

BUILDING EMERGENCY EVACUATION PLAN

St John's House, St Johns, Warwick, CV34 4NF

Evacuation plan and procedures in the event of fire or other emergency

Means of escape in case of fire or other emergency are provided in accordance with Fire Officer's recommendations and the means of escape will be maintained and kept free of obstruction at all times.

Fire wardens will ensure they fulfil their duties and responsibilities for effective fire prevention and safe fire evacuation in line with their training and WCC documentation "Duties and Responsibilities of Fire Wardens".

Fire evacuation drills are undertaken and recorded on an annual schedule.

All employees have been made aware of the fire evacuation procedures for the building, the location of the fire alarms, fire extinguishers, and muster point.

Fire notices are displayed in all staff areas to inform building users on the action to take if discovering a fire and/or if the fire alarm is activated.

All employees and visitors (including contractors and visiting members of staff) must ensure that upon arrival they sign into the building using the sheet by the side door. This must be used each time they enter and exit the building so the Zone Warden can establish who is on site in the event of an emergency. All employees must also be aware of the location of the alarms and extinguishers and the fire exits in the building.

Anyone discovering a fire will:

- **Raise the fire alarm**

by operating the nearest fire alarm call point. If the fire is localised and you have received fire extinguisher training, you may attempt to extinguish it using the appliances available.

Do not put yourself or others at risk.

The person raising the alarm should ensure that a 999 call is made to notify the Emergency Services. As soon as the call is made that person should leave the building and go to the assembly area.

- **Address and postcode**

The Emergency Services will require the following details for the building:

St John's House Museum

**St Johns
Warwick
CV34 4NF**

- **Evacuation procedure**

If the alarm sounds, the premises must be evacuated immediately. The alarm will make the sound of a continuous bell.

Proceed in an orderly manner walking quickly and quietly following directions to the fire exits which are prominently marked. Do not waste time collecting personal belongings.

All doors and windows must be closed in order to prevent fire spreading. Switch off lights and electrical appliances if there is time.

- **Assembly procedure**

When you have exited the building, go straight to the assembly area which is:

On the front lawn away from the outer walls of the building. (Please ensure that children are under constant supervision due to the proximity of the road) and assemble with other employees from your building.

On no account should you re-enter the building until permission is given by the Zone Warden/Floor Warden under instruction from the Senior Emergency Services Officer Present.

- **Evacuation Control Point**

An Evacuation Control Point will be set up at the assembly point. This point will act as the central point for designated persons to disseminate instructions.

DESIGNATED RESPONSIBLE PERSONS:

Zone Warden:

There is a Zone Warden for the building who oversees the evacuation procedure and liaises directly with the Senior Emergency Services Officer present. They must wear a high-vis vest for easy identification.

On hearing the alarm they must go to the fire alarm panel to assist the 'first check' person and wait by the panel whilst the first check person investigates the source of the alarm.

The Zone warden will collect the sign in sheets by the alarm panel/side door and take these with them to the assembly point.

The first check person must report "Zone Clear" to Zone Warden at Assembly Area and specifically mention whether any persons with disabilities have been evacuated.

The Zone Warden is: **Emma Andrews**; Deputy/first check person – **Bronwen Williams**

Floor Warden:

There is a Floor Warden for each floor / area of the building. They must wear a high-vis vest for easy identification.

The Floor Wardens are: **Bronwen Williams** and **Claire Hickey** (The Study Centre and Office areas) and **Rebecca Coles** (Ground Floor and Wattlewood Room).

Their role is to liaise with the Senior Emergency Services Officer present in the absence of the Zone Warden.

To check all office areas are evacuated before leaving the building. This also includes the Wattlewood Room.

These areas to include:

- All public areas of the Museum – Ground Floor
- Study Centre
- Office accommodation areas
- Staff and public toilet areas
- Refreshment area
- Work rooms and storage areas e.g. Outreach Cupboard
- Workshop / Garage
- Boiler room
- Wattlewood Room

To oversee assembly procedure and ensure that people assemble in the correct area.

To ensure that no persons enter the building through the front or rear doors after the alarm has been raised – this may require appointing persons to remain at entrance / exit points if it is safe for them to do so.

To report “Floor Clear” to their respective Zone Warden and specifically mention whether any persons with disabilities have been evacuated

‘First Check’ Person (As nominated by Zone Warden)

First Check person is to put on their high-vis vest and to go straight to check the fire alarm panel for source of alarm. Once Zone Warden has joined them, they must investigate the alarm. Return to Zone Warden with information. Then proceed to evacuate the museum to the muster point.

