**Chalvey Community Hub Logo**

# **Fire Evacuation Procedure**

**Evacuation Time for   
Chalvey Community Hub – 3 Minutes**

## **Fire Procedures at Chalvey Community Hub**

### 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)*: -**

**The grass verge outside the YMCA building Ladbrooke Road**

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

**The Fire log book and the building Health & Safety Folder is kept in the Reception Office. The duty Facilities Officer as part Building opening procedure will unlock each emergency exit and raise the external security shutters on a daily basis, on arrival before other occupants or users arrive.**

### 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.**

1. 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.
2. 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 (Duty Facilities Officer), who will be liaising with the Fire Brigade and Senior Fire Wardens.

### On hearing the fire alarm

1. Please be aware that the Fire Alarm at The Chalvey Community Hub automatically notifies the monitoring station when the alarm is raised. However, the duty **Facilities Officer MUST CALL Monitoring Station** on activation of the alarm, to ensure the signal has been received and the Fire Services have been called in the event of an outbreak of Fire.
2. The Chalvey Community Hub Customer Service Assistants will collect the visitor’s book on evacuation and hand this to one of the Senior Fire Wardens at the assembly point, as they will be liaising with the Fire Wardens to confirm clearance and check that all visitors have evacuated.
3. Immediately vacate the premises by the nearest available exit ***(see appendix 2 for maps showing where Fire Exits are located in each area)*** 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, applying green cross code procedures accordingly -**

[Road safety guide to Green Cross Code](http://www.roadsafetyni.gov.uk/index/pedestrians_and_cyclists/green_cross_code.htm)

1. 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 Incident Officer, who will be located in the assembly point on Grass Verge outside YMC Building, Ladbrooke Road.***
2. **If safe to do so**, close all doors behind you.
3. 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.
4. Where safe to do so, the dedicated helper and wardens will assist disabled individuals or anyone who requires assistance to vacate the building.
5. At Chalvey Community Hub, there is refuge space provided within the lobby area, serving each escape staircase on the floors above the ground floor, as highlighted in **Appendix 2**. The refuge space is structural provision to assist with the safe evacuation of wheelchair users, and other mobility impaired occupants. Where safe to do so, a disabled person or an individual who becomes incapacitated during evacuation may be transferred to the nearest refuge point.
6. There is a two-way communication system (intercom) provided at refuge points to allow individuals transferred to the disabled refuge area to communicate with those managing the evacuation via the Master intercom stations. The Master intercom stations are located in the following locations:

* The Ground Floor reception desk

1. The duty Facilities Officer will check the nearest Master Refuge intercom where safe to do so, to check if it has been activated. If it is confirmed that someone is waiting at the refuge point the duty Facilities Officer (Incident Officer) will evacuate the building and immediately notify the Fire Rescue Service on their arrival confirming precise location and details. If due to safety issues the Facilities Officer is unable to go to the intercom, this information will be immediately communicated to the Fire Rescue Service on their arrival so they can take appropriate action to safely evacuate all individuals from the building.

As the majority of occupants within The Chalvey Hub will be visitors the most effective approach is for staff and hirers to ensure that all their visitors and public leave the building promptly in a safe and orderly manner.

1. **DO NOT**:
   * Panic or run
   * Use lifts
   * Collect personal belongings
   * Take drinks with you
   * Gather in alternative areas other than your assembly point
2. On evacuation, the Fire Wardenswill report to the **Senior Fire Warden** ***who will be located at the Assembly Point – GRASS VERGE OUTSIDE YMC BUILDING (see appendix 1).*** The wardens will clarify that their area is clear and communicate any concerns. The Senior Fire Warden will collate all necessary information and hand this to Fire Incident Officer (Facilities Officer) stood at a safe distance outside the Chalvey Hub entrance to pass to the Fire Rescue Service.
3. If safe to do so, First Aiders must take their first aid box and waistcoat with them on evacuation. ***Once outside the building, they will then need to make their way to the Senior Fire Warden***, to establish if any first aid attention is required.
4. **No one should re-enter the building** until instructed that it is safe to do so by the Fire Warden who will receive instructions from the Fire Incidents Officer or Facilities Management, following consultation with the Fire Brigade.

