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| **Building Emergency Evacuation Plan** |
| **Name of Building {*insert*}**  *Provide reference to relevant supporting documents, such as diagrams/drawings/documents for fire warden location/ names/ zones (not forgetting deputy arrangements), location of fire exits/ call points/ fire extinguishers/ detectors/ emergency shutoff etc, primary/secondary evacuation routes, etc…* |
| **Discovering a fire.**  *This will include details of how the alarm is raised whether it is breaking a call point or by some other means. Details should also be included on the action to take if upon attempting to activate an automatic alarm the alarm does not sound.*  **Discovering another emergency situation.**  *Detail any specific action to be taken for a given situation (such as isolating services).* |
| **Raising the alarm/ warning system**  *Fire Action Notices will also be displayed in appropriate areas to inform building users of the key action to be taken if the fire alarm sounds/discovery of a fire.*  *Detail how the alarm is raised. For example, break glass call points are positioned at exit points. These should be depressed in the event of an emergency to raise the alarm by personnel as they exit the area/building.*  *Detail what the alarm(s) sounds like, for example is it a continuous ringing bell or some other signal. Sounders are positioned throughout the building (mention any other specific systems that are used at the building, for example, visual beacons for hearing impairments, or pagers, etc).* |
| **If the alarm sounds**  *Everyone must evacuate upon hearing this alarm even if the bell sounds for a short duration. The exception to this rule is at times of testing. Specify the time and date that testing takes place (for example, the alarms are tested every Tuesday at 9am).* |
| **Upon activation**  *The plan should include details of the routes that persons should follow in order to evacuate the building. For example, from employees’ particular locations within the premise this will include details of primary and secondary escape routes.*  *This will include details on the action that you want individuals to take on hearing the fire alarm for example, start to evacuate immediately, even if the alarm sounds for only a short time and then stops, do not use lifts, do not stop to collect personal belongings etc. It should also include procedures for alerting members of the public and visitors including where appropriate directing them to exits.*  *The means of escape you provide must be suitable for the evacuation of everyone likely to be in the premises. Ensure PEEPs are completed as required (refer to Section 1).*  *Detail fire warden system utilised (for example, fire wardens to sweep their assigned zones ensuring areas of clear, etc)* |
| **Assembly point (safe place to congregate)**  *Following evacuation of the building, all occupants of a building must be accounted for and the procedure should incorporate a means of achieving this. This may be by means of a fire warden system whereby fire wardens are assigned to and check (i.e. visually ‘sweep’) particular areas of a building to establish that they are clear or by a roll call once everyone has evacuated the premise. People must be clear on what to do when they leave the building, how they reach the assembly point and the action to be taken at the assembly point (i.e. where they stand, do they need to report in to someone, etc.).*  *Detail how the ‘all clear’ message to return to the building is received and communicated.* |
| **The fire fighting equipment provided**  *Fire procedures should never encourage employees to put themselves at risk in order to extinguish a fire. The location, type and signage should be identified as part of the fire risk assessment. Ensure signage is in place.*  *All WCC employees must review the annual fire safety briefing document and undertake the annual employee fire safety awareness e-learning session to obtain information and advice on the use of fire fighting equipment within WCC (available via ATLAS or school document library in hardcopy format). However, if the fire risk assessment has identified that some employees require practical fire fighting extinguisher training the equipment should only be used in accordance with the information, instruction and training provided and not put themselves at risk.* |
| **The duties and identity of employees who have specific responsibilities in the event of fire**  *The procedures to be followed by those with special responsibilities in the event of a fire should be formalised and documented within the plan. Those with such roles may include fire wardens, senior managers, caretakers, those who notify the emergency services, etc.* |
| **Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors**  *Pre-planned arrangements for providing assistance to specific groups of people should be formulated as part of the plan (for example, how do you inform contractors and other visitors of your evacuation arrangements?).*  *Refer to the PEEP guidance for more specific information on this group of people (see Section 1).* |
| **Specific arrangements**  *The plan should include any specific actions to be taken and by whom is machines/. Processes/ power supplies or services need stopping or isolating in the event of a fire.*  *Specific arrangements may also be required if there are high risk areas on site (i.e. this may include areas where flammable materials are used or stored).* |
| **Notifying the fire brigade and any other necessary emergency services**  *The plan should detail who checks the fire alarm panel upon activation, and who/how the emergency services (i.e. fire and rescue service) will be summoned. Specify whose role this is along with their specific responsibilities (not forgetting to identify and state deputy arrangements).*  *WCC will comply with Warwickshire Fire and Rescue Service’s (WF&RS) protocol. WF&RS require verbal confirmation of a fire. As part of the BEEP, each premise must identify how this will be implemented safely. Training is available for employees undertaking this role. To book email* [*propertyrisk@warwickshire.gov.uk*](mailto:propertyrisk@warwickshire.gov.uk)*. For further information refer to WILMa for ‘Responding and confirming a fire’.* |
| **Procedures for liaising with the fire brigade on arrival and notifying them of any special risks, for example the location of highly flammable materials**  *A person should be nominated as the contact point with the emergency services. There must also be someone nominated to convey information from the emergency services to the people at the assembly point i.e. it is safe to return to the premise. Detail the nominated person.* |
| **What training employees need and the arrangements for ensuring that this training is given**  *The overall objective of fire instruction and training is to ensure that employees have sufficient knowledge to react correctly if a fire does occur. All employees are therefore required to complete the annual employee fire safety awareness training that is available on ATLAS or School Document Library in hardcopy format. If other managers require a hardcopy they can email Property Risk on* [*propertyrisk@warwickshire.gov.uk*](mailto:propertyrisk@warwickshire.gov.uk)  *Detail any specific training provided as required in the fire risk assessment.*  *Fire drills are undertaken twice a year (termly in schools).*  *To inform employees about the BEEP arrangements for their building, you can use the Annual Fire Safety Briefing Document.* |
| **Procedures for other building users**  *If the premise is a shared premise with other WCC teams/ non-WCC teams then reasonable steps must be taken for those site responsible person(s) to co-operate and coordinate on the plan.* |
| **Dealing with Suspicious Packages and Bomb Threats**  *Firstly, consider who within your premise could conceivably receive a bomb threat/ suspicious package. Refer to the separate information sheet for more guidance as relevant.*  *Detail procedure to follow for your premise. For example, upon receipt of a threat (i.e. via the Police or switchboard), Police advice will be sought and followed. Unlike a fire evacuation, during bomb threat evacuations personnel should take their belongings with them, all windows and doors should be left open, and lifts can be used. The signal to evacuate the building will be by oral instruction and fire wardens will sweep the premise.* |
| **Emergency Contact Details**  *Detail any as appropriate for the premise.* |