

Exmouth Community College



Fire Safety & Evacuation Guidance for Lettings

This document is designed to inform staff of the procedures for ensuring that staff, students and visitors who come to the College are kept safe from the threat of fire and are aware of the evacuation process relating to any emergency situation that may arise.

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Index

1.	Introduction	Page 2
2.	Fire Safety	Page 2
3.	Fire Alarm System	Page 2
4.	Essential Knowledge	Page 3
5.	Discovery of a fire/evacuation	Page 4
6.	Evacuation Assembly Points	Page 5
7.	Evacuation Routes	Page 5

Appendices

Appendix A	-	Site Plans showing fire zones
Appendix B	-	Connectivity between Evacuation and Alert sounders

1. Introduction

This document is intended to provide those responsible for hiring accommodation within the College with the information they must be aware of relating to Fire Safety and Evacuation. It provides some background information together with more detailed information regarding their day to day responsibilities and the actions to be taken in the event of a fire or the need to evacuate buildings for any other reason.

Those responsible for organising the activity for which College accommodation is being used have a responsibility for ensuring that all those attending the activity are made aware of the contents of this document.

They must also identify those attending the activity who have a physical or sensory impairment which may affect their ability to evacuate the building quickly. In all such cases consideration must be given as to how they will be evacuated should there be a fire. The Premises Manager for the College must be informed prior to the letting if people with a physical or sensory impairment are using first floor accommodation.

2. Fire Safety

All visitors have a responsibility to ensure they act in a responsible manner to reduce the risk of fire.

Whilst on the site visitors should:

- Ensure that exit doors within rooms and doors leading to the open are not blocked by items of furniture and/or equipment.
- Ensure that all escape routes, including corridors, are kept free from obstruction.
- Ensure fire fighting equipment is accessible at all times and not blocked.
- Ensure fire doors are not wedged open.
- Do not park vehicles on yellow crosshatched lines as these may be adjacent to an emergency exit.
- Check that fire doors are not blocked.

3. Fire Alarm System

Each block has its own fire detection and alarm system. This comprises of a number of automatic smoke and heat detectors and strategically placed 'push button' alarm points. Each building has its own emergency warning sounders.

In the majority of cases the entire block will be regarded as one fire zone. The exceptions are:

- Block 1 in Gipsy Lane which is divided into 4 fire zones
- Block 11 in Green Close which is divided into 3 fire zones
- Blocks 37 and 25 in Green Close which are regarded as 1 fire zone

In the event of an alarm being activated the fire alarm Evacuation Sounders will be activated within that Block or fire zone only. This will take the form of a loud siren followed by a male

Exmouth Community College – Fire Safety & Evacuation – Guidance for Lettings

voice indicating that the building must be evacuated. This will continue until the “all clear” has been given.

Where it has been pre-determined that a fire within a particular block or fire zone could impact upon another block or fire zone an alert sounder will be activated automatically within these blocks or fire zones.

The alert sounder takes the form of a female voice indicating that an incident has been noted and that all visitors should remain within the building until advised otherwise. Those attending the Lettings session should prepare themselves for a possible evacuation.

The initial Alert sounder will be followed by two minutes silence following which the sounder will be activated again. This will continue until either the evacuation sounder is activated or the “all clear” is given.

The ‘all clear’ signal is 5 rings of the class change bells. It is not possible to zone the class change bell system. As a result the ‘all clear’ will be heard in all classrooms across both sites. If an Evacuation or Alert sounder has not been activated in rooms and the ‘all clear’ has been sounded there is no need for any action to be taken by those within those rooms.

Note; the Grange is not fully connected to the new system and only has an evacuation sounder with no voice messages.

By law the decibel level of the sounders is high. It is possible, therefore, that visitors in one block or fire zone will hear the sounders within a nearby block or fire zone. Visitors must not evacuate their block or fire zone unless the sounders are activated within their block or fire zone.

See Appendix B for the site plan indicating fire zones and Appendix C for the connection between evacuation and alert sounders.

