

**Department of Health Sciences
22-28 PRINCESS ROAD WEST**

Emergency Evacuation Plan

Evacuating the building in the event of a fire alarm

Revised July 2014

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1. Introduction

An event may occur within the Princess Road Building that requires the building to be evacuated. As the building has a number of different occupiers, it is necessary to have an Emergency Evacuation Plan in place that can be actioned effectively by trained staff at all times, to evacuate the building and to control access until it is safe to re-enter.

2. Occupancy of the Building

The building consists of four floors and a basement. As Per Evacuation Zone maps – See Section 9.

3. Fire Safety Features of the Building

The building includes many fire safety features to ensure the safety of its occupants and to allow ample time to escape should fire break out. Fire resisting structures prevent fire spread. Advanced fire detection systems are provided to detect fire in its very early stages and emergency lighting systems are provided should the mains power fail to allow the occupants to see their way out of the building. Hand operated fire extinguisher are also provided throughout the building to extinguish fire in its early stages. Fire notices and directions to guide the occupants out of the building via numerous staircases to the assembly points outside are provided throughout. When operated the fire alarm system provides a warble sound to evacuate the building.

The main fire panel is located in the main entrance at ground floor level.

4. Fire Wardens

In the event of fire or serious incident in which evacuation is required, staff will need to take charge of the evacuation and ensure that all occupants of the building evacuate in an orderly manner to a place of safety (assembly point). In order to achieve this, sufficient numbers of Fire Wardens (FW) are given instruction and training to enable them to undertake their functions. Sufficient yellow tabards will be available which will be put on by Fire Wardens when the fire alarm sounds. Fire Wardens should also report any defects or deficiencies in the fire-fighting equipment or other fire safety provisions to the Building Safety Supervisor.

The manager of each occupying department, in consultation with the Building Safety Supervisor, is responsible for ensuring that at all times of occupation there are sufficient numbers of trained staff to provide the minimum number of Fire Wardens required by the fire safety strategy:

Lead Fire Warden (LFW)	1
Fire Wardens (FW)	8

Fire Warden Functions:

The LFW has overall control of the evacuation.

The LFW is Deborah Oldham

Fire Wardens are:

Becky Bradshaw

Debra Bugler

Graham Chivers

Helen Horsman

Charlotte Langley

Kathryn Lubkowski

Rebecca Quinn

Duties of the LFW during an incident

- From the information on the fire panel, identify the location where the alarm has operated. Call Security by dialling 888 (even though the alarm system may have an autodialer) however small the incident, and inform them of the incident and its location, so that they can provide accurate information to the Fire Service if necessary.
- The LFW will immediately contact Security if they are informed of any signs of fire. Security will then summons the Fire Service stating there is a 'CONFIRMED FIRE'.
- The LFW will receive reports from staff/ Fire Wardens confirming that their area has been evacuated and will seek confirmation from them that there are no signs of fire in the zone from which the alarm has originated. (The alarm can be silenced when the building has been evacuated).
- If, at any time, there is any doubt that there is a fire Security should be contacted immediately. They will then summons the Fire Service.
- Send FWs to the exits to prevent people coming into the building.
- Complete the Building Status Incident Record as FWs report

If the fire service attend

- Communicate to the Emergency Services upon their arrival information about the affected area, the number of persons requiring assistance to evacuate and their last known location.
- Assist the Fire Service if requested with further information about the building, any necessary keys or other relevant help.
- When all staff and users have been evacuated, decide in consultation with the Senior Fire Officer if attempts should be made to save the contents of the building, following the procedures set out in the Disaster Recovery Plan.

- At the conclusion of the incident Security should be informed of all the relevant details so that they can conclude the incident log.

Duties of Fire Wardens during an incident

- Assist in the orderly evacuation of people from their designated area to an exit or place of safety.
- Observe any effects of fire and report them to the LFW who will then contact Security.
- Assist with crowd safety and crowd control at assembly areas.
- Prevent re-entry until the “all clear” is given.
- Assist in the safe re-entry into the building.

5. Evacuation Procedures and Drills – all occupants

Action on Discovering a Fire:

On discovering a fire, immediately raise the alarm locally and operate the fire alarm by pressing the break glass in the nearest Call Point (red box).

