

FIRE EVACUATION PROCEDURE

Cippenham Library

Cippenham Library Fire Procedures

FIRE ALARM:

- The Fire Alarm is a **CONTINUOUS SIREN**.

ASSEMBLY POINT (*see appendix 1, which indicates your assembly point, these are also posted in all working areas around the building*): -

- **BY MAIN ENTRANCE FENCE LINE**

BE AWARE OF ROAD TRAFFIC OR OTHER OBSTACLES THAT MAY BE PRESENT ON THE EVACUATION ROUTE, TAKING EXTRA CARE IN CARPARK.

IF YOU DISCOVER A FIRE

1. Raise the alarm by operating the nearest Fire Alarm Call Point; these are usually located near the Exit Doors

Leave the building by the nearest available exit and proceed

STRAIGHT TO the assembly point.

DO NOT GATHER OR STOP AT OTHER AREAS i.e. walkways, kitchens etc.

2. If the fire is of waste paper bin size and you have received full fire extinguisher training and **only if you feel it is safe to do so**, you may attempt to extinguish the fire using the appropriate extinguisher. Staff must not put themselves at risk.
3. If you know the whereabouts of the fire communicate this to your Fire Warden so he/she can communicate this to the Fire Incident Officer (Cippenham Supervisor/Facility Officer), who will be liaising with the Fire Brigade.

ON HEARING THE FIRE ALARM

1. Please be aware that the Fire Alarm automatically notifies the monitoring company when the alarm is raised. However, the Library Supervisor or staff member must ensure the signal has been received and the Fire Services have been called in the event of an outbreak of Fire by calling 999.
2. The Library Supervisor or a staff member will collect the visitor's book on evacuation and hand this to the Fire Warden at the assembly point, as they will confirm clearance and check that all visitors have evacuated.

3. Immediately vacate the premises by the nearest available exit and proceed to the assembly point. **Ensure** you know the next available exit (in case the nearest is not accessible), use the shortest possible route. **Staff must take care when walking to assembly point.**
4. If you are a host to non-permanent staff (i.e. visitors), please ensure they are guided out of the building and checked off with the Fire Warden.
5. **If safe to do so**, close all doors behind you.
6. Where safe to do so, Fire Wardens will help vacate their area, instructing everyone to leave the building and make their way to the assembly point.
7. Where safe to do so, the dedicated helper and wardens will assist disabled individuals or anyone who requires assistance to vacate the building.
8. As the majority of occupants within Cippenham Library will be visitors the most effective approach is for staff to ensure that all their visitors leave the building safely, where safe to do so.
9. **DO NOT:**
 - Panic or run
 - Collect personal belongings
 - Take drinks with you
 - Gather in alternative areas other than your assembly point.
10. On evacuation, the Fire Warden/s will clarify that their area is clear and communicate any concerns to the **Senior Fire Warden**. The **Senior Fire Warden** will collate all necessary information and forward this to the Fire Rescue Service.
11. If safe to do so, First Aiders must take their first aid box and waistcoat with them on evacuation and liaise with the **Senior Fire Warden**, to establish if any first aid attention is required.
12. **No one should re-enter the building** until instructed that it is safe to do so by the Fire Warden who will receive instructions following consultation with the Fire Brigade.
13. **No one should leave the Assembly Point** without being instructed to by the Fire Warden.

PLEASE NOTE IT IS YOUR RESPONSIBILITY AS AN EMPLOYEE: -

- To study the Fire Procedure notes and to know what action to take in the event of a fire.
- To know all the means of escape (nearest and alternative) from your area and where the Fire Alarm Call Points are situated.
- To ensure **all** means of escape routes are kept clear of obstructions at all times.
- Know who the Fire Wardens are and where they are located.
- If you are responsible for a new employee, temporary/agency staff, ensure they are shown the location of their Fire Assembly Point and the nearest Fire Exits on commencement of appointment. You must also ensure that they receive a copy of these Fire Procedures.
- Know that Cippenham Library's Fire Alarm is tested on a weekly basis every Thursday around 6.00pm and this involves a short sounding of the alarm. Unless notified by Library Supervisor/staff member or a Fire Warden, an alarm sounding for a prolonged duration must be assumed an emergency and the evacuation procedure must be followed.
- Managers must ensure that individuals with impaired mobility have a Personal Emergency Evacuation Plan (PEEP) developed with them and their Manager, which includes an agreed safety location and action to take in such an emergency. A PEEP should contain details of the escape route the disabled person will use. Clear, unobstructed gangways and floor layouts should be considered at the planning stage. The PEEP should be reviewed every 6 months or when anyone involved in the plan leaves the council. It is both the employee's and their manager's responsibility to ensure that the Libraries Manager receives a copy of the PEEP. It is the Library Supervisor's responsibility to ensure that a copy of all PEEP plans are shared with the Building Manager.

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STAFF DUTIES DURING AN EVACUATION

ALL WARDENS AND FIRST AIDERS MUST WEAR THEIR FLUORESCENT JACKETS IN AN EVACUATION, AS THIS IDENTIFIES THEM DURING AN EMERGENCY EVACUATION. These must be stored within easy reach in their office.

1. FIRE WARDENS AND STAFF

All staff will decide amongst themselves how they will cover the duties on daily basis, allowing for when either is absent.

