

The Arc Fire Evacuation Procedure

Introduction

The Arc is a former College Campus that is owned by Bolsover District Council. There are three buildings on the site all with their own fire detection and alarm systems. The main block is predominantly occupied by Bolsover District Council with several areas let out for tenants. The 'Construction Block' is presently leased in its entirety by Chesterfield College. The third building is a Nursery where the building is owned by the Nursery but the land leased from the Council. This document deals with the Main building only as the owner/tenants of the other buildings are responsible for their own evacuation processes.

The Main Building is a three storey building which contains offices and chambers for Council business, a leisure centre which is open to the public and lettable spaces available for tenants. The areas occupied for Council business are open from 7am-7pm during office hours, however, the leisure centre is open into the evening and at weekends.

Fire does not discriminate between physical boundaries or status in an organisation and the affects to buildings in terms of damage, people in terms of harm or organisations in terms of business continuity can be massive.

This document is concerned with Fire Safety from the point that a fire is discovered/ the alarm is activated with the key elements being:

- The ability to raise the alarm
- Summoning the emergency services where required
- Minimising the spread of fire
- Evacuating the building.

It outlines what the evacuation process and responsibilities for aspects that impact upon it.

All fire alarms must be treated as a real fire including situations where the alarm repeatedly keeps activating.

Bolsover District Council aim to carry out two observed fire drills per year for each period of occupation (early morning prior to most office workers being present, during the day time and in the evening/ weekend where practices should be the same). The intention of the drills are to test procedures, to provide familiarity of the process to new employees/ tenants and refresh the knowledge of others. Where there are significant procedural weaknesses or compliance that can't be addressed through other means, additional drills may be carried out.

This procedure is to come into effect from 2nd January 2013 and replaces interim procedures put in place for the leisure centre during refurbishment.

What's New?

The Arc is a new premise for Bolsover District Council and therefore a procedure is required to suit the nature of the building.

All staff are new to the building and therefore communication of this procedure is key as there will be no member of staff who is familiar with the building to lead and for others to follow. For tenants, whether they are new or previous occupants, the procedure that Bolsover District Council is using may differ from that previously used and therefore they need to adapt to this procedure.

The key change that has been implemented.

- No more roll calls (with exception for visitors, Members and contractors who have signed in)
- New people co-ordinating the fire drill
- The following roles have gone
 - Roll Call Officer;
 - Deputy Co-ordinators (by title); and
 - Fire Warden Deputies (by title)

The persons that this procedure mainly impact on are:

- Everybody due to building familiarity and new fire alarm sounders
- Fire wardens – due to new sweep zones
- Leisure staff at The Arc due to Reception Duties and Fire Evacuation duties outside of the main office hours
- Facilities team who will take on the role of co-ordinating a fire evacuation during the main period of occupation

Some people who were fire wardens previously may no longer be a fire warden due to an abundance in that area. Please see whether or not you are required to carry out that function by looking at Section 1.2.3

What do you need to do?

1. Familiarise yourself with section 1.1 and any appendices particularly in relation to the sound of the alarm, the routes out of the building and where the assembly point is. Appendix 1 gives a visual to assist
2. Skim through section 1.2 to see if you have a specific additional role then read the parts relevant to your role(s) in Sections 2 and 3 including as employees. For anybody who has a role, it is worth familiarising yourself with other roles to understand how they interact.

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1.0 Key Information and Roles/ Persons with Duties

1.1 Key Information

- **Opening hours**

06:30 - Cleaners

07:00 – 19:00 Council Office Hours

09:00 – 16:30 Majority of staff in

07:00 – 22:00 Leisure Centre open M-F (Friday until 21:30)

09:00 – 17:00 Leisure Centre open at weekend

- **Sound of the Fire Alarm:**

The fire alarm is a distinct, loud two-tone sound.

The fire alarm is supported by flashing beacons around the building to alert those who are hard of hearing

- **Assembly Point**

The Fire Assembly Point is located near to the Nursery at the front of the building.

Assembly Point 1: All Council employees

Assembly Point 2: All Members, visitors, Tenants, gym users

- **Disabled Refuges**

The following areas are identified as disabled refuges:

Top floor:

Council area only

Primary: Top of stairs of staircase 2

Refuge 3-2

Secondary: Top of stairs of staircase 3

Refuge 3-3

Middle Floor:

Council area only

Primary: Top of stairs of staircase 2

Refuge 2-2

Secondary: Top of stairs of staircase 3

Refuge 2-3

Gym area only

Primary: Top of stairs of staircase 1/ viewing area

Refuge 2-1

Secondary: Top of stairs of staircase 2

Refuge 2-2

Ground floor: Horizontal evacuation – no refuges

- **Evacuation Equipment location**

The fire evacuation equipment for mobility impaired persons is located near the fire panel, in the entrance foyer.

- **Fire Panel Location**

The fire panel is located in the entrance foyer of the building.

1.2 Key Roles

1.2.1 Responsible Person

The Property and Estates Manager is the delegated responsible person on behalf of the Joint Chief Executive Officer

The named Responsible Person is a legal requirement. Their role is to be in have complete responsibility for fire safety within a building. This includes

- ensuring the fire integrity of the building;
- ensuring that means of escape are maintained
- ensuring that means of fire detection and alerting people to a fire are in place, maintained and in full working order
- ensuring that there are suitable and sufficient fire fighting equipment appropriate to the risks
- ensuring an up to date fire risk assessment is in place
- ensuring an effective fire evacuation procedure is in place taking into account disabilities
- appoint and ensure the effectiveness of alarm monitoring station company

1.2.2 Fire Evacuation Co-ordinator

Weekdays 06:30 – 17:00 Member of the Facilities team supported by Building and Contracts Manager, JAD Regeneration and Health and Safety Officer

Weekdays 17:00 – close and weekends Most senior Leisure Centre staff supported by (where present) Members of the Facilities team supported by Building and Contracts Manager, JAD Regeneration and Health and Safety Officer

Facilities Team include the Caretaker, Property and Estates Manager and their Assistant.