Action on hearing the Alarm Signal:

- The building has a single stage alarm system and the sounders emit a warble noise. When the alarm signal sounds everyone must evacuate the premises immediately in an orderly manner, without stopping to collect personal belongings, ensuring that all staff and users are responding and moving towards the nearest exits.
- If they see any signs of fire they will immediately inform the Lead Fire Warden and/or Security (extension 888 or 2023).
- Check toilets and rooms to ensure everyone has responded to the evacuation signal, and close but **do not** lock the doors.
- Do not argue with people who do not respond or who delay their departure but note their name if possible and report them later to the LFW.
- Report to a FW outside to say whether their area is clear or whether there are people who cannot or will not co-operate with the evacuation signal.

Calling the Fire Service:

The building has an automatic device linked to the fire alarm detection system to alert the security office, who in turn will call the Fire Service. Despite this, any member of staff who sees a fire, however insignificant, should call security by dialling 888, and security will call the Fire Service.

Assembly Areas:

On hearing the fire alarm, all occupants in the building should make their way out by the safest route to the designated assembly point. The assembly point is:

- **Museum Square on New Walk**

Fire wardens should report to the LFW to pick up tabards and assignments.

FWs will ensure that people stay well back from the building (at least 10m) and proceed to Museum Square. Students, lecturers and members of the public may wish to stay near the building in case the incident turns out to be a false alarm. However, they should be encouraged to move to a place of safety (the assembly points as above) or they may choose to move to another building or area well clear of the building.

Fighting the Fire:

In the event of a fire being discovered, the agreed fire procedure, i.e. raising the alarm and calling the Fire Service should always take priority. However, attempts may be made to fight the fire with the equipment provided, if

- trained staff are available for the purpose
- it is deemed safe to do so
- such action would contain or extinguish the fire

If it is necessary to abandon fire fighting, the staff should be instructed to withdraw, closing doors behind them.

6. People Requiring Assistance to Evacuate

Staff and students working in the building who would require assistance to evacuate, should contact their manager or lecturer to ensure a Personal Emergency Evacuation Plan (PEEP) is formulated in consultation with the Safety Services Office. This plan should be written down and reviewed regularly.

If anyone enters the building who would require assistance to evacuate, they will be provided with a copy of the visitors' evacuation plan ("Personal Emergency Egress Plan - Visitors") by staff within that area of the building, produced for the purpose and maintained by those staff.

7. All Occupants

IF YOU DISCOVER A FIRE

- Immediately operate the nearest fire alarm break-glass call point to raise the alarm. Call points are located near to the emergency exits.
- If possible alert a Fire Warden to the location and apparent extent of the fire.
- Attack the fire only if
 - you are trained
 - it is safe to do so
 - the action will contain or extinguish the fire
 - it is likely to have a direct and immediate effect in protecting life
- The Lead Fire Warden (or FW) will dial security on 888, and will direct the procedures for evacuating the building and investigating the cause of the activation of the alarm, reporting the outcome to Security.
- In the event of a confirmed fire, Security will call the Fire Service and report:
 - Confirmed fire at University of Leicester, Princess Road West Building
 - Normal entry via 22-28 Princess Road West, Leicester LE1 6TP
 - Security will not hang up until the Fire Service have confirmed the address correctly

ON HEARING THE FIRE ALARM – All occupants

- Close doors in the vicinity and evacuate the building
- Check other occupants are evacuating

Do Not

- X Do not stop to collect personal belongings
- X Do not use the lift
- X Do not re-enter the building until you have been told it is safe to do so by the LFW
- X Do not lock doors

