

# Saltisford Fire Evacuation and Building Emergency Evacuation Procedure (BEEP)

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It is important that all staff who are based at Saltisford understand their responsibilities and the procedures to be followed in relation to both planned and unexpected building evacuations on site. The information below has been written in conjunction with colleagues in Facilities Management and should be adhered to by all staff working on the Saltisford complex.

## **Building Opening Hours**

Opening hours for Saltisford complex are 07:00 – 18:30 Monday to Friday.

Reablement staff working outside office hours have been, and will continue to be, briefed on evacuation arrangements during these times. All staff with the exception of Reablement will be required to vacate the building no later than 18:30 Monday – Friday.

Use of Saltisford buildings over the weekend is by appointment only and should be authorised by your manager and agreed with Facilities Management, as caretaking charges could apply.

## **Alarm Testing**

The fire alarms within each of the buildings across the Saltisford complex are tested every Tuesday during the morning and are likely to sound for no more than a couple of seconds.

## **Alarm Activation During Office Hours**

When a continuous alarm sounds within one of the Saltisford buildings, during office hours, staff are required to evacuate the building. The fire alarm monitoring company will notify the duty caretaker of the alarm activation and its location. The duty caretaker will then immediately make his way to Saltisford to assess the relevant fire alarm panel and whether any hazards are identifiable/visible within the building. The duty caretaker will then make a decision on whether to inform the fire brigade of their need to attend the site. The duty caretaker will also discuss with any floor/zone wardens who are onsite, whether any staff are still present within the affected building and advise the fire brigade if necessary.

However if floor/zone wardens are easily able to identify that a fire (which is unmanageable with extinguishers) is present within the building, the fire brigade are to be called immediately on (9)999.

The duty caretaker and designated zone warden/s are responsible for advising staff when it is safe for them to re-enter the building following an alarm activation.

In the event that it is not safe for staff to re-enter the building, the duty caretaker and designated zone warden/s will liaise with Senior Managers on site to ensure that business continuity arrangements are appropriately followed.

### Alarm Activation Outside Office Hours

Should the alarm sound out of hours, a duty caretaker will attend to assess the site.

### Site Evacuation

If it becomes apparent that surrounding WCC buildings have been, or are being evacuated, staff are asked to remain where they are until further notice. Wardens will be contacted to deter staff from leaving surrounding WCC buildings; this is to ensure that staff are evacuated in a safe manageable manner and to alleviate potential evacuation delays across the site.

Staff who have been evacuated will be allowed back into the building to collect personal belongings, when it is safe to do so. In the unfortunate event that the building is not safe to re-enter, staff will be expected to make their own arrangements to return home.

### Fire Drills

Floor/Zone Wardens will not be notified when test fire drills are likely to take place. Individuals who have a registered disability with Health and Safety and Facilities Management may be notified if this is considered appropriate and/or if notification of such events is documented within their PEEP.

Under no circumstances are any of the lifts on the Saltisford complex to be used during fire drills or evacuations.

Should any staff member refuse to leave the site whilst the fire alarm is sounding the duty caretaker should be advised upon arrival at the site.

### Evacuation Points

Evacuation points to be adhered to by staff are as follows: <b>Building</b>	<b>Evacuation point</b>
Building 1	Car park outside Building 3
Building 2	Car park outside Building 1
Building 3	Car park outside Building 1
All three buildings	Vacate the complex to Vittle Drive, Warwick District Council Carpark (location map attached at Appendix 1)

## **Fire Warden and Duties**

Attached at Appendix 2 is a list of all the fire wardens across the Saltisford Complex. Each warden has an allocated zone within their building within which to ensure all staff are safely evacuated upon an alarm activation. Fire Wardens have each been provided with a high visibility jacket which should be worn at all times whilst the fire alarm is sounding.

## **First Aiders**

During an evacuation First Aiders are asked to ensure that where possible first aid boxes are taken out of the building. This is to ensure that any injuries can be treated away from the office.

## **Mobility Issues**

Individuals with mobility problems are asked to remain within their affected building for up to 30 seconds along with a team member who has been assigned to them (when personal belongings including any required medication should be gathered), or until access is freely available, before attempting to vacate the building. This is to ensure that all other staff have vacated and a clear pathway is made available for a safe exit.

Managers of staff who have a disability have been trained to use evacuation chairs (located within each of the Saltisford buildings) and are responsible for the safe evacuation of individuals wishing to use this facility.

In the event that a trained member of staff is unavailable to use the evacuation chair, and the staff member in question is not able to make their own way out of the building, they are asked to remain inside the building (preferably with a colleague) and wait for assistance. The designated floor warden will then advise the duty caretaker/fire brigade that assistance is required.

Individuals who wish to register a disability should contact their Manager, Health and Safety and Facilities Management who will ensure that an appropriate PEEP is drawn up.

## **Major Emergency**

Should the fire brigade attend site and render one or all of the Saltisford buildings unusable, Coventry Solihull and Warwickshire Resilience Team (CSWRT) are to be notified on 02476 834948.

# Warwick Town Centre

