

# Exmouth Community College



## Fire Safety & Evacuation Guidance for Visitors

**This document is designed to inform visitors 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.**

<b>Policy Details</b>	<b>Date</b>
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# **Exmouth Community College – Fire Safety & Evacuation – Guidance for Visitors**

## **1. Introduction**

This document is intended to provide visitors 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.

It is essential that we are able to account for all visitors on site in the event of an emergency evacuation. It is essential therefore that you register at reception and provide the name of the person you are visiting.

## **2. Fire Safety**

As a visitor you have a responsibility to ensure you act in a responsible manner to reduce the risk of fire.

Whilst you are on the site please:

- Ensure that exit doors within rooms and doors leading to the open air 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 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.

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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. Visitors 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.

### **4. Essential knowledge**

It is essential that you 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 Fire Alarm Point for the area you are visiting
- 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 (there is 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 discover a fire:

- Trigger the nearest fire alarm point immediately
- IF IT IS SAFE TO DO SO close windows and doors (do not lock them) on your way out
- Leave the room immediately. **DO NOT** stop to pick up tools, bags etc. unless they are easily accessible

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- Inform a member of staff immediately and inform them of the exact location of the fire.
- Follow the 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 report to the Assembly Point Marshal who will check your name against the Visitor's book. 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

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

- IF IT IS SAFE TO DO SO close windows and doors (do not lock them) on your way out
- Leave the room immediately. **DO NOT** stop to pick up tools, bags etc. unless they are easily accessible.
- Follow your host's instructions.
- Follow the 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 report to the Assembly Point Marshal who will check your name against the Visitor's book. 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

If you hear the Alert Sounder:

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

You will be informed when it is safe to leave the room.

## **6. Evacuation Assembly Points**

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

## **7. Evacuation Routes**

The evacuation routes in the event of an emergency are shown on the evacuation poster on the room wall.

## **8. Leaving the campus**

Make sure you inform the receptionist when you leave the campus. In this way lives will not be put in danger looking for you if there is a fire.