Protection Service and be prepared to state clear brief details of the fire, its location and your name.

If safe to do so tackle the fire with a suitable extinguisher. Always position yourself between the fire and your escape route. If in doubt evacuate immediately.



Report to the Evacuation Co-ordinator at the assembly point details of the fire and/or any other relevant information. The Co-ordinator should be identifiable by their hi-vis **BLUE** waistcoat and checklist.



The Evacuation Co-ordinators for this building are:

**Fiona Secondino**  
(x684176)

**Sharron Boffin**  
(x650698, x687358)

**Kate Choudhry**  
(x684488)

**If the designated Evacuation Co-ordinator is not present at the time of an evacuation, then staff at the assembly point are asked to decide quickly among themselves who will undertake the role.**

*[See section on Evacuation Co-ordinator below].*

## 3. EVACUATION

On evacuation **all staff** should assist in clearing visiting members of staff, students, visitors and others from the building.

Clear access to the entrance must be maintained in anticipation of the arrival of the Fire Service.

Doors with magnetic locks on fire exit routes will release automatically when the alarm rings. If they fail to release automatically, they can be opened by breaking the glass on the emergency door release box (small green wall-mounted box next to the door).

If you use an emergency door release box, inform the Evacuation Co-ordinator so that it can be replaced immediately.

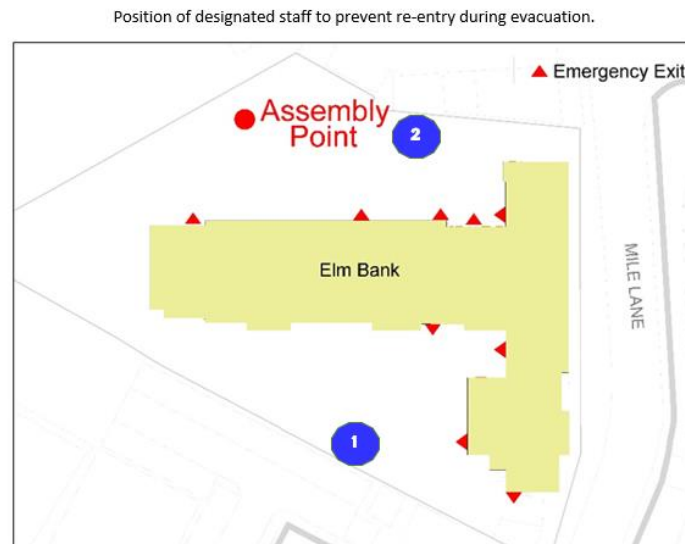
Some manually operated fire exit doors may be secured with glass cylinders - the principle is the same, break the glass to release the door.

### 3 EVACUATION -continued

Staff members should also be positioned outside each emergency exit to prevent unauthorised access and to remind people exiting the building that they must go to the assembly point.

The Evacuation Co-ordinator will deploy **2x members** of staff from the assembly point to undertake this role – **all staff** must be prepared to do this

Door Marshalls will take up positions outside the following entrances:



No	Location of emergency exit
1	Main entrance and front exits
2	Rear exits

**If designated sweepers are deployed as door marshals, they must report directly to the assembly point to confirm that their zones have been cleared before undertaking door guarding duties.**

When the Ground Floor Reception is cleared the **Ground Floor Receptionist** will take the 'Fire Marshal Kit' bag to the Evacuation Co-ordinator at the assembly point.

Fire Marshal Kit bag should contain:

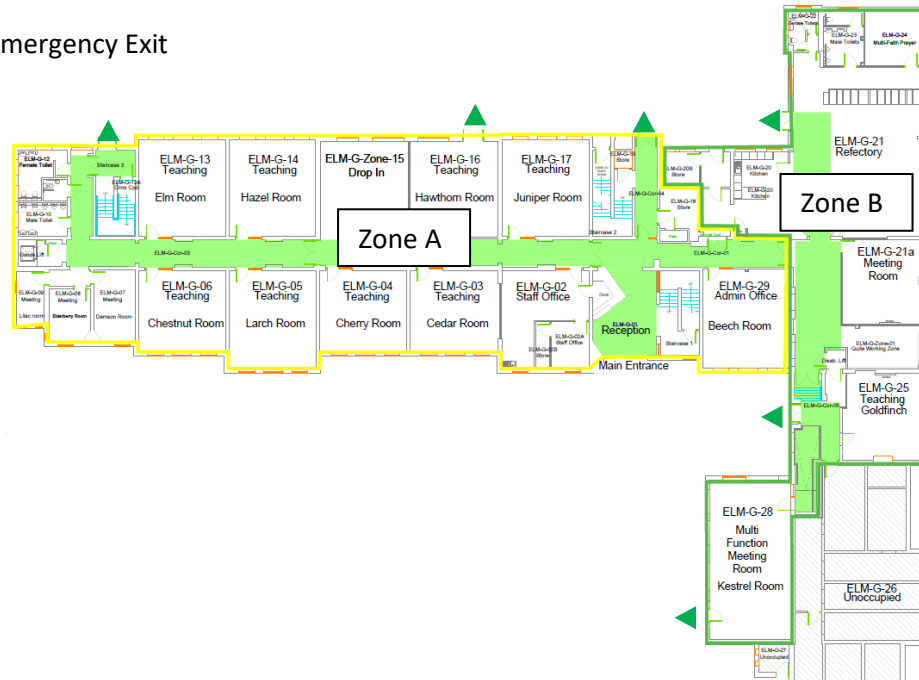
- spare vests
- spare Co-ordinators clipboard
- and a megaphone

**The Ground Floor Receptionist** will also take responsibility for collecting the bag, checking its contents & replacing any used checklists at the end of the evacuation.

### 3 EVACUATION -continued

There is no guarantee that all areas of the building will be occupied. The following staff are designated sweepers for the identified zones of the building:

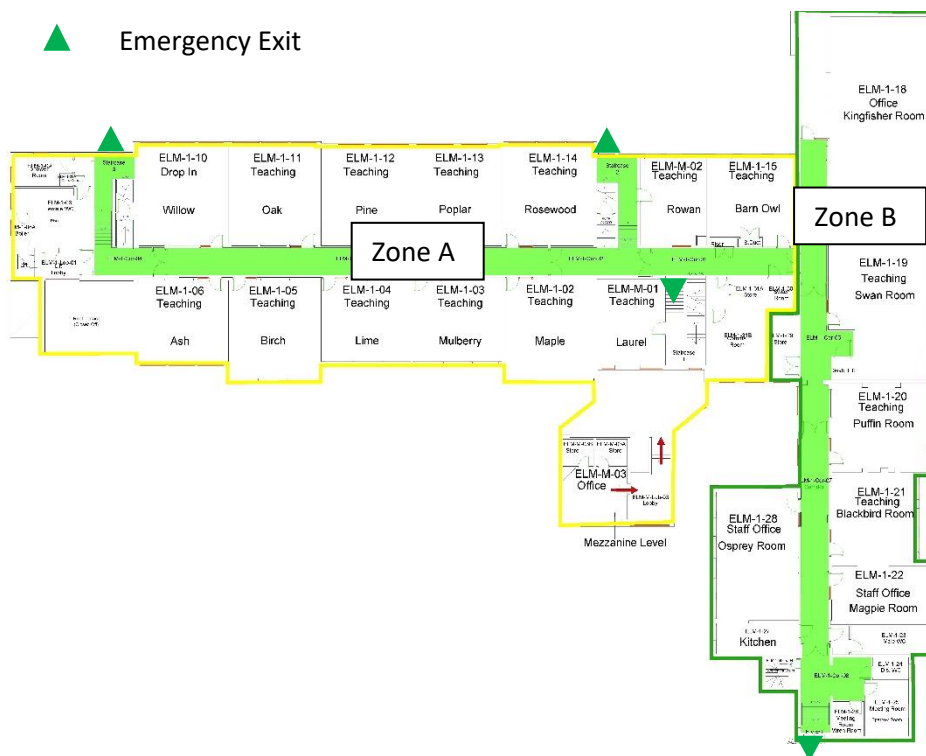
▲ Emergency Exit



<p>Yellow Zone –</p> <p><b>Zone A -</b></p> <p>Ground Floor</p>	<p><b>G01-G18, G29 including toilets</b></p> <p>All staff present in <a href="#">ELM-G02</a>, <a href="#">G03</a>, <a href="#">G04</a>, <a href="#">G05</a>, <a href="#">G06</a>, <a href="#">G07</a>, <a href="#">G09</a>, <a href="#">G13</a>, <a href="#">G14</a>, <a href="#">G15</a>, <a href="#">G16</a>, <a href="#">G17</a> &amp; <a href="#">G-29</a> at the time are expected to assist in clearing the area where necessary due to the nature of hot-desking</p>
<p>Green Zone -</p> <p><b>Zone B -</b></p> <p>Ground Floor</p>	<p><b>G20 (Kitchen), toilet facilities, G21, G21-A, G-25, G28</b></p> <p><a href="#">Judith Evetts</a> - (When on duty)   <a href="#">ELM-G01</a></p> <p>Elm Bank is not staffed therefore please Meeting Room Users must familiarise themselves with the Evacuation Information displayed in Reception before using the venue.</p> <p>The Meeting Organiser is responsible for ensuring that evacuation procedure is followed as per information displayed in the Elm Bank building.</p> <p>All staff present in <a href="#">ELM-G21</a>, <a href="#">G21A</a>, <a href="#">G25</a> &amp; <a href="#">G28</a> at the time are expected to assist in clearing the area where necessary due to the nature of hot-desking</p>

### 3. EVACUATION -continued

▲ Emergency Exit



<p>Yellow Zone –</p> <p>Zone A – 1st Floor</p>	<p><b>ELM- Mezz. 01-03, ELM 102-106, toilets, 110-115, 1-31</b></p> <p>Sam Morgan (ELM 1-18) (x657123)</p> <p>Nikki Harkin (ELM 1-18) (x686650)</p> <p>Heather Sears (ELM 1-18) (x684591)</p> <p>All staff present in <b>ELM- Mezz. 01-03, ELM 102-106, 110-115</b>, at the time are expected to assist in clearing the area where necessary due to the nature of hot-desking</p>						
<p>Green Zone</p> <p>Zone B – 1st Floor</p>	<p><b>ELM 118 – 123, toilets, 125-128</b></p> <table border="1"> <tr> <td>Tom Evans (ELM 1-22)</td><td>(x684444)</td></tr> <tr> <td>Ros Chester Buxton</td><td>(x686256)</td></tr> <tr> <td>Lizzie Stubbington</td><td>(x685614)</td></tr> </table> <p>All staff present in <b>ELM 118 – 123, 125-128</b> at the time are expected to assist in clearing the area where necessary due to the nature of hot-desking</p>	Tom Evans (ELM 1-22)	(x684444)	Ros Chester Buxton	(x686256)	Lizzie Stubbington	(x685614)
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Ros Chester Buxton	(x686256)						
Lizzie Stubbington	(x685614)						

### 3. EVACUATION -continued

*However because the designated sweepers may be absent/away from the area **all staff** are requested to participate in sweeping the building. Provided there are no signs of fire the floors can be walked.*

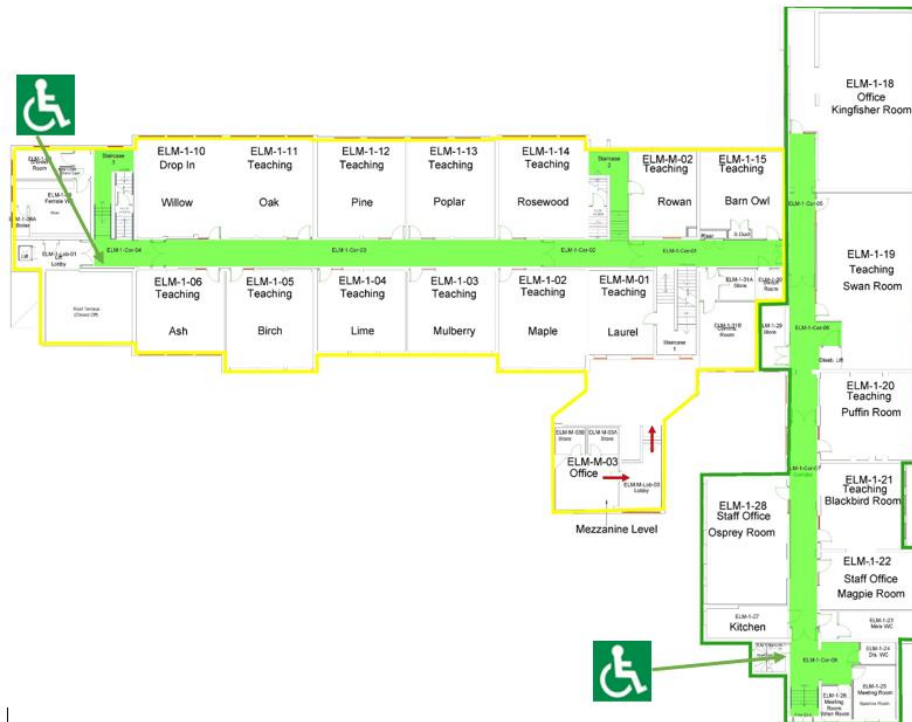
**On no account should staff attempt to climb staircases to check the upper floors.** There is no need to unlock doors when checking the building. If persons are encountered who are reluctant to leave or not in a hurry to do so do not wait but proceed to the assembly point and advise the Evacuation Co-ordinator.

