



Emergency Evacuation Plan

Elstree University Technical College

Revised: July 2019

This Emergency Evacuation Plan is for employees, students, contractors, subcontractors, self employed persons, visitors and others who may be affected by heat or smoke as a result of a fire at Elstree University Technical College

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1. Instructions In The Event Of A Fire Or Bomb Alert

1.1 In the event of discovering a fire

- Immediately raise the alarm by shouting **FIRE** and activate the nearest call point.
- Attack the fire only if it is safe to do so and you have had training.
- Evacuate the building via the nearest available exit and make your way to the muster point: ***the car park to the rear of the school on the right hand side of the electronic gate***
- Await further instructions
- Do not stop or return to collect personal possessions.
- All staff are to report to their designated line manager as detailed in appendix 1
- Do not re-enter the building until the Fire Coordinator tells you that it is safe to do so.

1.2 In the event of hearing an alarm

- Evacuate the building via the nearest available exit and make your way to the muster point: ***the car park to the rear of the school on the right hand side of the electronic gate***
- Await further instructions
- All staff are to report to their designated line manager as detailed in appendix 1
- Do not re-enter the building until the Fire Coordinator tells you that it is safe to do so.

1.3 In the event of a bomb alert

- Leave the building in an orderly manner in the way described above.
- **IN THE EVENT OF A BOMB ALERT** instructions will be given if required to evacuate to the designated assembly point which is **in front of The Venue building, Elstree Way.**
- Await further instructions

1.4 In the event of an evacuation during public examinations

- In the event of the fire bell ringing during an external exam the exam should be stopped until the Exam Officer informs the chief invigilator whether to vacate the room. The time the exam was paused should be noted and the time added to the end of the exam.

Obviously, if a fire or other emergency is evident, then the exam should be halted immediately and the exam room vacated.

Evacuation Procedure

- Students should be told to leave their exam papers on the desk and leave in an orderly fashion.
- Students should be warned that they are still under examination conditions, and any communication may result in their expulsion from the exam.
- All candidates will exit the building via the nearest available fire exit under the direction and supervision of the Invigilators who will continue to enforce exam regulations
- Candidates will proceed to the separate Muster Point: ***the car park to the rear of the school on the right hand side of the electronic gate***

Assisting those with disabilities in an exam

- The designated employee/appointed person will assist the wheelchair user to evacuate the building
- Once they exit the building they must proceed to the Muster Point which is ***the car park to the rear of the school on the right hand side of the electronic gate***
- In the event of an evacuation during an examination the Lead Invigilator is designated as the appointed person to assist with evacuation as detailed above.

Returning to the exam after an evacuation

- Once clearance has been given to return to the building the Chief Invigilator will unlock the exam room and oversee the students as they enter, reinforcing silence.
- The Chief Invigilator will change the countdown system and inform the students that an allowance will now be added to cover the lost time.
- The Examination Officer will inform the awarding body of the incident on completion of the exam

1.5 Operation of the fire alarm

During the working day:

In the event of an alarm being raised:

- A continuous ringing bell.
- Duty Site Staff attend fire panel to confirm the possibility of a false alarm
- Monitoring company contacts Site team.
- If fire is confirmed:
- Site Staff will: Activate evacuation system. Notify Monitoring Company to contact emergency services

Instructions for out of hours

During periods when the UTC is closed in the event of an alarm, the monitoring service will call:

- The Operations Manager
- The Mobile Officer will attend site and in the event of a real fire, contact the Operations Manager and the emergency services

2.0 Employees Duties

2.1 Duties of appointed persons and others (In the event of a fire evacuation)

The responsible appointed persons designated for the above premise are named as <u>Role</u>	Nominated Person	Deputy
Fire Coordinator	Desrae Le Roux	Clare Buckle
Checking visitors	Corinne Ward	Receptionist
Checking staff	Corinne Ward	Receptionist
Student registers	Charlotte Wilkes	Clare Buckle

2.2 Duties of Fire Wardens

- Fire Wardens will on hearing full evacuation bell commence evacuation route according to their training.
- Check each room in the designated area as reasonably and as practicable as possible to ensure all persons have evacuated the area.
- Assist with the evacuation of movement impaired and disabled staff and students as required
- Liaise with Fire Warden on each floor as required by training
- Report to Fire Coordinator that all persons have evacuated the building to best of their knowledge

Name	Area
Tom Golds	Screen One Ground Floor
Daniel McGarvie	Screen One 1st Floor
Terri Newman	Screen One 2nd Floor
Adam Rose	Screen Two Ground Floor
Laura Magwood	Screen Two 1st Floor
James Marks	Screen Two 2nd Floor

2.3 Duties of all Staff

- Read this evacuation plan and know what to do in the event of discovering a fire or on hearing the alarm.
- Raise the alarm immediately you discover a fire.
- Make yourself familiar with all the means of escape in case of fire.