### No one should leave the Assembly Point without being instructed to by the Fire Warden.Plan for out of normal working hours

* Before 8.00am and after 7.00pm and on Sundays, the duty Facilities Officer will take responsibility and liaise with the fire brigade and people at the assembly point.
* The **Assembly Point** will be within safe distance on grass verge outside YMC Building.
* **Any staff working on Sundays must sign in and out, in the visitor’s book located in the ground floor reception.** The Facilities Officer will use this list to confirm that everyone has safely left the building.
* Any Fire Wardens in the building at the time of the alarm being raised will take the same action that they would during normal office hours. **The Facilities Officer will ensure he is aware of which areas are in use and therefore ensure sufficient cover in case the fire alarm is activated.**

### 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 The Chalvey Hub Fire Alarm is tested on a weekly basis every Monday at about 8.00am and this involves a short sounding of the alarm. Unless notified by Building Management 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 Head of Building Management and Building Manager receives a copy of the PEEP.
* A refuge is a designated space where a disabled person or individual who becomes incapacitated during an evacuation can wait for help. It is a safe area that is protected by fire-resisting construction and provides a safe route to the exit, as a stage of the evacuation. The refuges are clearly signed and are large enough to accommodate the flow of people who will also be evacuating the building.
* There is refuge space provided within the lobby serving East & West fire staircase on the 1st Chalvey Hub ***(see appendix 2 for maps showing precise locations)***. It is the employee’s responsibility to ensure they are aware of the procedure for using the refuge area and the intercom located at each refuge. Any queries should be directed to the [Buildingmanagementservice@slough.gov.uk](mailto:Buildingmanagementservice@slough.gov.uk).

**Chalvey Community Hub**

### Staff duties during an evacuation

**All wardens, first aiders and facilities officers 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.

#### Fire Incident Officers – The Duty Facilities Officer

Where safe to do so, they will go to the Fire Alarm Panel to establish the location/zone of the potential fire. **Only if safe to do so** and they are confident that it may be a false alarm, they will investigate the location.

Where safe to do so, they will go to the nearest refuge intercom to check if anyone is waiting at a refuge point and to obtain necessary details. Once precise location is established, the Facilities Officer will evacuate the building and immediately notify the Fire Rescue Service on their arrival.

If due to safety issues the Facilities Officer is unable to go to the intercom, this information will be immediately communicated to the Fire Rescue Service on their arrival, so they can take appropriate action.

Where safe to do so, they will also prevent people from entering the building via the entrance points with the help of the Contract Security Officer and Wardens. They will work with Building Management and take responsibility for instructing when it is safe to re-enter the building following consultation with the Fire brigade.

#### Senior Fire Warden

Put on their fire jacket and go to the assembly point. Collect the fire checklist and visitors book from the Reception staff at the assembly point. The Senior Fire Warden will record reports from Fire Wardens. The Senor Fire Wardens will appoint Fire Wardens preferably in advance or during fire alarm activation where safe to do so from a safe distance to guard the Chalvey Hub Entrance to stop public or staff re-entering the building. Senior Fire Wardens will decide amongst themselves how they will cover the duties, allowing for when they are absent.

Once they have obtained all necessary information in relation to the incident from the Fire Wardens, where safe to do so they will go to the Fire Incident Officer who will be located within safe distance near the Chalvey Hub building and confirm clearance of each area/floor, highlighting any issues that need to be forwarded to the Fire Services. They will then return to the assembly point.

#### Fire Wardens

There are a number of Wardens allocated to each area, enabling sufficient cover in the absence of individuals. All Wardens within each area will decide amongst themselves how they will cover the duties, 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 use the Evac chair where necessary to help evacuate individual/s with a disability/ mobility impairment. They will place the individual in a refuge point to one side near the fire exit (to wait for the congestion to reduce). If the fire is in this area, then the evacuation chair and individual/s should be transferred to one of the alternative fire exits or to the refuge point. Once the staircase is clear and it is safe to do so they will use the evacuation chair to help evacuate the individual/s.

**Please note: It is the wardens’ responsibility to know where their nearest Evac Chair is located. The Fire Evac Chairs are kept in refuge points on 1st Floor staircase (for clarification please contact Facilities on Ext 5908).**

1. Where safe to do so, Fire Wardens will direct/guide wheelchair users or other mobility impaired persons to the nearest refuge point to await rescue if they are unable to fully evacuate. The Fire Warden to report the details and location of the person waiting at refuge point to Senior Fire Warden at the assembly point.
2. 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.
3. Where safe to do so, close doors and windows on evacuation as this will help to limit fire and smoke spreading.
4. On leaving the building, the Fire Warden must report to the Senior Fire Warden who will be **LOCATED AT THE ASSEMBLY POINT**. The Fire Wardens will need to clarify that areas are vacated and forward any concerns to the Senior Fire Warden. For example, FWs are to inform the SFW 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 daily checklist

**For the section under their control to ensure the following:**

* 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 Building Management Service desk on Ext 5908 or duty Facilities Officer.***