4. Essential knowledge

It is essential that all those attending the activity know the following:

- The Evacuation Sounder indicates a fire and ***all persons must leave*** the building immediately.
- The Alert Sounder indicates that ***all persons should remain where they are*** until further instructions are issued.
- The location of the nearest manual Fire Alarm Point for the area you are using.
- The best exit route from the room you are in (there is an evacuation poster on the wall of the room).
- The location of the Fire Exits (these are indicated with green signs above the Fire Exit doors).
- The location of the appropriate Evacuation Assembly Point for the room you are in (this is on an evacuation poster on the wall of the room).
- The evacuation route from the room you are in to the appropriate Evacuation Assembly Point (this is shown on an evacuation poster on the wall of the room).

5. Discovery of a Fire/Evacuation

NEVER ASSUME THE ALARM IS A FALSE ALARM

If you or anyone attending the activity discovers a fire:

- Trigger the nearest fire alarm point immediately.
- It is important that all people attending the session are accounted for at this point as there is no-one available to check the building. The Lettings Leader must be aware of anyone temporarily away from the room, for example if they have gone to the toilet.
- **IF SAFE TO DO SO** close all windows and doors (do not lock them) on your way out.
- Ensure those attending the activity leave the room immediately. **DO NOT** stop to pick up tools, bags etc. unless they are easily accessible.
- Follow the emergency evacuation route and go directly to the Evacuation Assembly Point and do not deviate from the emergency evacuation route - wherever possible green emergency signs have been placed on walls opposite room doors and in corridors pointing in the direction you should take. Follow these signs out of the building to the Fire Exit sign.
- When you arrive at the Evacuation Assembly Point the Lettings Leader must check their attendance register to account for all those attending the activity. They must advise the Duty Caretaker if any people are missing when he arrives. Failure to do this may result in an officer from the Devon and Somerset Fire Service being put at risk looking for you in the burning building.
- Do not return to the fire area.
- Due to the priority for the Duty Caretaker to call and greet the Devon and Somerset Fire Service it may be some time before he arrives at the Evacuation Assembly Point. Lettings Leaders are required to wait at the Evacuation Assembly Point until they are contacted by the Duty Caretaker.

If there is the correct type of fire fighting equipment nearby and you feel confident you can put out a small fire by using the fire fighting equipment **WITHOUT PUTTING YOURSELF AT RISK** please do so. Please read the label on the fire extinguisher to ensure it is the correct type for the fire situation. However, this should not delay the raising of the alarm or the evacuation process.

If you hear the Evacuation Sounder within the building you are using:

- It is important that all people attending the session are accounted for at this point as there is no-one available to check the building. The Lettings Leader must be aware of anyone temporarily away from the room, for example if they have gone to the toilet.
- **IF SAFE TO DO SO** close all windows and doors (do not lock them) on your way out.
- Ensure those attending the activity leave the room immediately. **DO NOT** stop to pick up books, bags etc. unless they are easily accessible.
- Follow the emergency evacuation route and go directly to the Evacuation Assembly Point and do not deviate from the emergency evacuation route - wherever possible green emergency signs have been placed on walls opposite room doors and in corridors pointing in the direction you should take. Follow these signs out of the building to the Fire Exit sign.

Exmouth Community College – Fire Safety & Evacuation – Guidance for Lettings

- When you arrive at the Evacuation Assembly Point the organiser of the letting must check their attendance register to account for all those attending the activity. They must advise the Duty Caretaker if any people are missing when he arrives. Failure to do this may result in an officer from the Devon and Somerset Fire Service being put at risk looking for you in the burning building.
- Do not return to the fire area.
- Due to the priority for the Duty Caretaker to call and greet the Devon and Somerset Fire Service it may be some time before he arrives at the Evacuation Assembly Point. Lettings Leaders are required to wait at the Evacuation Assembly Point until they are contacted by the Duty Caretaker.

If you hear the Alert Sounder:

- DO NOT LEAVE THE ROOM UNTIL FURTHER NOTICE and close all windows and doors

When you hear the "All Clear"

Following the "All Clear" sounder being activated the Duty Caretaker will go to the Evacuation Assembly Point and advise all Lettings Leaders that it is safe to return to their rooms unless these have been damaged by the fire.