- Only tackle a fire if it is safe to do so and you have had appropriate training.
- Avoid any obstructions of escape routes and doors.
- Be aware of your responsibilities with regard to ensuring all visitors that you receive sign in and out of the building and are given appropriate information regarding evacuation procedures and escape routes.
- Ensure that fire doors are kept closed at all times.
- Note that this is a non-smoking site and that this applies to all staff and visitors to the premises.
- Ensure that electrical appliances are switched off where possible and unplugged before leaving each evening.
- Report any faulty or hazardous equipment to an appointed person immediately.
- Carry out evacuation of students in accordance with Appendix 3

3.0 Other Persons Who May Be Affected

3.1 Visitors

- Visitors will be the responsibility of the person/s that they have come to see (the designated employee) and will remain so during any evacuation.
- All visitors must be made aware of the emergency procedures and the location of the nearest exits and assembly point immediately upon arrival by drawing their attention to the procedure detailed on reception. In an evacuation Visitors must evacuate to the main pedestrian path and report to Receptionist.

3.2 Short term Contractors

For the purposes of this evacuation plan short-term contractors shall be regarded as visitors to the premises and will be the responsibility of; **Clare Buckle**

- The person with responsibility for the contractor (designated employee) who will regard the contractor as a visitor and follow the guidelines as above.
- In **Clare Buckle's** absence **Paul Clough** will assume responsibility for the contractor who will be regarded as a visitor and will follow the above guidelines.

3.3 Long term Contractors

For the purposes of this evacuation plan long-term contractors shall be regarded as employees and will be subject to the duties as outlined in part 2.

3.4 Assisting those with disability

- People with hearing or sight impairment may need extra assistance in evacuating the building. As such, the Operations Manager should be informed that a person with
- such a disability is on the premises so that a person can be appointed to assist them in the event of a fire and a personalised EEP can be implemented.
- Wheelchair users may need extra assistance to reach a place of safety. As such, the Operations Manager and Head of Student Services should be informed that a wheelchair user is on the

premises so that a person can be appointed to assist them in the event of a fire and a personalised EEP can be implemented

- The designated employee/appointed person will assist the wheelchair user to evacuate the building if they are on the ground floor, otherwise they will escort them to either the stairwells and activate the disabled refuge call point.
- Fire Wardens will attend the disabled person and transfer them to an “Evac-Chair”. For evacuation. Only those trained to use the chair are permitted to escort disabled people
- In the event of an evacuation during an examination the Lead Invigilator is designated as the appointed person to assist with evacuation as detailed above

It will be the responsibility of the Operations Manager and in their absence the Principal to ensure that the fire brigade are informed of the location of any such person/s unable to be evacuated immediately upon their arrival.

4.0 Fire Fighting Equipment

4.1 Fire extinguishers

Water, powder, chemical and carbon dioxide extinguishers are provided throughout the premises. Specialist equipment is also available in pertinent areas. They are located on escape routes and exits. Extinguishers must not be used unless appropriate training has been given. A competent person services all extinguishers regularly and results recorded and kept in the fire log.

5.0 Training

5.1 Practice evacuations

Regular training in fire evacuation procedures will be carried by means of a practice evacuation drill. These will be carried at least three times a year. The Operations Manager will note the time taken for evacuation and any problems encountered; these should be recorded in the fire log.

6.0 History

Version	Date	Changes	Approved

Appendix 1: Staff reporting during fire alarms

All staff must report to the designated person shown below.