On sweeping a floor the members of staff involved should take up position on the landing of the floor and wait until the occupants of the floors above have evacuated. Then take the coloured magnetic tag for that zone and give it to the Evacuation Coordinator.

**Report to the Evacuation Co-ordinator** the area is clear / not clear, and any other relevant information.

In the event of a serious fire staff should not place themselves at risk and it may be necessary to abandon certain of the above actions.

#### 4. PEOPLE WITH DISABILITIES



Stairs have Refuges identified by signs, on the 1<sup>st</sup> Floor, where a disabled person remain in safety until the emergency services arrive.

Disabled persons are normally not removed from buildings in the event of an emergency unless they are at imminent risk or directed by the Emergency Services.

Persons with mobility problems must be made aware of these routes.

Any member of staff leaving a person in a refuge must reassure them that they will be safe and the emergency services will attend within a short time. It is acceptable for a carer/member of staff to stay with the disabled person.

It is very important that any occupation of a refuge is reported **immediately** to the Evacuation Co-ordinator so he/she can inform the emergency services.

As refuges are in escape routes, it is advised that someone who is not as mobile as the majority of persons waits until the main body of people have evacuated to avoid causing a hold up, and to avoid possible injury to themselves and others.

#### 5. SECURITY

It is permissible to lock offices as you leave provided that it is fully vacated and the act of locking can be undertaken swiftly without undue delay to your escape.

Final exit doors to the outside which are fitted with latch type locks should be pulled/pushed shut, provided any person still inside can open the door without the use of a key.

## 6. FAMILIARISATION

All staff should familiarise themselves with the following:



1. Nearest exit route and any alternative routes.



2. The position of the call points

3. The location of fire extinguishers. This building has 2 types of extinguisher:



- **Water** for use on fires involving wood, paper, card, textiles, waste, plastics. *Do not use on electrical fires*



- **Carbon Dioxide (CO<sub>2</sub>)** for use on *electrical fires*.



- **Water Mist** for use on fires involving wood, paper, card, textiles, waste, plastics, petrol fires, gas fires, electrical fires and cooking oil fires. These fire extinguishers have been located in all common areas.

## 7. AT THE ASSEMBLY POINT

Once at the assembly point, do not leave unless authorised to do so by the Evacuation Co-ordinator.

If considered necessary, the Evacuation Co-ordinator may move evacuees to an alternative Assembly Point further from this building.

## 8. GENERAL

***The evacuation procedure depends on the participation and co-operation of all occupants***

Staff are nominated to sweep the building and guard exits etc. If those persons are not present at the time of an evacuation, **any staff** in the area should quickly decide among themselves who will undertake these duties

To complement this procedure, persons should be appointed to:

- induct new starters in the procedure: **Line managers responsible for the new starter**
- regularly check fire exit routes are clear of obstructions and general housekeeping such as storage of combustibles etc. is satisfactory: **Estates Facilities, Head of departments / Line Managers**

**All staff** should assist in ushering people away from the immediate vicinity of the building to the assembly points

## 9. Issue, review and revision dates

	Name	Title	Date	Reason
Document created by	EC	H&S Advisor	October 2015	
Document reviewed by	EC	H&S Advisor	February 2017	
Document reviewed by	MD	Assistant Fire Safety Advisor	May 2023	Introduction of sweeper system
Document reviewed by	MD	Assistant Fire Safety Advisor	June 2023	Personnel changes



## EMERGENCY EVACUATION PROCEDURE

# Elm Bank

## EVACUATION COORDINATOR DUTIES

The Evacuation Co-ordinator for the Jaguar Building can be any of the following persons.