The Fire Evacuation Co-ordinator is the person in charge of co-ordinating the evacuation when a fire alarm is activated, co-ordinating information received to determine whether there is a fire or false alarm, liaising with the fire service should there be a fire, instigate the evacuation of anybody with mobility impairment, communicate with the management and tenants and make the decision for re-entry to the building.

1.2.3 Fire Warden/ Nominated Responsible Person

Zone	Fire Warden/ NRP	Zone Description
A	Abby Brownsword, Claire Bamford, Lorraine Johnson	Top floor
B	Gemma Jackson, Lindsay Scatchard, Craig Bunyan/ Sue Simmonds	Middle Floor (excluding gym)
C	Pam Brown, Joe Green, Lindsay Harshaw and Chris Doy/ Ian Collis (tbd)	Lower floor (council officers end)

D	Chesterfield College	Lower floor (library)
E	Chesterfield College	Lower floor (gym side – lettable space)
F	Jane Shone, Matt Connley supported by Leisure Centre staff)	Lower floor Leisure Centre and Council Chamber
G	Leisure staff	Gym (Middle floor)

A person(s) from each area of the building (including tenancies) to check for signs of a fire, encourage/ ensure the area is evacuated and report finding to the Fire Evacuation Co-ordinator. In addition, Council Fire Wardens are to monitor their local area for obstructions of the means of escape and fire refuges and report problems identified.

1.2.4 Fire Investigator

This will be primarily a member of the facilities team supported by a manager of the local area. Fire Evacuation Co-ordinator role may be delegated to Leisure to allow this. Outside office hours (9.00-17.00) this will be done by a second member of the Leisure team.

The person or persons who enter a building where there has been unconfirmed fire to check the area where the alarm was activated to see whether there has been a fire, to try and determine what caused the activation and to try and address the cause so that the alarms can be re-set and people allowed to re-enter.

1.2.5 Person covering reception

Meet and Greet (Customer Advisors) supported by Leisure.

Upon activation of the fire alarm, take out the various signing in/ out books (members, public, contractors etc), carry out a roll call and feed issues to the Fire Evacuation Co-ordinator.

1.2.6 Evacuation Assistants

Name	Dept/ Organisation	Date trained

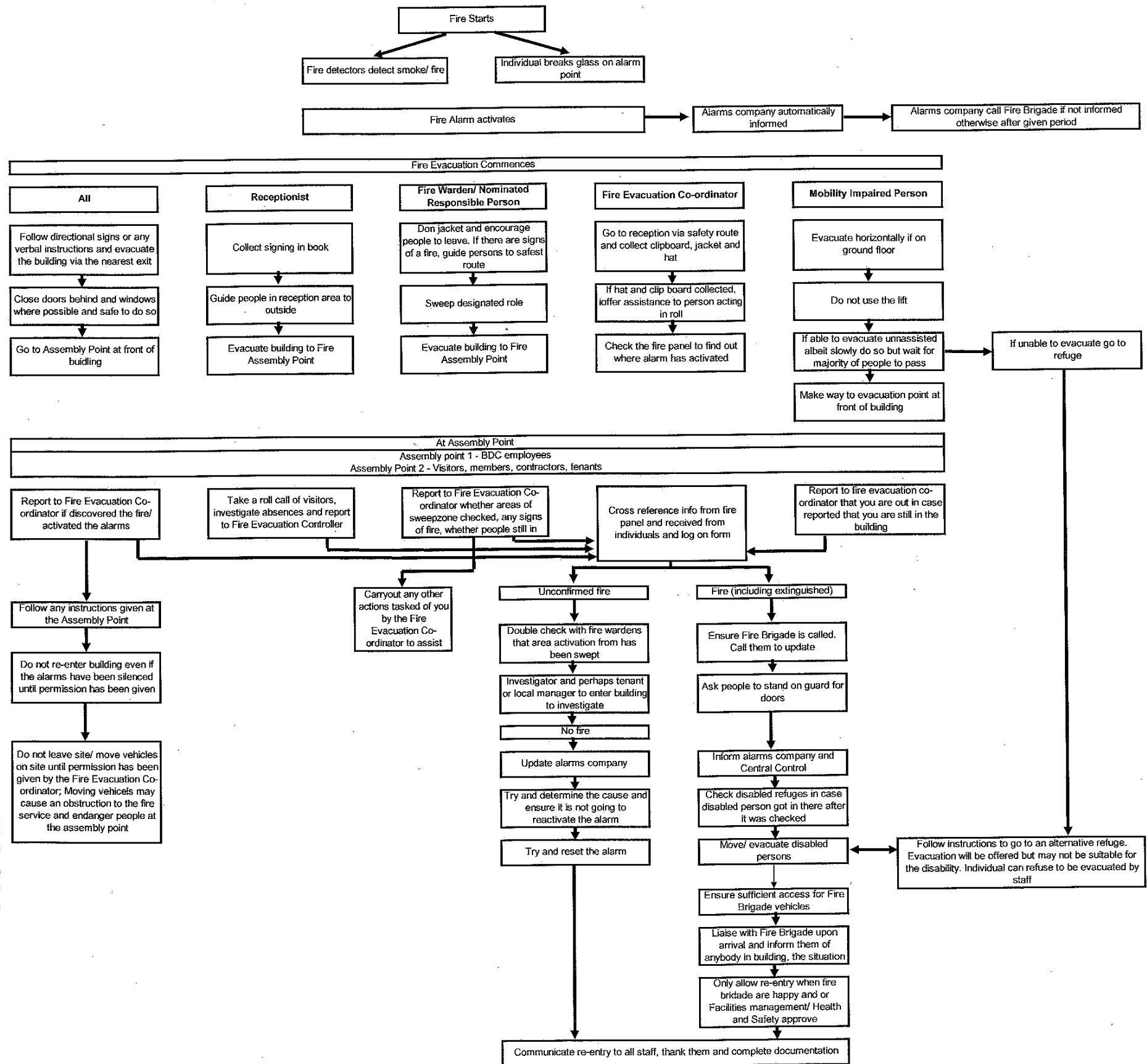
Trained person to use specialist equipment to assist in the evacuation of mobility impaired persons.