#### 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.

## **The Curve List of Fire Wardens and Persons of responsibility**

**Head of Facilities Management – Charan Dhillon, Emergency Contact Number: 07768 840155**

**The Curve Building Manager - Leo Yousef, Emergency Contact Number: 07703 912032**

### Senior Fire Warden

* Mob No:
* Mob No:
* Mob No:
* Mob No:

### Fire incident Officers (Duty Facilities Officer)

* Tony Larkin Mob No: 07925 339483
* Vacant Mob No:

### Deputies Senior Fire Warden

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Area | Name | ASCOM No | Department | Fire Awareness Training | Fire Warden Training | Fire Evac Chair Training | Fire Briefing Attended |
| Facilities Officers/Fire Incident Officer –  Refuge Points (via intercom), Fire Panel | * Tony Larkin * Avtar Dohil |  | Facilities |  |  |  |  |

### Chalvey Hub Ground Floor

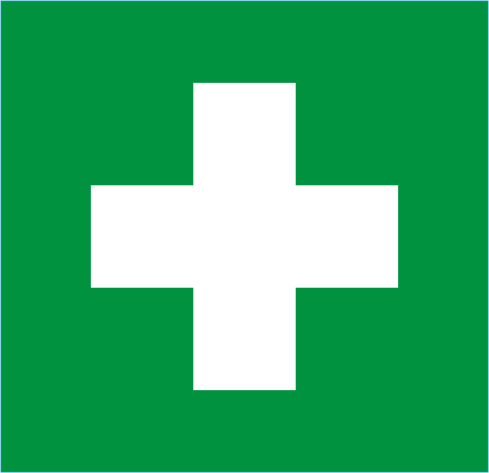
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Area | Name | ASCOM No | Department | Fire Awareness Training | Fire Warden Training | Fire Evac Chair Training | Fire Briefing Attended |
| Reception |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Café |  |  |  |  |  |  |  |
| Office Community Space 1 |  |  |  |  |  |  |  |
| Toilets |  |  |  |  |  |  |  |

### Chalvey Hub - First floor

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Area | Name | ASCOM No | Department | Fire Awareness Training | Fire Warden Training | Fire Evac Chair Training | Fire Briefing Attended |
| Community Space 2 |  |  |  |  |  |  |  |
| Meeting Room 1 |  |  |  |  |  |  |  |
| Meeting Room 2 |  |  |  |  |  |  |  |
| Meeting Room 3 |  |  |  |  |  |  |  |
| Meeting Room 4 |  |  |  |  |  |  |  |
| Staff Room |  |  |  |  |  |  |  |
| Staff Rest Room |  |  |  |  |  |  |  |
| Kitchen |  |  |  |  |  |  |  |
| Toilets |  |  |  |  |  |  |  |

***Important Notes: - All Fire Wardens dedicated to each area must agree which areas they will check, ensuring that others will cover their task in their absence.***

*Managers in Customer Services and Community Development must ensure they have sufficient fire wardens to check and clear their areas.*



## **First Aiders List Chalvey Community Hub**

### First Aiders

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Contact Number | Location | Directorate |
| Tony Larkin |  | All Floors | Facilities Management |
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### Emergency Treatment Officers

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| --- | --- | --- | --- |
| Name | Contact No | Location | Directorate |
| Avtar Dohil |  | All Floors | Building Management |
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## **Appendix 1**

### Chalvey Assembly Point (Grass Verge in front of the YMC*A* Building, Ladbrooke Road)



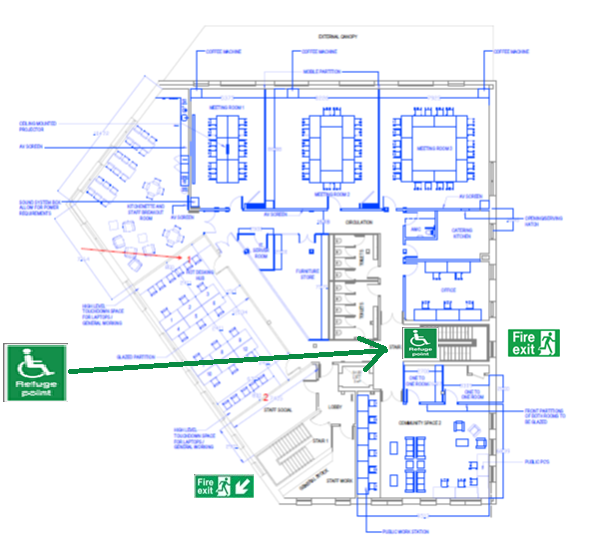
## **Appendix 2 – Chalvey Community Hub Fire Exits Plan**

### Chalvey Hub - Ground Floor

**Fire Exits highlighted by green running man**

### Floor plan of ground floor showing fire exitsChalvey Hub - First Floor

**Fire Exits highlighted by Green running man**

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