

Evacuation and Fire Procedure

The safe and effective response to a fire is based on a critical sequence of events.

Alarm operation

Anyone discovering an outbreak of fire must, without hesitation, stop all activities and raise the alarm.

Calling the emergency services

All outbreaks of fire or any suspected fire, or the need for evacuation, should be reported immediately to the emergency services by the quickest means available. This task could well be designated as the responsibility of session leader.

Evacuation

Employees / volunteers /pupils must be instructed to leave the building in single file and in a calm, orderly manner; all belongings should be left.

The person in charge of each session must indicate the exit route to be used and everyone must be directed to a predetermined assembly point.

Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.

- No running is to be permitted. Running can lead to panic.
- Anyone who is not in the session when the alarm is raised must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the emergency service in attendance.

Assembly

An area outside the setting premises must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the site. It must be far enough away from the building to give protection from the heat and smoke given off by a fire. It should be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.

Roll call

One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of a evacuation. They should use the following instructions:

- Immediately after sessions have assembled at the assembly point, a roll call or count must be made to check that no-one is still inside.
- Any visitors or contractors on the premises at that time must be included.
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Attendance registers and visitors books should be held at a central point and must be brought to the assembly point when the alarm sounds.

Meeting the emergency service

The person in charge of the roll call must identify him/herself to the emergency service on their arrival. This will allow the emergency officer to decide the necessary actions to be carried out by the emergency service.

Typical information the fire service will want to know:

- Is everyone accounted for?
- If anyone is missing: how many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent)
- Are there any hazardous substances involved in the fire or stored in the building (e.g chemicals, solvents, liquified petroleum gas or acetylene cylinders)?