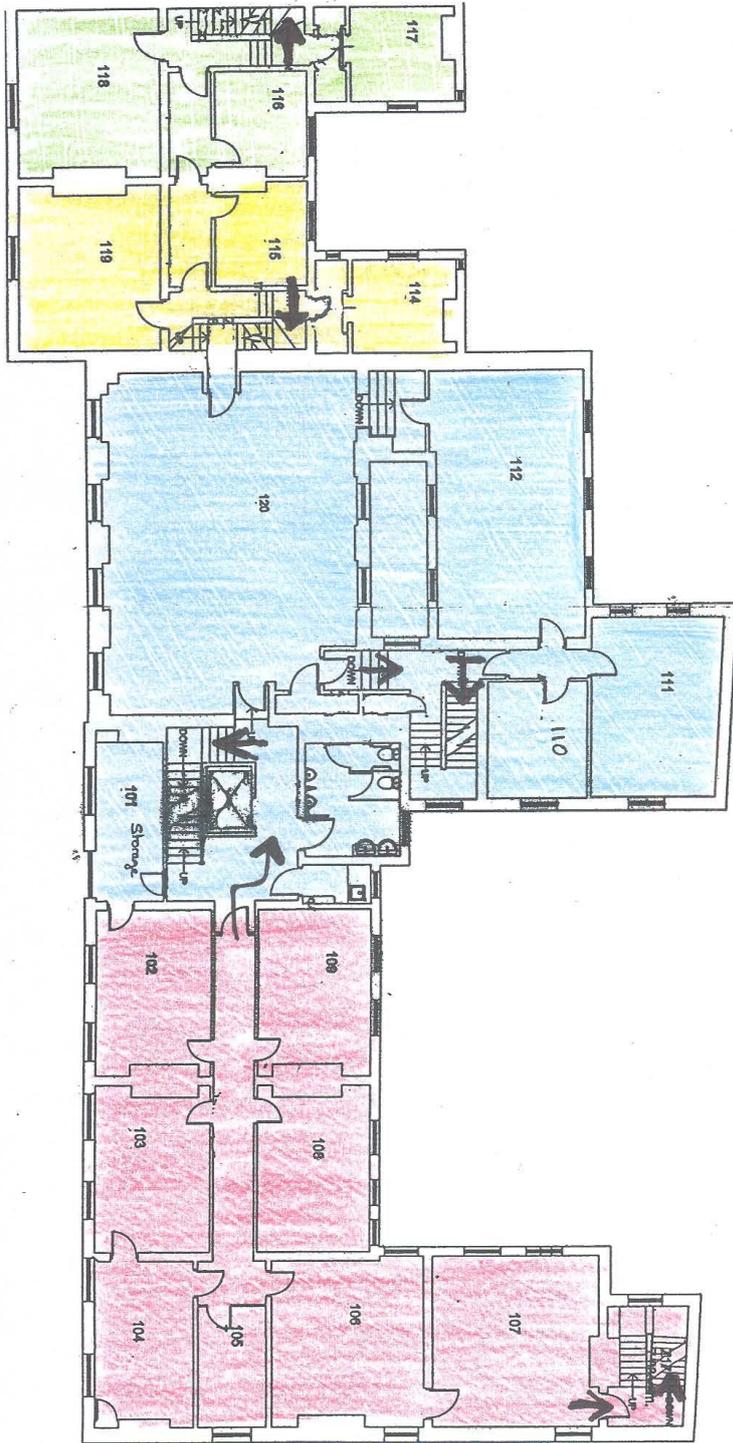
Do

- ✓ Use the nearest available signed fire exit
- ✓ Encourage others to evacuate
- ✓ Go to your designated Evacuation Assembly Point (**Museum Square, New Walk**)
- ✓ Cooperate fully and observe instructions from Fire Wardens

8.Fire Alarm Tests

The alarms are tested once a week, usually on Thursdays shortly before 9 am. If the alarms fail, the Estates Office (2319) and the University Fire Safety Officer (2651) should be informed immediately.

If the alarms are not working, air klaxon horns will be deployed to staff in key areas of the building, and staff and users informed regularly by email and notices posted at all entry points to the building of these backup arrangements. Such arrangements will be temporary and subject to constant review. If necessary, the building will be cleared and closed in the event of a persisting problem with the alarms.



22-28 Princess Road West
1st FLOOR

KEY:

Zone 1 █
 Zone 2 █
 Zone 3 █
 Zone 4 █

Fire Exit

22-28 Princess Road West

2nd Floor

KEY:  Fire Exit

Zone 1    

Zone 2
Zone 3
Zone 4

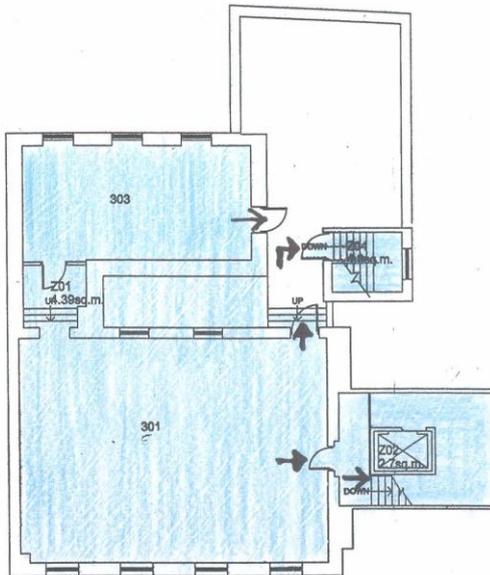


22-28 Princess Road West

3rd Floor

KEY:  Fire Exit

Zone 3 



10. Building Status Incident Record Sheet

Building Status Incident Record Sheets are inserted after this page. These are to be used in assisting with evacuations. Forms are to be completed by the LFW on each and every evacuation, and kept for future reference in the Fire Log.