Charlotte Wilkes - hands registers to all staff

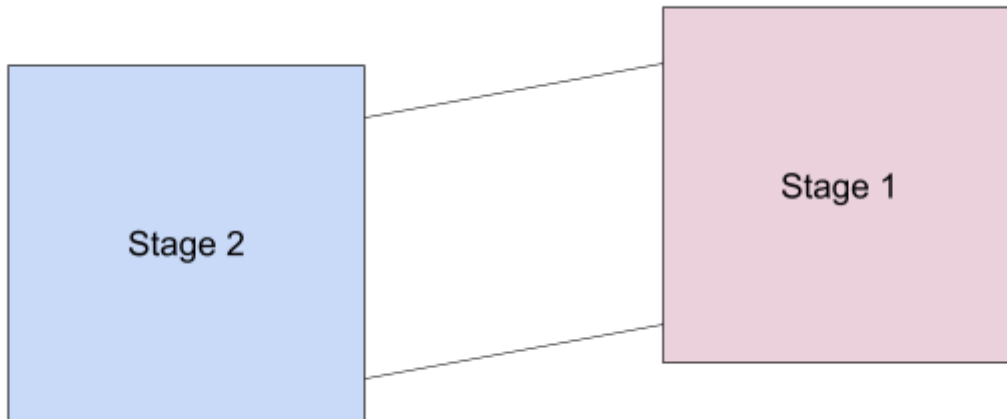
Corinne Ward - Invenry used to register all college staff, contractors and catering staff

Staff and student attendance reported to Desrae Le Roux, who then reports to Chris Mitchell

If a designated person is absent, then the "checking" of staff will be completed by their line manager.

Appendix 2: Base Group Positions

Base group positions in Car Park for fire evacuations.



Visitors, Cleaners,
Catering, FM

1

Base
Groups

20

Car Park Gate



Appendix 3: Fire Drill - Staff Instructions

- Continuous bell – need for evacuation has been confirmed (**No talking or running from that moment.**)
- No books, etc., may be picked up. Bags and coats to be left in classrooms.
- In practical rooms **all gas taps and cookers must be turned off individually.** Staff to ensure this completed before leaving the room.
- Class lines up at door - staff instruct front student on direction to be taken.
- Teacher leaves room last, taking teaching group register, turns off lights and shuts door (**do NOT lock**).
- Fire Wardens to check designated areas are empty and report to the Fire Coordinator on reaching the muster point
- Student signing in book, late book and work experience details to be taken out by the Attendance Officer and Student Services teams
- Visitors book to be taken out by Duty Receptionist
- **ALL STAFF AND STUDENTS TO EVACUATE VIA NEAREST AVAILABLE EXIT**
- All external doors automatically open on alarm.
- The muster point is the car park to the rear of the UTC to the right to the electronic gate
- The Teacher should escort the class to the area and then ensure the students line up in **BASE GROUPS IN ALPHABETICAL ORDER.**
- **ALL** staff must report to their designated Line Manager on arrival at the muster point so that the pyramid of reporting ends with **Chris Mitchell and in his absence Desrae Le Roux** who will confirm that all the staff are in fact out of the building. The flow diagram on the Emergency Evacuation Plan shows who Staff report to.
- Staff who are not Tutors should report to their Line Manager then assist with the lining up of the students. Staff should continue to walk between rows once registration has been completed, so that silence can be enforced.
- Attendance Officer issue registers to each of the Tutors.
- **REPORT THE NAME OF ANY STUDENT MISSING IMMEDIATELY TO THE ATTENDANCE OFFICER AND IN THEIR ABSENCE TO THE PRINCIPAL**

- Once these registers have been taken they need to be collected by the Attendance Officer so that they can cross check absences.
- Reception Staff to check visitors
- Staff should continue in their roles until the Facilities Management Team have assessed the situation and reported to the Operations Manager who will then issue further instructions.
- On returning to the building Staff are to oversee students back to their classes as quickly as possible.
- Staff having a non-teaching period when the alarm sounds should assist in supervising any group of students where necessary on the way out, particularly during lunch and break. Please remember that once outside, all staff not involved in registering are asked to patrol between the lines and assist in enforcing silence rather than to stand at the front.
- Should the alarm bell sound in non-teaching time, e.g. before the day begins or during breaks, all staff on site are asked to assist in clearing the building as quickly and quietly as possible. The tutor group registers will be taken out by the Attendance Officer and each member of staff is asked to check their register and report absentees to them.
- In the event of a **bomb threat** the muster point moves to the **front of The Venue** so that everyone is as far possible out of blast range. Instructions for this move will be given by the Operations Manager
- If anyone has a visitor who is disabled or a wheelchair user, Staff must report to the Operations Manager when they arrive on site so that a personal evacuation plan can be organised in the event of an incident
- If during any of these procedures a member of staff is away it is the responsibility of their immediate line manager to either complete their task or designate someone to do it for them.

Appendix 4: Site Map and Exits