6. Evacuation Assembly Points

The areas where you should assemble within the Evacuation Assembly points are indicated on the evacuation poster on the room wall.

It is highly probable that there will only be one caretaker on duty during the time of the letting. His initial responsibility if the fire alarm is activated will be to check to see if there is a fire and if so to contact the Fire Service and guide them to the fire.

There will be no other college staff on site as a result of which you may be left at the Evacuation Assembly Point for a while before the Caretaker gets to you.

As indicated above the person organising/running the letting is responsible for ensuring that all those attending are accounted for. It is essential that this information is available to the Senior Fire Officer upon his arrival. The caretaker will also have a list of lettings taking place and which rooms are being used. He will use this information to ensure that all the groups using the college at that time are accounted for. It is essential, therefore, that you do not leave the Evacuation Assembly Point until the Caretaker has contacted you.

Whether it is a fire or a false alarm you will be advised whether you will be able to return to the room you were in by the Caretaker or the Senior Fire Officer as appropriate.

7. Evacuation Routes

There are plans in every room indicating the emergency escape route for each room and subsequently from each building to the Evacuation Assembly Point. In the majority of cases the plan will indicate a route 1 and route 2 option for each room. Unless there are obvious reasons not to do so the route 1 option should be followed.

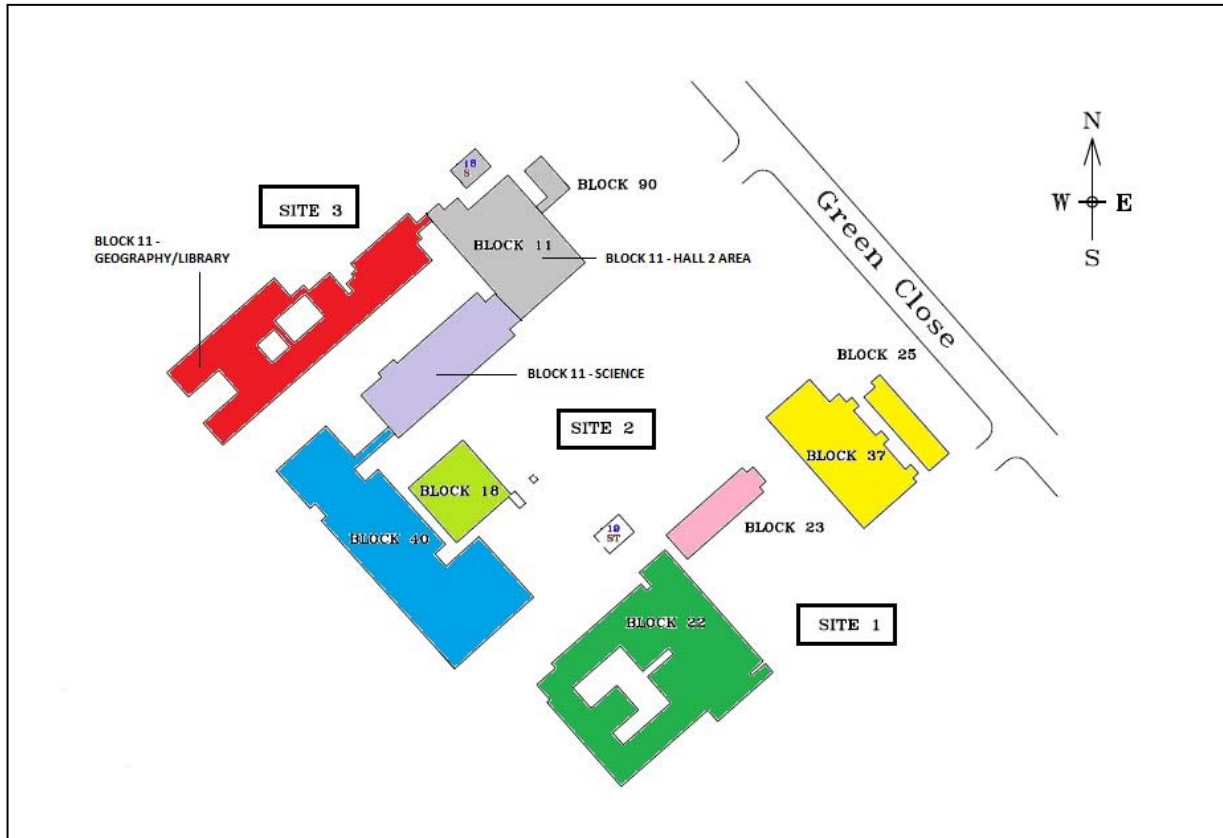
Exmouth Community College – Fire Safety & Evacuation – Guidance for Lettings

