

## EMERGENCY EVACUATION PROCEDURE

<b>If you discover a fire:-</b>	<ul style="list-style-type: none"> <li>• Raise the fire alarm by pressing a call point</li> <li>• Report the fire to Main Reception or if you are a student or a visitor tell a member of College staff</li> </ul>
<b>If you hear the fire alarm:-</b>	<ul style="list-style-type: none"> <li>• If you hear a continuous ringing leave the building immediately by the nearest exit.</li> <li>• <b>PLEASE NOTE: IF YOU ARE TAKING AN EXAM WHEN THE ALARM SOUNDS, YOU WILL BE ESCORTED IN SILENCE BY THE INVIGILATORS TO A SEPARATE AREA ON THE TENNIS COURTS ADJACENT TO THE SPORTS FIELD - IN USE AS OVERFLOW CAR PARK FROM APRIL 2015)</b></li> <li>• <b>Do not stop to collect belongings</b></li> <li>• <b>Do not use lifts (but if you are already in the lift, it will automatically go to the ground floor)</b></li> <li>• Close doors behind you</li> <li>• Go to the assembly point identified on the Fire Evacuation Routes Plan and as directed by Fire Marshalls wearing high-viz tabards. <ul style="list-style-type: none"> <li>➢ On the sports field adjacent to the student car park during College hours 8.45 am – 4.15 pm</li> <li>➢ On the front car park out of College hours or during holidays, INSET or non-teaching days</li> </ul> </li> <li>• <b><u>For evacuations during College hours (8.45 am – 4.15 pm):</u></b></li> <li>• Gather on the sports field ensuring that you move to the furthest boundaries so as to allow others to get onto the field when they arrive. Fire Marshalls will assist in this process.</li> <li>• Staff, contractors and visitors gather on the sports field in front of the bank adjacent to the student car park</li> <li>• <b><u>For evacuations out of College hours or during holidays, INSET or other non-teaching days:</u></b></li> <li>• Gather in the front car park and wait for further instructions. Depending on the time of day and numbers of people on site you may be directed to an alternative assembly area.</li> <li>• Do not leave the campus</li> <li>• Do not re-enter the buildings until instructed by the Fire and Evacuation Officer</li> <li>• <b>PLEASE NOTE: IN THE CASE OF OTHER EMERGENCIES (INTERMITTENT RINGING) TAKE YOUR BELONGINGS WITH YOU IF THEY ARE IN THE AREA WHERE YOU ARE</b></li> </ul>
<b>If you have a Personal Emergency Evacuation Plan (PEEP) because you require assistance:-</b>	<ul style="list-style-type: none"> <li>• You will be given assistance in accordance with your Personal Emergency Evacuation Plan (PEEP)</li> <li>• If you are in a wheelchair and you would normally use the disabled lift, do not use the lift and stay in the designated refuge area (detailed in your PEEP) and await assistance</li> </ul>
<b>If you are a buddy for someone with a PEEP:-</b>	<ul style="list-style-type: none"> <li>• Assist the person as per their PEEP (Personal Emergency Evacuation Plan)</li> </ul>
<b>If you are an invigilator (during an exam):-</b>	<ul style="list-style-type: none"> <li>• Instruct the candidates to leave the building</li> <li>• Collect the registers and seating plans</li> <li>• Escort the candidates in silence to the tennis courts (overflow car park) adjacent to the sports field</li> <li>• Report to the Chief Fire Marshall regarding the status of the examination area you have vacated</li> </ul>
<b>If you are a Teacher or nominated Fire Warden or Fire Marshall:-</b>	<ul style="list-style-type: none"> <li>• If you are a teacher in charge of a class at the time of the emergency instruct your students to leave the building and carry out a check of corridors, toilets and similar areas as you leave.</li> <li>• If you work in the Library or Learning Support instruct people to leave the areas in the ILC including the Silent Study area and the toilets</li> <li>• If you are a nominated fire marshal proceed to the area you have been appointed to cover to direct staff, students and others to the appropriate assembly point using the routes identified on the Fire Evacuation Routes Plan or as otherwise directed by the Fire and Evacuation Officer (Martin McCarthy or deputy John Erasmus)</li> </ul>
	<ul style="list-style-type: none"> <li>• Once you have carried out your role in assisting with evacuation and directing others proceed to the appropriate assembly point (see above)</li> <li>• Report as necessary to the Chief Fire Marshall (Val Jones) regarding the status of your area/building (you only need to report on anything that you consider may require immediate action or attention)</li> </ul>
<b>If you are the Fire and Evacuation Officer or deputy:-</b>	<ul style="list-style-type: none"> <li>• Gather information from the Chief Fire Marshall and Fire Wardens/Marshalls regarding the status of areas/buildings</li> <li>• Liaise with the Fire and Rescue Service regarding the status of the buildings</li> <li>• <b>NOTE: IN THE CASE OF OTHER EMERGENCIES (INTERMITTENT RINGING) CALL THE POLICE (999) AND LIAISE WITH THE POLICE ON ARRIVAL</b></li> </ul>