2.0 Procedures

FIRE

EVACUATION

ASSEMBLY POINT



2.1 Procedure for all employees to follow

Upon discovering a fire

1. Shout 'fire'
2. Activate the fire alarm via the nearest call/ break-glass point
3. Call the fire brigade (even if smouldering/ extinguished)
4. Where safe to do so, tackle the fire if trained.
5. Try to prevent the fire or smoke spreading where possible if safe and quick to do by
 - a. switching off machines
 - b. closing all doors, especially fire doors behind you but do not lock them
 - c. removing any flammables or combustibles alongside
6. Evacuate the building even if the fire is extinguished and go to **Fire Assembly Point 1** located at the front of the building
 - a. Do not run
 - b. Do not use the lift
7. Report to the Evacuation Co-ordinator the location of the fire, the nature of it (size, what's burning and nearby) and any actions that you have taken.
8. Co-operate with any instructions given
9. Do not leave site until authorised to do so.

On smelling something burning, individuals should try to discover the cause before activating the alarm. It could be smoke blowing in from outside or something electrical that is getting warm that could be unplugged and a fire averted.

Upon the alarm being activated

1. Leave the building by the nearest signed route unless otherwise instructed. This is likely not to be your normal way in and out.
2. Switch off any machinery that you are responsible for or any equipment that could cause a fire if left on (toasters and kettles).
3. Do not;
 - a. run
 - b. use the lift
 - c. go back to collect personal belongings
4. Close all doors, especially fire doors, behind you but do not lock them.
5. Close all windows if quick and easily achievable.
6. Go to **Fire Assembly Point 1** located at the front of the building.
7. Follow any instructions given by any Nominated Responsible Person, the Fire Evacuation Co-ordinator or assistants or the Fire Service.
8. Do not leave the site unless approved.
9. Do not re-enter the building (even if the alarms have gone silent) unless instructed via the Fire Evacuation Co-ordinator.

Individuals may stay with a mobility impaired person in a refuge for their reassurance, however, must ensure that somebody is made aware and it is communicated to the Fire Evacuation Co-ordinator.

2.2 Procedure for all tenants (and their staff) to follow

Upon discovering a fire

1. Shout 'fire'
2. Activate the fire alarm via the nearest call/ break-glass point
3. Call the Fire Brigade (even if smouldering/ extinguished)
4. Where safe to do so, tackle the fire if trained (subject to company policy).
5. Try to prevent the fire or smoke spreading where possible if safe and quick to do by
 - a. switching off machines that could cause a fire if left on
 - b. closing all doors, especially fire doors behind you (it is advisable not to lock them)
 - c. removing any flammables or combustibles alongside (if time to do so and safe)
6. Evacuate the building even if the fire is extinguished and go to **Fire Assembly Point 2** located at the front of the building
 - a. Do not run
 - b. Do not use the lift
7. Report to the Fire Evacuation Co-ordinator the location of the fire, the nature of it (size, what's burning and nearby) and any actions that you have taken.
8. Co-operate with any instructions given
9. Do not leave site until authorised to do so.

On smelling something burning, individuals should try to discover the cause before activating the alarm. It could be smoke blowing in from outside or something electrical that is getting warm that could be unplugged and a fire averted.

Upon the alarm being activated

1. Leave the building by the nearest signed route unless otherwise instructed. This is likely not to be your normal way in and out.
2. Switch off any machinery that you are responsible for or any equipment that could cause a fire if left on (toasters and kettles)
3. Do not
 - a. run
 - b. use the lift
 - c. go back to collect personal belongings
4. Close all doors, especially fire doors, behind you but do not lock them
5. Close all windows if quick and easily achievable
6. Go to the **Fire Assembly Point 2** located at the front of the building
7. Follow any instructions given by any Nominated Responsible Person, the Evacuation Co-ordinator or assistants or the Fire Service.
8. Do not leave the site unless approved
9. Do not re-enter the building (even if the alarms have gone silent) unless instructed via the Fire Evacuation Co-ordinator

Individuals may stay with a mobility impaired person in a refuge for their reassurance, however, must ensure that somebody is made aware and it is communicated to the Fire Evacuation Co-ordinator.

2.3 Procedure for Mobility Impaired Persons to follow

Upon the alarm being activated

1. Leave the building by the nearest signed route and go to the Assembly Point if you can do so horizontally or alternatively, make your way to the nearest disabled refuge (as directed by staff or in accordance with your PEEP/ prior instruction)
2. Do not use the lift (even if the alarm has been silenced)
3. Switch off any machinery/ equipment that you are responsible for/ running that could cause a fire if left unattended (including kettles and toasters)
4. Do not go back to collect personal belongings
5. Ask somebody to inform the Fire Evacuation Co-ordinator of your presence and which refuge you are in.

A person is allowed to stay with a mobility impaired individual at their discretion.

6. If you feel that you are able to evacuate yourself albeit slowly, use the nearest signed staircase and report that you have done so once outside and safe. Please wait so that the majority of people can evacuate the building first so not to cause a delay.
7. Follow any instructions given.
8. Evacuation Assistants will evacuate people (subject to compatibility to an individual's disability) only if there is a fire or during a practice where the individual consents.
9. Where in a fire situation the individual refuses to be evacuated using aides or the individual can not due to their disability, the fire service will need to evacuate them. It may be first requested that they move to an alternative refuge for extra safety.

2.4 Procedures for Visitors/ Contractors/ Members to follow

Upon Discovering a Fire

1. Shout 'fire'
2. Activate the fire alarm via the nearest call/ break-glass point
3. Call the fire brigade (even if smouldering/ extinguished)
4. Tackle the fire if trained and it is safe to do so.
5. Try to prevent the fire or smoke spreading where possible if safe and quick to do by;
 - a. switching off machines/ equipment that may make the fire worse
 - b. closing all doors, especially fire doors behind you but do not lock them
 - c. removing any materials alongside that the fire may spread to
6. Evacuate the building even if the fire is extinguished and go to the **Fire Assembly Point 2** located at the front of the building
 - a. Do not run
 - b. Do not use the lift
7. Report to the Evacuation Co-ordinator the location of the fire, the nature of it (size, what's burning and nearby) and any actions that you have taken.
8. At **Assembly Point 2** at the front of the building, a roll call will take place for those who have signed in.
9. Co-operate with any instructions given
10. Do not leave site until authorised to do so.

