

Fire Evacuation Procedure Britwell Community Hub

*Wentworth Avenue
Slough,
SL2 2DS.*

**Evacuation Time for
Britwell Hub Centre
3 Minutes**

Fire Procedures at Britwell Hub Centre

Fire alarm:

- The Fire Alarm is a *continuous siren*.

SBC Staff and service users - Assembly Point 1 (see appendix 1, which indicates your assembly point)

Foot path Wentworth Avenue, opposite Medical centre

Employees and users to be aware of road traffic or other obstacles that may be present on the evacuation route.

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 to the assembly point.

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 and users 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 Senior Fire Warden (Facilities Officer) or deputy, who will be reporting to the Fire Brigade

On hearing the fire alarm

1. In any case, the Fire Incident Officer will liaise directly with Fire Service and arrange response.
2. Immediately vacate the premises by the nearest available exit (**see appendix 2 for maps showing where fire exit 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), make sure you use the shortest possible route.
3. If you are a host to non-permanent staff (i.e. visitors), please ensure that they are guided out of the building and accounted for by the Senior Fire Warden (Facilities Officer or deputies) at the assembly point (as highlighted in appendix 1).
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. **If safe to do so**, close all doors behind you.
6. **Do not:**
 - Panic or Run
 - Collect Personal Belongings
 - Take Drinks with you
 - Gather in alternative areas other than your assembly point

7. On evacuation, the Fire Wardens will report to the **Senior Fire Warden who will be located in Assembly point foot path Wentworth Avenue outside new housing estate. Fire Wardens to communicate to Senior Fire Warden or deputies at assembly point.** The wardens will clarify that their area is clear; all users' personnel have been accounted for and communicate any concerns.
8. The Senior Fire Warden will collate all necessary information and forward this to the Fire brigade.
9. If safe to do so, First Aiders must take their first aid box with them on evacuation, **they must then report to the Senior Fire Wardens.** He/she will let them know if anyone requires first aid attention.
10. **No one should re-enter the building** until instructed that it is safe to do so by the Senior Fire Warden/ deputies following consultation with the Fire Brigade.
11. **No one should leave the Assembly Point** without being instructed to by the Senior Fire Wardens/deputies.

Plan for out of normal working hours

- Outside library operational hours, the Facility Officer is onsite or when leaving site will be on call

Britwell Hub Facilities Officers Mob No:07540 151919
Out of Hours Callout No: 07768 557732
Community Centre emergency no: 07771 55586

- The **Assembly Point** will be the same as during normal working hours.
- **Any staff working outside library opening hours must sign in and out in the visitor's book located in Office (Room).** Fire warden on duty that day, will use this list to confirm that everyone has safely left the building.
- GP Surgery and Private Hirers have copy of the fire procedure and inducted to the building. They must allow sufficient fire wardens/ stewards to facilitate safe evacuation of their delegates.
- 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 Deputy Fire Wardens or Service Managers will ensure she/he is aware of which areas are in use and therefore ensure sufficient cover in case the fire alarm is activated. This requirement must be recorded in GP and SBC Services risk assessments.

Please note it is your responsibility as an employee and user:

- To study these 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 Fire Alarm is tested on a weekly basis on Saturday mornings**, a short sounding of the alarm. Unless notified by Facilities 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 and service users must ensure that individuals with impaired mobility must ensure they 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. 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 Facilities & the Centre Manager receive a copy of the PEEP.

Staff and service user duties during an evacuation

Senior Fire Wardens, Fire Wardens

All wardens must wear their fluorescent jackets in an evacuation, as this identifies them at the assembly point. These must be stored within easy reach in their office.

1. Senior fire warden –

All Fire Wardens will report to the Senior Fire Warden/deputies on the way to the assembly point. The Senior Fire Warden will tick off each Warden's area on their checklist, while also recording that their areas has successfully been cleared, note if anyone has not been able to evacuate the building, note any concerns etc. He/she will then forward this information to the Fire Brigade.

2. 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:

- The Wardens are responsible for instructing people to evacuate the building by the nearest available exit.
- Where safe to do so, they must ensure that the area they are responsible for is fully evacuated.
- This should include the toilets, kitchen etc. where appropriate.
- 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.
- Where safe to do so, close doors and windows on evacuation as this will help to limit fire spread.
- On leaving the building, the Fire Warden must report to the Senior Fire Warden/deputies who will be located at the Assembly Foot Path Wentworth Avenue (opposite the New Housing Estate). The Fire Warden will need to clarify that areas are vacated and forward any concerns. For example, Fire Wardens are to inform the Senior Fire Warden 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.
- Once the Senior Fire Warden has checked off the Wardens area, the Fire Warden must make their way to the 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.

If any of these checks reveal deficiencies they are to immediately be reported to the Facilities Helpdesk on Ext 5908.

3. 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 Waist Coat (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 Aiders List

Britwell Hub Centre

Name	Ext number	Location	Department
Sukhi Sohal Duty F.O.	07540 151919	Britwell Hub	Building Management

List of Fire Wardens at Britwell Hub Centre

Senior Fire Warden

- Senior Fire Warden (Facilities Officer) Sukhjinder Sohal Mob no 07540 151919

Deputies:

- Library Staff Member
- GP -Staff
- Housing Team

Area covered on	Name of fire warden	Tel ext.	Fire warden training Review date	Fire warden briefing
My Council	Razeena Shah-			
My Council	Ilona Chomiak			
My Council	Ray prosper			
Library Staff	Edward Keating			
Library staff	Fozia Sheikh			
Library staff	Leo Yousef			
Library staff	Kaursar Sherwani			
Housing Department	Sharmila Dikbas			
Housing Department	Swapna Sekhri			
Housing Department	Pamla Dailey			
Housing Department	Basharat.Nazir			

Appendix 1

Britwell Hub assembly on left of library entrance outside new housing estate.



Appendix 2- Fire Exit

