

# Fire or Emergency Evacuation Procedures

**Controlled Document – refer to Intranet for latest version**

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## Scope

It is the policy of UCOL to provide and maintain, so far as reasonably practicable, a safe environment for all its employees, visitors, and students. These procedures apply to all buildings under the control of UCOL.

## Responsibility

Facilities Management is responsible for Fire/Emergency Evacuation Procedures.

## Procedure

### **Floor Wardens**

The Floor Warden is responsible for the orderly evacuation of occupants from a designated floor or area. (Please refer to the attached 'Emergency Evacuation Procedures – UCOL' diagram)

### **Building Wardens**

The Building Warden is responsible for co-ordinating the overall evacuation of a designated building. (Please refer to the attached 'Emergency Evacuation Procedures – UCOL' diagram)

### **On Discovery of a Fire**

- Operate the fire alarm
- Call the Fire/Emergency Service – Dial 111 using a safe phone
- State street address including nearest cross street and town

### **Fire/Emergency Evacuation Procedure (24 hours)**

- Leave the premises immediately via the nearest fire exit
- Do not use the lifts
- Report to the designated assembly area
- Do not re-enter the building when the alarms are sounding under any circumstances
- Re-enter the building only on the advice from the Chief Fire Warden, Building Warden, Floor Warden or the Fire Service personnel

### ***Fire/ Emergency Evacuation Procedure for Disabled Persons***

- If the disabled person is unable to vacate the premises as above, the Floor Warden will nominate a support person to escort and remain with the disabled person in a place of safety.
- The Floor Warden will report the location of disabled and support persons to the Building Warden and they will advise the Fire Service, who will then assess the risk and arrange evacuation if necessary.
- Disabled students and staff using UCOL's facilities after-hours, must ensure that they are accompanied by a support person who can assist them evacuate the building, or locate to a place of safety, and summon assistance.

### ***Emergency Evacuation Fire Action Notices***

These notices are displayed throughout UCOL buildings, explaining the above fire/emergency evacuation procedures and the route to your designated assembly area. Please make yourself familiar with these notices in your staff and teaching areas.

## **Relevant Legislation**

### **Related Documentation and Web Sites**

- D03-P06 Fire Policy
- D03-R01 Fire Trial Evacuation Procedure
- D03-R02 Emergency Evacuation of Disabled Persons Procedure