On smelling something burning, individuals should try to discover the cause before activating the alarm. It could be smoke blowing in from outside or something electrical that is getting warm that could be unplugged and a fire averted.

Upon the alarm being activated:

1. Leave the building by the nearest signed route unless otherwise instructed. This may not be your normal way in and out.
2. Switch off any machinery that you are responsible for or any equipment that could cause a fire if left on (toasters and kettles)
3. Do not
 - a. run
 - b. use the lift
 - c. go back to collect personal belongings
4. Close all doors, especially fire doors, behind you but do not lock them
5. Close all windows if quick and easily achievable
6. Go to **Fire Assembly Point 2** at the front of the building where a roll call will take place if you have signed in.
7. Follow any instructions given by Fire Warden or member of council staff.
8. Do not leave the site unless approved
9. Do not re-enter the building (even if the alarms have gone silent) unless instructed via the Fire Evacuation Co-ordinator

Individuals may stay with a mobility impaired person in a refuge for their reassurance, however, must ensure that somebody is made aware and it is communicated to the Fire Evacuation Co-ordinator.

2.5 Procedure for Fire Wardens/ Nominated Responsible Persons (tenants) to follow

1. Don your fire warden jacket
2. Encourage people to leave and guide them in the direction of their nearest fire escape
3. If there is another warden within your area, meet in an agreed central location and quickly decide who is covering which areas
4. Check your area including any toilets, store rooms and any fire exits for signs of fire and also to ensure that people have evacuated the area. Check the nearest disabled refuge in case any staff or visitors have gone there.
5. Make your way to the Fire Assembly Point.
6. Co-ordinate information with other fire wardens from your zone and inform the Fire Evacuation Co-ordinator of your findings. This may be that there is a fire, persons still in the building (mobility impaired persons), persons refusing to leave etc.
7. Assist the Fire Evacuation Co-ordinator (particularly if the alarm was activated from within your area).
8. Carry out any task that the Fire Evacuation Co-ordinator asks of you.

2.6 Procedures for Fire Evacuation Assistants to follow

1. Evacuate the building and go to the Assembly Point.
2. Report to the Fire Evacuation Co-ordinator informing them that you are an Evacuation Assistant and stay in close proximity in case needed.
3. Follow any requests by the Fire Evacuation Co-ordinator to attempt to evacuate a mobility impaired person should they wish.

2.7 Procedure for persons covering reception to follow

1. Pick up the signing in book
2. Guide any visitors in the reception area to the outside and then to **Fire Assembly Point 2** at the front of the building.
3. Carry out a roll call of persons who have signed in including Members. Where there are people missing and it is known who they were visiting, speak to that person to see if the visitor left.
4. Inform the Fire Evacuation Co-ordinator of any visitors/ contractors unaccounted for.

2.8 Procedure for Fire Investigator to follow

1. Evacuate as per any other employee or carry out any designated role
2. At the Assmebly Point, make themselves known to the Fire Evacuation Co-ordinator unless nominated.
3. Only **upon request** of the Fire Evacuation Co-ordinator are they to enter the building. Do not enter without permission
4. The alarm may be silenced but must be with the consent of the Evacuation Co-ordinator to ensure that people do not think it is ok to enter
5. Do not use the lift

Fire

6. Upon signs of a fire, evacuate and call the fire brigade if not already called.
7. Only if a fire is within its infancy and you have been trained should you attempt to fight it but it is likely that by the time the investigator is there the fire will be large.
8. Leave the building and report back the findings to the Fire Evacuation Co-ordinator at the Assembly Point.

No signs of a fire

9. Continue to the source of the activation and try and determine the cause
10. Ventilate the room by opening windows if it is felt that steam, dust or smoke (perhaps from a toaster) has activated the alarm to help enable the system to be re-set. Do not open windows or doors where this is an extinguished fire as this may fan the fire.
11. Report back finding and actions to the Fire Evacuation Co-ordinator including if there are signs of extinguished (naturally or otherwise) fire.

2.9 Procedure for Fire Evacuation Co-ordinator to follow:

1. Don the tabard and hat and collect plans, checklist and clipboard etc from reception – a red hat is to be worn.
2. Check the panel to determine where the activation has taken place and note it down on the form.
3. Go to the Fire Assembly Point at the front of the building.
4. Make a note of information fed to you by wardens and others. This could be:
 - a. Any evidence of fires.
 - b. Anybody who has raised the alarm accidentally or on purpose. Where this is due to a fire establish:
 - i. The nature of the fire (size, what is burning, what is in close proximity – flammables, lots of combustibles, chemicals etc).
 - ii. The location.
 - iii. If they have called the Fire Brigade.
 - c. Persons (actually or believed to be) remaining in the building and locations.
 - d. Areas checked or not checked.
5. Determine whether there is an actual fire or possible fire (if it is an actual fire, it is likely more detectors close-by will activate).

CONFIRMED FIRE

6. The alarm monitoring station should automatically call the Fire Brigade, however, call the Fire Service followed by the monitoring company to ensure that they are on their way and brief them on any known risks.
7. Double check whether all disabled refuges have been checked; send somebody to investigate if not certain.
8. If there are mobility impaired persons in the building, initiate their evacuation using trained personnel (Evacuation Assistants). Make a note of persons entering and their route in case there is a problem and ask them to inform you when they and the evacuee are out. Consider asking them to move to an alternative refuge further away from the fire if appropriate (update your notes).
9. Contact Central Control and inform them of the situation. Ask them to contact the relevant management as per contingency plans
10. Ask for assistance for people (particularly fire wardens) to act as a guard to prevent unauthorised people entering the building.
11. Move people further away if felt appropriate and ask people to guide the Fire Service to the location – ensure that the drive is clear for the Fire Engines to get close.
12. Liaise with the Fire Service and the tenants passing on relevant information (never tell the Fire Brigade that there is nobody in the building unless you are absolutely certain; tell them you believe that the building has been fully evacuated if that is the case).
13. Complete documentation including any weaknesses reported or observed irrespective of whether they had a direct influence on the evacuation

POST FIRE

14. Follow the advice from the fire service regarding re-entry to the building. Thank everybody and inform those with mobility issues still in the building. Before allowing re-entry to the building, if there are any wheelchairs etc left in refuges, try and get those out first so that the disabled person can re-occupy the building with dignity and ease.
15. Where there is a significant fire, they may hand over responsibility to BDC's Estates teams to evaluate whether the building can be partially or fully re-occupied.