To report “Floor Clear” to their respective Zone Warden and specifically mention whether any persons with disabilities have been evacuated

Group Leaders:

Their role is to ensure that user groups are safely evacuated from the premises and to give information on the nearest fire exits at the start of each session with schools. Schools are responsible for maintaining their own pupil register.

To report "Area Clear" to their respective Zone Warden and specifically mention whether any persons with disabilities have been evacuated.

Activity Support Assistants:

Their role is to assist Floor Wardens to ensure that user groups are safely evacuated from the premises and to ask teachers for numbers of children and adults attending, upon arrival. These numbers to be given to the Office Manager/written on the booking sheet in the office. They are also expected to point out the main fire exits at the front and rear of the building upon arrival, and ensure that schools know how to exit the Wattlewood Room (lunch room) in case of fire (see below).

They should remain aware of any school groups visiting the Regiment as part of the 'Exploring St John's' session and check that these groups are evacuated.

On Mondays Support Assistants need to unlock the front gate so that the building can be evacuated by this route if necessary.

Regimental Gallery:

The Regimental Gallery staff are responsible for the safe evacuation of all persons within their gallery area and work spaces.

To report "Floor Clear" to their respective Zone Warden and specifically mention whether any persons with disabilities have been evacuated

Responsibility for Disabled Persons:

During evacuation and assembly, all employees are expected to support and assist less-abled work colleagues and/or visitors to the Museum.

To notify the Fire & Rescue Service of anyone still undertaking a delayed evacuation.

All Persons:

All persons have an individual duty and legal responsibility to minimise the potential for fire damage and/or injury to themselves and others within the building.

Evacuation Alarm Test:

The evacuation alarm for the Museum is tested weekly. The alarm will make the sound of a continuous bell. If the alarm lasts longer than 1 minute, assume this as a

fire or emergency situation and commence evacuation procedures – advance notice will be given when a test is due to take place.

EVACUATION PROCEDURE FOR STUDY CENTRE USER GROUPS

Group Leaders: Please brief the group at the start of the session on how to exit the Study Centre and make sure that the school's responsible adult is aware of who is in the room.

Upon hearing the evacuation alarm please evacuate the room immediately in single file.

School groups **MUST** ensure an adult is at the front and rear of the group.

Follow the instructions of your Group Leader who will escort you out of the building.

Please follow these instructions to make your way safely out of the building.

If the route is clear please use **route A**:

- Exit using the main stairs by which you entered the room.
- At the bottom of the stairs, exit via the fire door immediately ahead of you.
- Turn left and assemble on the front lawn away from the outer walls of the building. (Please ensure that children are under constant supervision due to the proximity of the road)

If route A is blocked, please use **route B**:

- Exit using the back stairs also marked as a fire exit at the opposite end of the room – these stairs are very steep!
- At the bottom of the stairs exit the building via the door on the left.
- Turn left and assemble on the front lawn away from the outer walls of the building. (Please ensure that children are under constant supervision due to the proximity of the road)

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EVACUATION PROCEDURE FOR WATTLEWOOD ROOM USER GROUPS

Support Assistants: Please brief the group at the start of the session on how to exit the Wattlewood Room and make sure that the school's responsible adult is aware of who is in the room.

Support Assistants: please unlock the gate into the park (by the Wattlewood Room) and bolt it (so that people from outside can't get in this way but we can get out). This is key 16 in the key cabinet in the attendants' office and is one of the highlighted ones on the list, so should be easy to find. This means groups in the Wattlewood Room or kitchen/toilets can still escape through the side gate if there is a fire.

Upon hearing the evacuation alarm please evacuate the room immediately in single file.

School groups **MUST** ensure an adult is at the front and rear of the group.

Please follow these instructions to make your way safely out of the building.

If the route is clear please use **route A**:

- Exit using the door through which you came into the room.
- Continue straight ahead, bearing left around the main museum building into the main car park area. A Fire Marshall for the building will direct you to the assembly point.
- Assemble on the front lawn away from the outer walls of the building. (Please ensure that children are under constant supervision due to the proximity of the road)

If the above route via the entrance door is blocked, please use **route B**:

- Exit using the back door
- Turn left out the door and left along the side of the Wattlewood Room
- Turn right towards the main museum building, bearing left around the building into the main car park area. A Fire Marshall for the building will direct you to the assembly point.
- Assemble on the front lawn away from the outer walls of the building. (Please ensure that children are under constant supervision due to the proximity of the road)

If both routes above are blocked, please use **route C**:

- Exit using the front door.
- Turn immediately left, and exit via the gate to the park. The gate will need to be unbolted. Turn immediately right, and continue through the gardens to the front of the museum where a Fire Marshall for the building will direct you to the assembly point.
- Assemble on the front lawn away from the outer walls of the building. (Please ensure that children are under constant supervision due to the proximity of the road)