In the majority of cases the route 1 or 2 options will only be relevant upon leaving the room. However, in some rooms there may be a route 1 and route 2 option for leaving the room. Once again, unless there are obvious reasons not to do so the route 1 option should be followed. As a general rule the route 2 option for leaving the room will only apply when the fire is in the room and its position prevents escape through the route 1 exit door.

As a result, in rooms where there are two escape options from the room there will be more than one Fire Exit sign displayed above exit doors. Lettings organisers must ensure that those attending are made aware of the route 1 and 2 options and the appropriate exit to use for each.

In the event of the activation of the 'Evacuation' Sounder the Lettings organiser must direct those attending to the route 1 exit.

GREEN CLOSE FIRE ZONES



GIPSY LANE - FIRE ZONES



Exmouth Community College – Fire Safety & Evacuation – Guidance for Lettings

Appendix B

<u>Assembly Point Reference Letter</u>	<u>Block/fire zone evacuation Activated</u>	<u>Block/fire zone alert activated</u>
<u>Gipsy Lane</u>		
A	Block 1 – Maths	Block 1 – Science, Block 1 – Library/IT, Reach Unit
B	Block 1 – Science	Block 1 – Maths, Block 1 –Gym 5 Block 1 – Library/IT, Reach Unit
C	Block 1 – Library/IT Reach Unit	Block 1 – Science, Block 1 – Maths, Block 1 –Gym 5
D	Block 1 – Gym 5	Block 1 – Science, Block 1 – Library/IT, Reach Unit
E	Block 2 (The Grange)	None
D	Block 3 (Sports Hall)	None
A	Block 4 (The Cottage)	None
E	Block 6 (New Block)	Block 7 (Heavy Craft), Block 8, (Media)
F	Block 7 (Heavy Craft)	Block 6 (New Block) Block 8 (Media)
C	Block 8 (Media)	Block 6 (New Block), Block 7 (Heavy Craft), Block 9 (The Nursery)
B	Block 9 (The Nursery)	Block 8 (Media), Block 38 (Telfer Building)
A	Block 38 (Telfer Building)	Block 8 (Media), Block 9 (The Nursery)
A	New P E Changing Rooms	None
	Handyman's store/workshop	None

Exmouth Community College – Fire Safety & Evacuation – Guidance for Lettings

<u>Assembly Point Reference Letter</u>	<u>Block/fire zone evacuation Activated</u>	<u>Block/fire zone alert activated</u>
<u>Green Close</u>		
A	Block 11 – Science	Block 11 – Hall 2 Area , Block 11 – Geography/Library Block 40 – (Hitchins Building)
B	Block 11 – Hall 2 Area	Block 11 – Science, Block 11 – Geography/Library
C	Block 11 – Geography/Library	Block 11 – Hall 2 Area, Block 11 – Science
E	Block 18 (CDT)	Block 40 – (Hitchins building), Block 11 Science
F	Block 22 (Languages Quad)	Block 23 – (Dance Studio)
G	Block 23 (Dance Studio)	Block 22 – (Languages Quad), Block 37 (Turner Building), Block 25
H	Block 37 (Turner Building) & Block 25	Block 23 (Dance Studio)
D	Block 40 (Hitchins Building)	Block 18 (CDT), Block 11 - Science