UNCONFIRMED FIRE

6. Ask the Fire Investigator to enter the building to go to the area where the activation has been caused. Make a note of their name, the route they are going to take (not the lift) and the time they entered. This may be or may include a manager / representative of the company occupying that area.
7. Ask for assistance for people to act as a guard to prevent people entering the building.
8. Keep mobility impaired persons still in the building aware of the situation to prevent unnecessary concern
9. Use the information from the Investigator to determine whether there is a fire.
10. When it is confirmed that there is no fire, call the Alarm Monitoring Company.
11. Try resetting the alarm. Ask people not to re-enter until determined that it is ok.
12. If the alarm will not re-set, try to determine what activated the alarm and if the area has been ventilated where possible.
13. Only allow re-entry to the building when the alarm has been re-set or if the area that has activated can be isolated and that persons are present at all time in that area who can raise the alarm if there is a fire manually via the call point.
14. Thank all persons taking part in the evacuation and update mobility impaired persons when the building is safe for occupation otherwise they may remain in the refuge assuming there is still a problem.
15. Complete documentation including any weaknesses reported or observed irrespective of whether they had a direct influence on the evacuation.

3.0 Responsibilities

In relation to Bolsover District Council

3.1 All employees

- Comply with any duties, tasks or actions requested in relation to fire evacuation by line management or persons performing upon a fire alarm being activated.
- Attend any training provided and carry out any duties in line with that training.
- Take responsibility for any visitors and guide them to the assembly point.
- Inform Line Managers, the Health and Safety Officer or the Property and Estates Manager immediately of any issues or concerns in relation to the fire safety and the fire evacuation process.
- Inform line management if you are suffering with any condition that may make it difficult for you to respond or evacuate to safety in the presence of a fire or upon the fire alarm activating so that a Personal Emergency Evacuation Plan can be put in place.

3.2 Line Managers

- Ensure that the layout of offices where their team work are set out so that fire alarm activation points, fire fighting equipment, fire signage and disabled evacuation equipment is not physically or visually obstructed.
- Where a person is identified with a permanent or temporary impairment impacting on their ability to respond to an alarm (hearing, visual, learning or behavioural, mental (ie rare and extreme cases where people freeze or struggle to cope)) or evacuate the building (mobility or visual), that they conduct a Personal Emergency Evacuation Plan with that individual with the assistance if needed of the Health and Safety Officer and forward a copy to the Health and Safety Officer.

- Inform the Health and Safety Officer and Property and Estates Manager if there are any planned meetings etc above ground floor with a multiple mobility impaired persons so that procedures can be further developed for the safe evacuation considering the limited resources in place.
- Ensure good housekeeping of the areas that they are responsible for and that combustibles and flammable materials are kept to a minimum.
- Ensure that all means of escape are kept free from obstruction at all times.
- Nominate Fire Wardens where requested and ensure that they receive training.
- Ensure that any Fire Safety issues raised to them are appropriately dealt with or communicated to the Health and Safety Officer or Property and Estates Manager.
- Ensure that fire doors are not held open except by devices that release the door upon activation of the alarm.
- Take responsibility for evacuating visitors within their area.

3.3 Tenants

- Ensure co-ordination and co-operation with the landlord (Bolsover District Council), their representatives and other Tenants.
- Ensure that they and their employees, visitors and contractors are aware of and familiar with the Fire Evacuation Procedure (or remain under the responsibility of a person who is fully aware).
- Ensure that all employees, visitors and contractors are aware of how to activate the fire alarm system and of alternative and normal means of escape
- Ensure that fire doors are not held open except by devices that release the door upon activation of the alarm.
- Make arrangements to assist their disabled visitors from the building.
- Ensure that any permanent and temporarily disabled employees have a Personal Emergency Evacuation Plan (PEEP) to assist in their escape from the building
- Assigning sufficient numbers of Nominated Responsible Persons to cover all the occupied area.
- Maintaining an adequate level of fire safety in their unit.
- Ensure all persons carrying out specific roles in relation to fire safety and evacuation are competent to fulfil those duties.
- Ensure reasonable steps are taken to minimise false alarm.
- Forward to the Council's Property and Estates Manager up to date names of persons responsible for checking their occupied area.
- Report any concerns, issues etc over fire evacuation, whether that be procedural or physical (i.e. fire doors jamming), to the Council's Property and Estates Manager.

On Hearing the alarm/ discovering a fire

- ensure that your own employees and any visitors or contractors etc. are evacuated from the building to the designated Assembly Point.
- ensure processes etc. can be made safe, shut down etc. during an evacuation.
- ensure all fire doors are closed properly in the event of an alarm activating.

At the Assembly Point

- Report to the Fire Evacuation Co-ordinator
 - (a) if alarm was accidentally activated from their area
 - (b) if there were signs of fire (including anything extinguished) and if so if the fire brigade has been contacted
 - (c) if everybody has definitely evacuated
 - (d) if it is not known whether everybody has evacuated
 - (e) if anybody is in the disabled refuge (numbers, names and which refuge)

- Assist in/ investigate the presence of a suspected fire or cause of the false alarm where the fire activation is within the part of the premises occupied by the Tenant.
- Ensuring that Evacuation Assistants report their presence to the Fire Evacuation Co-ordinator.
- Ensuring your staff, contractors and visitors do not re-enter the building without express permission from the Fire Evacuation Co-ordinator, the Fire Brigade or any Bolsover District Council staff supporting the Fire Evacuation Co-ordinator.
- Relay the 'all clear' to all those under your control to re-enter the building when informed that it is ok to do so by the Fire Brigade, Fire Evacuation Co-ordinator, or Bolsover District Council staff supporting them.