Responsibilities of the Wardens when an evacuation is required:

1. The Wardens are responsible for instructing people to evacuate the building by the nearest available exit.
2. Where safe to do so, they must ensure that the area they are responsible for is fully evacuated.
3. This should include the toilets, kitchen etc. where appropriate.
4. Where safe to do so, Fire Wardens will direct/guide wheelchair users or other mobility impaired persons.
5. Where necessary, Fire Wardens are to request other employees to guide any visitors or other persons who may be unfamiliar with the Fire Evacuation Procedure, to the Fire Assembly Point.
6. Where safe to do so, close doors and windows on evacuation as this will help to limit fire and smoke spreading.
7. On leaving the building, the Fire Wardens must report to **THE ASSEMBLY POINT**. The Fire Wardens will need to clarify that areas are vacated and forward any concerns to the person in charge. For example, Fire Wardens are to inform the Fire Brigade of the details and location of any person who refuses to evacuate or cannot be evacuated for reasons of safety or disability to the Fire Assembly Point.

Fire Wardens to complete the following daily checklist for the section under their control:

- Exit doors are available for use and unobstructed.
- Fire Extinguishers are in position.
- Fire instruction notices and fire escape drawings are in position.
- Fire alarm call points are indicated and clear from obstruction.
- Refuge areas are kept clear.

If any of these checks reveal deficiencies they are to immediately be reported to the Libraries Customer Supervisor or Building Manager on Ext 7595.

2. FIRST AIDERS

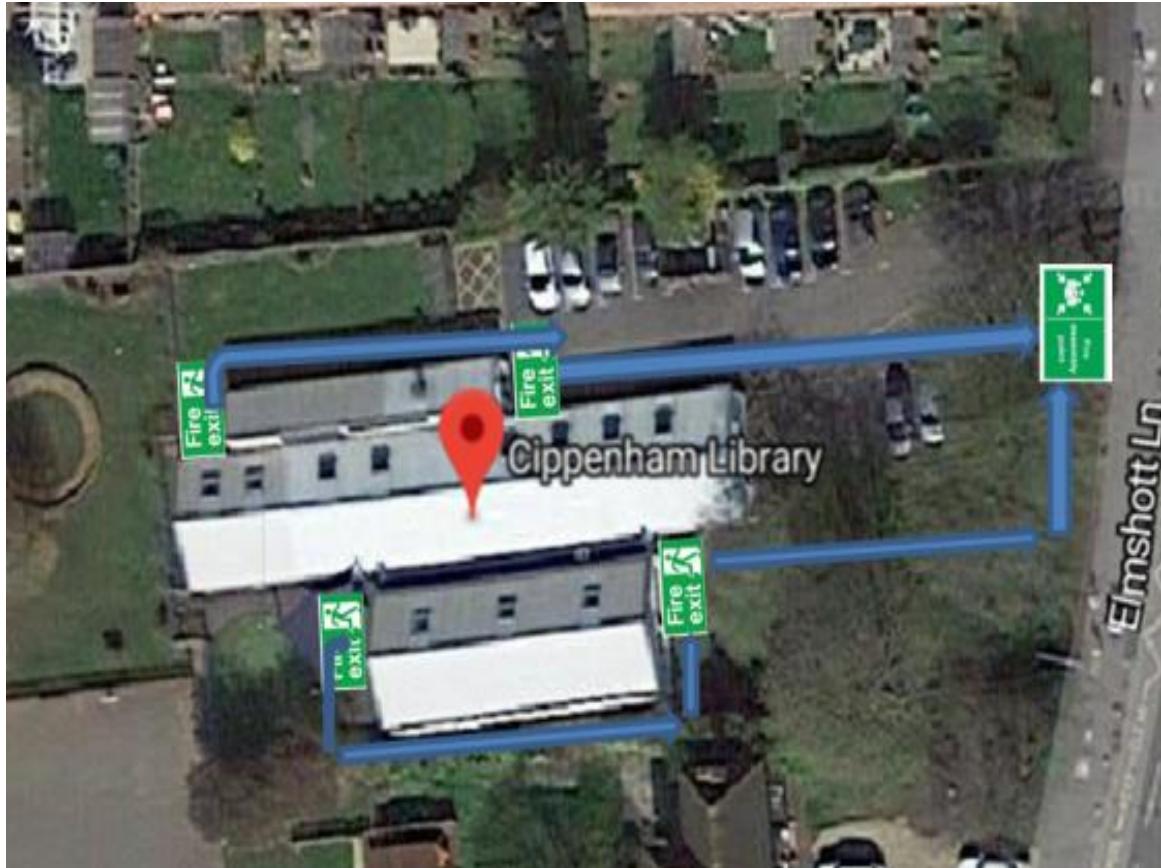
- Upon hearing the fire alarm and where safe to do so, all officially appointed First Aiders on site are to collect their First Aid Box and Waistcoat (which identifies they are a First Aider). **Once outside the building, they will then need to make their way to the Senior Fire Warden who will be located at the ASSEMBLY POINT**, to establish if any first aid attention is required.
- First Aid box is located in the staff room on the left hand side. There is a sign on the wall to state the location.

Fire Wardens	Emergency First Aiders
Rachel Balhatchet	Rachel Balhatchet
Shirley Fernandes	Nagina Razaq
Anna Hughes	Aisha Butt
	Adeala Azam
	Shirley Fernandes
	Anna Hughes
	Nandhini Nagarajan

*Please note that this list will be updated accordingly when staff are trained or when there are changes to staffing.

Appendix 1

Assembly Point



Appendix 2

Fire Exit Points