Fiona Secondino  
(x684176)

Sharron Boffin  
(x650698, x687358)

Kate Choudhry  
(x684488)

If none of the designated Evacuation Co-ordinators are present at the time of an evacuation, **then staff at the assembly point** are asked to decide quickly among themselves who will undertake the role.

The role of the Evacuation Co-ordinator is to co-ordinate the total evacuation from the building and safe muster of all persons at the Assembly Point.

The first person arriving at the assembly point will assume the role of Evacuation Co-ordinator and will receive information from those evacuating the building and will be prepared to liaise with the Protection Service and advise of the nature of the incident.

It is essential that the Evacuation Co-ordinator has support available and therefore all persons listed above, if present, should report to the assembly point and provide support as necessary.

### Procedure

Designated Evacuation Co-ordinators are issued with a **BLUE** tabard and an Evacuation Checklist to be kept close at hand in their offices, these should be collected on hearing the alarm and designated staff should make their way to the Assembly Point.

In the absence of designated Evacuation Co-Ordinator there a spare vests and a checklist are located in the **Ground Floor Reception**.

When the First Floor Reception is cleared the **Ground Floor Receptionist** will take the 'Fire Marshal Kit' bag containing spare vests, spare Co-ordinators clipboard and a megaphone to the Evacuation Co-ordinator at the assembly point for distribution. The **Ground Floor Receptionist** will also take responsibility for collecting the bag, checking its contents and replacing any used checklists at the end of the evacuation.

If necessary, instruct support to telephone the Protection Service at Alma Control on **65 5555** (internal) **02477 65 5555** (external/mobile) to ascertain more detailed information.

Be prepared to receive information from people evacuating the building regarding the cause of the incident and the state of the evacuation. On the checklist mark-off areas as they clear and record any details given to you regarding the incident. Be sure which zone each person is reporting in (there are multiple zones on each floor). It may not be possible to establish that all areas listed on the checklist are clear

Deploy door marshals from staff as soon as they become available at the assembly point to stand outside each emergency exit to prevent unauthorised/accidental access (locations detailed on the check-list) and to remind people exiting the building that they must go to the assembly point. This can be sweepers as soon as they report their areas are clear or any member of staff present. If there are insufficient staff available to deploy to all locations, prioritise those locations furthest away from the assembly point and seek assistance from the Protection Officers in attendance.

The Evacuation Coordinator should take the magnetic coloured tag from each Sweeper and match it up to the corresponding space on the magnetic check board. He/she should note areas cleared/not cleared and any details given to you regarding the incident, and liaise with the Protection Service.

If no one reports in from a selected zone, shout out the name of the named sweeper. (You will find their names on the attached Fire Evacuation procedure.



Deploy staff from the assembly point as required to assist with moving people away from the front of the building and down to the assembly point, or to run messages etc.

Once all information is gathered, make your way to the front of the building. Be prepared to liaise with Protection Service and advise them of:-

- State of evacuation;
- Occupation of refuges if applicable;
- Nature and location of fire/incident.

Be mindful of persons assembled i.e. disabled, those inappropriately dressed. If necessary direct these groups to a safe protected location.

Re-entry can be announced once the Protection Service given the “All Clear”. Sweepers and other staff can assist with getting this message to the door-guarders and persons assembled.

## EMERGENCY EVACUATION PROCEDURE

# Elm Bank

## EVACUATION CHECKLIST



Date..... Time of Alarm.....

Cause of Evacuation.....

Location of Incident.....

Fire Service Contacted: Yes/No Time Attended.....

### ZONES EVACUATED

Zone Coverage	Zone Colour	Notes	✓ or ✗
<b>Ground floor</b> 	A - Yellow Zone		
	B - Green Zone		
<b>1<sup>st</sup> floor</b> 	A - Yellow Zone		
	B - Green Zone		

### Door Marshals to deploy from available staff at the assembly point

No.	Door location	Notes	✓ or ✗
1	Main entrance and front exits		
2	Rear exits		

### OCCUPATION OF DISABLED REFUGES

Name..... Location.....

Name..... Location.....

### NOTES

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