Action may be taken against tenants whose employees fail to comply with this procedure.

3.4 Fire Wardens

- Familiarise themselves with their duties and report any concerns regarding the process to the Health and Safety Officer or the Property and Estates Manager.
- Discharge their duties in line with their training.
- Carry out any other duties requested of them during a fire alarm activation.
- Attend any training or debriefs following a fire alarm activation.
- Report any issues relating to fire safety (fire doors not closing, extinguishers or call points visually or physically obstructed, means of escape obstructed etc) to the Health and Safety Officer or the Property and Estates Manager.

3.5 Fire Evacuation Co-ordinator

- Ensuring familiarity with the role.
- Reporting any anticipated or actual weaknesses of the evacuation procedure to the Property and Estates Manager/ Health and Safety Officer.
- Reporting any failures in compliance with the procedure to the Health and Safety Officer.
- Ensuring all necessary equipment is taken to the Assembly Point upon activation
- Following the procedure outlined following activation.
- Taking charge of an evacuation following an alarm activation.
- Calling the Fire Brigade where there is a confirmed fire.
- Cross referencing information received.
- Requesting assistance where not readily available.
- Deciding on whether to evacuate persons with mobility impairment.
- Communicating with management and tenants about what is happening (including those in disabled refuges).
- Deciding on who and whether to allow persons to enter the building for investigative purposes or evacuation of mobility impaired persons.
- Deciding upon whether to allow re-entry to the building and when (this should only be done when you are completely satisfied that there is no fire and all alarms are fully re-set).
- Liaising with the Fire Service upon their arrival for advice.
- Tasking others with assisting you where necessary.
- Completing all relevant paperwork.

3.6 Leisure Centre Staff

- Familiarise themselves with any roles in relation to fire evacuation.
- Ensure that persons hiring out rooms are aware of the Fire Evacuation Procedures.
- Ensure that persons hiring out rooms conduct themselves in such a way that the fire alarm is audible.
- Ensure that the rooms do not become overcrowded to a manner that increases risks by delaying evacuation.
- Ensure that rooms are kept in a manner that will not hinder escape or obstruct visually or physically fire alarm activation points or equipment put in place for fire safety purposes
- Monitor the behaviour of gym users to prevent false alarms

3.7 Joint Chief Executive Officer

- Responsible for ensuring that there are effective measures in operation to protect employees and others from fire.

3.8 Joint Assistant Director of Regeneration

- Ensuring a suitable fire procedure is in place.
- The appointment of a Fire Evacuation Co-ordinator.
- Ensuring adequate resources, equipment and training is provided.
- Ensuring that persons are available and competent to deputise/ assist the Fire Evacuation Co-ordinator.
- Responsible for ensuring that employees working under them with responsibilities for fire safety impacting on evacuation have the relevant competencies to discharge those duties.
- Ensure that the fabric of the building, signage, fire safety systems and equipment are maintained in good working order.
- Ensure that there are physical measures in place for the safety of those with mobility or hearing impairments.
- Ensure that measures are in place to ensure that contractors are aware of the fire evacuation process and are always able to raise the alarm and be aware of the alarm activation when onsite taking into consideration the location and nature of the work that they are doing.

3.9 Property and Estates Manager

- A corporate role regarding the physical aspects of the site and buildings.
- Carry out the duty of 'Responsible Person' at the Arc on behalf of the Council.
- In conjunction with the Health and Safety Officer, developing and reviewing the Fire Evacuation Procedure.
- Maintaining the Fire Evacuation Procedure where there have been changes.
- Arrange two practice fire drills per year for all periods of building use (early morning for the cleaners, day time for the majority of staff and evening/ weekend for periods of low occupancy where it is predominantly gym users.
- Ensuring all fire installations (alarm systems, emergency lights, fire fighting equipment etc), are maintained and tested on pre-determined basis in compliance with warranties, insurance or legal requirements and kept in good working order.

- Ensuring that the fire evacuation equipment for persons with disability is in place, tested, inspected and maintained in good working order and within manufacturers guidelines.
- Ensuring that all relevant fire related signage is in place, the appropriate size, does not lose its impact due to other signage/ posters etc, and is not obscured.
- Ensure that the building's fire integrity is maintained (doors, walls, floors and ceilings) and reinstated where necessary by carrying out routine checks particularly after contractor work on the fabric of the building.
- Ensuring that means of escape are maintained, door easily open, stairwells are free from combustibles and obstructions, and routes in communal areas or where employees from one organisation escape through an area occupied by another that the routes are free from obstruction or other risks.
- Ensuring that disabled refuges are free from obstruction and storage of combustibles.
- Ensuring all call points in communal areas are not visually or physically obstructed.
- Carrying out annual tenancy inspections looking at fire safety and fire evacuation
- Ensuring any contractors working unaccompanied have the necessary information to enable them to raise the fire alarm or respond to the fire alarm promptly and appropriately.
- Ensuring that the permit to work is in place for persons working away from sounders and call points such as on the roof so that they can raise the alarm and or be notified of the activation promptly.
- Periodically reviewing Fire Alarm Activation statistics along side the Health and Safety Officer to see if there are any trends and to act where reasonable to minimise in the future.
- Appoint, monitor and evaluate specialist contractors to carry out (and regularly review) fire risk assessments, regular servicing and maintenance work (fire alarms, emergency lighting , fire fighting equipment, signage, fire suppression systems, disabled evacuation equipment, fire risk assessment) and to carry out remedial works necessary.
- Instigate remedial works identified and communicate with the Strategic Alliance Management Team any resource issues requiring their intervention.
- Provide relevant people the necessary training to enable them to interpret the fire alarm panel.
- Keep all maintenance records up to date.
- Ensure that the building fire log book is up to date.
- Provide feedback to employees and tenants following fire evacuations.
- Appoint and ensure the effectiveness of alarm monitoring station company.

3.10 Commercial Property and Developments Manager (in relation to Tenants only)

- Ensure communication of the procedure to all tenants and reminding them of them as and when necessary including any changes.
- Liaise with tenants on matters relating to the fire procedure and passing on relevant suggestions/ information etc to the relevant persons within the Council for consideration.
- Liaise with the Health and Safety Officer and or Property and Estates Manager to endeavour to address issues raised by tenants in relation to the procedure
- Provide feedback to the tenants following a fire evacuation.

- Liaise with tenants and carrying out enforcement against them where necessary where there are breaches of fire procedure, fire safety or co-operation on such matters by or from the tenant and or their contractors or visitors.
- Liaise with tenants to identify volunteers in each Mill responsible for calling Security/ the Council's Central Control such the alarm be activated in case Security are not at the lodge.

3.11 Joint Assistant Director of HR&P

- Ensure that the Health and Safety Officer has the necessary competencies to fulfil their duties
- Ensure that there are adequate resources in place to enable suitable and sufficient training in fire safety and specifically for those with identified roles
- Ensure that suitable procedures are in place and communicated to all users of areas that the Council has responsibility for
- Report significant fire safety issues to the Strategic Alliance Management Team.

3.12 Health and Safety Officer

- Develop and review the Fire Evacuation Procedures.
- Ensure adequate training in fire safety to enable individuals to be able to react upon the activation of a fire alarm and identify problems.
- Ensure persons with specific roles for fire safety have the necessary competence to carry out their duties.
- Ensure roles, responsibilities and procedures are effectively communicated.
- Observe and monitor organised fire drills.
- Inform the Joint Assistant Director of Human Resources of any significant issues in relation to the fire evacuation process (including means or escape, fire alarm systems).
- Monitor fire alarm activations along with the Property and Estates Manager to minimise false activations which waste time, reduce the impact of drills and disrupt business.
- Assist Line Managers with carrying out Personal Emergency Evacuation Plans.

3.13 Facilities Planning and Development Manager (Leisure)

- Take appropriate action against any user of The Arc Leisure Facilities who
 - fails to comply with any instruction given by staff upon the fire alarm being activated
 - behaves in such a way to cause false activation of the fire alarm
 - interferes with equipment put in place for the purpose of fire safety
 - causes visual or physical obstruction to means of escape (particularly person hiring out leisure centre space to run their classes)

4.0 Disabilities

All employees, visitors and contractors are the responsibility of the person/ organisation with whom they are visiting/ working for.

All persons, no matter what their ability, should be able to:

- 1) raise the fire alarm if there is a fire
- 2) respond to the fire alarm upon activation
- 3) evacuate to a safe location protected from the risks of fire

Consideration therefore needs to be given to people who have one or more of the following temporary or permanent conditions:

- a) mobility impairment
- b) hearing impairment
- c) visual impairment
- d) behavioural/ learning impairment

where an individual may not have the capacity to act or respond in the way a fully able bodied person would do to the three numbered points listed above, whether they be employee, tenant, contractor or visitor.

Employers (including tenant's) need to make 'reasonable adjustments' in order to facilitate the individual and produce a PEEP (Personal Emergency Evacuation Plan) for persons who regularly visit/ work in the building under their control. This will identify further measures that they need to take to accommodate the individual's disability to ensure that they can raise the alarm, respond to the alarm activation and evacuate to a safe location. Examples of such measures are:

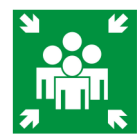
- for somebody with a hearing impairment to have a buddy who notifies them of the activation – the buddy will need to know where the hearing impaired individual is at all times including breaks
- for somebody with a visual impairment to have a buddy to guide them out quickly should there be an activation.

The Arc has the following facilities built in to cater for those with mobility impairments:

- Beacons that flash when the fire alarm is in activation to alert those with hearing impairments or in a noisy environment of the dangers
- Five disabled refuges on the landings of each stairwell of each floor above ground floor level. As there is more than one per floor, this allows horizontal movement to a secondary refuge in a safer end of the building if it is not possible to evacuate a mobility impaired individual
- Fire Evacuation equipment to assist in the evacuation of mobility impaired persons where their disability allows and where they are happy to be evacuated with them.

Where there is a mobility impaired person, a PEEP is still required to see if there are other needs, to communicate procedure to the individual and to reassure them. Bolsover District Council have no objection to able bodied individuals remaining with a mobility impaired person so long as it is clearly communicated to the Fire Evacuation Co-ordinator exactly who is remaining in the building.

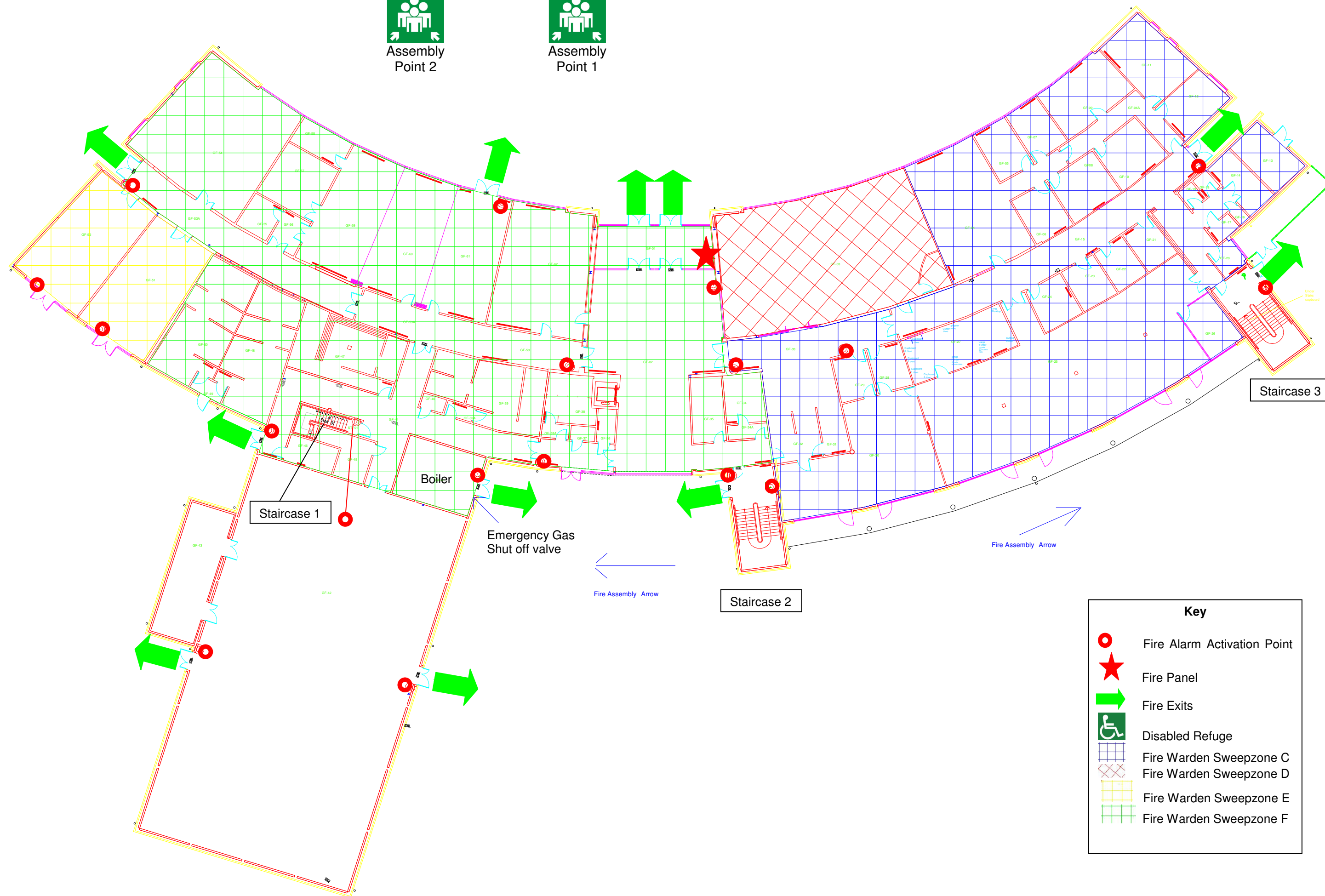
Appendix 1: Sweep Zones, Disabled Refuges, Fire Escapes and Call Points



Assembly Point 2

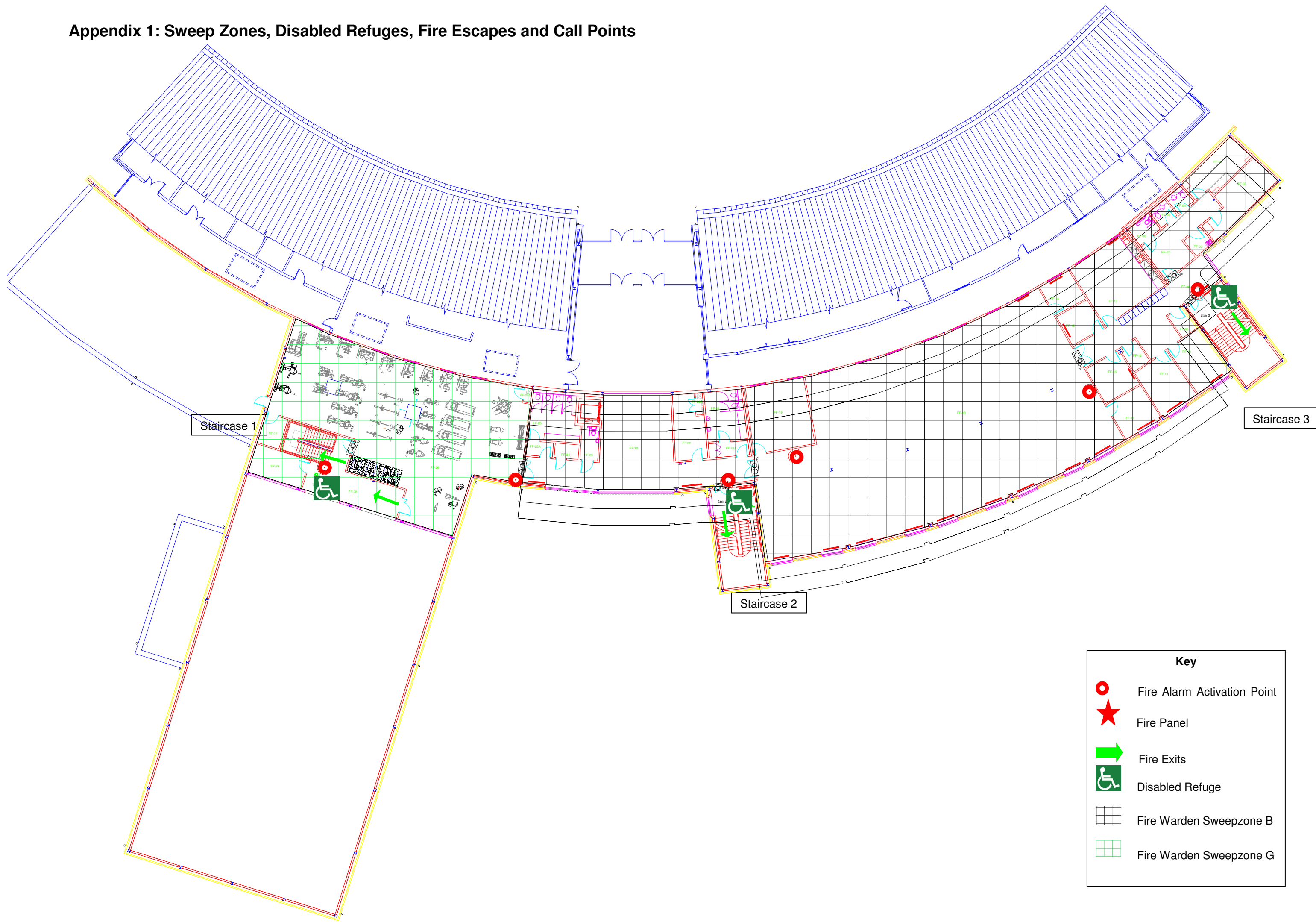


Assembly Point 1



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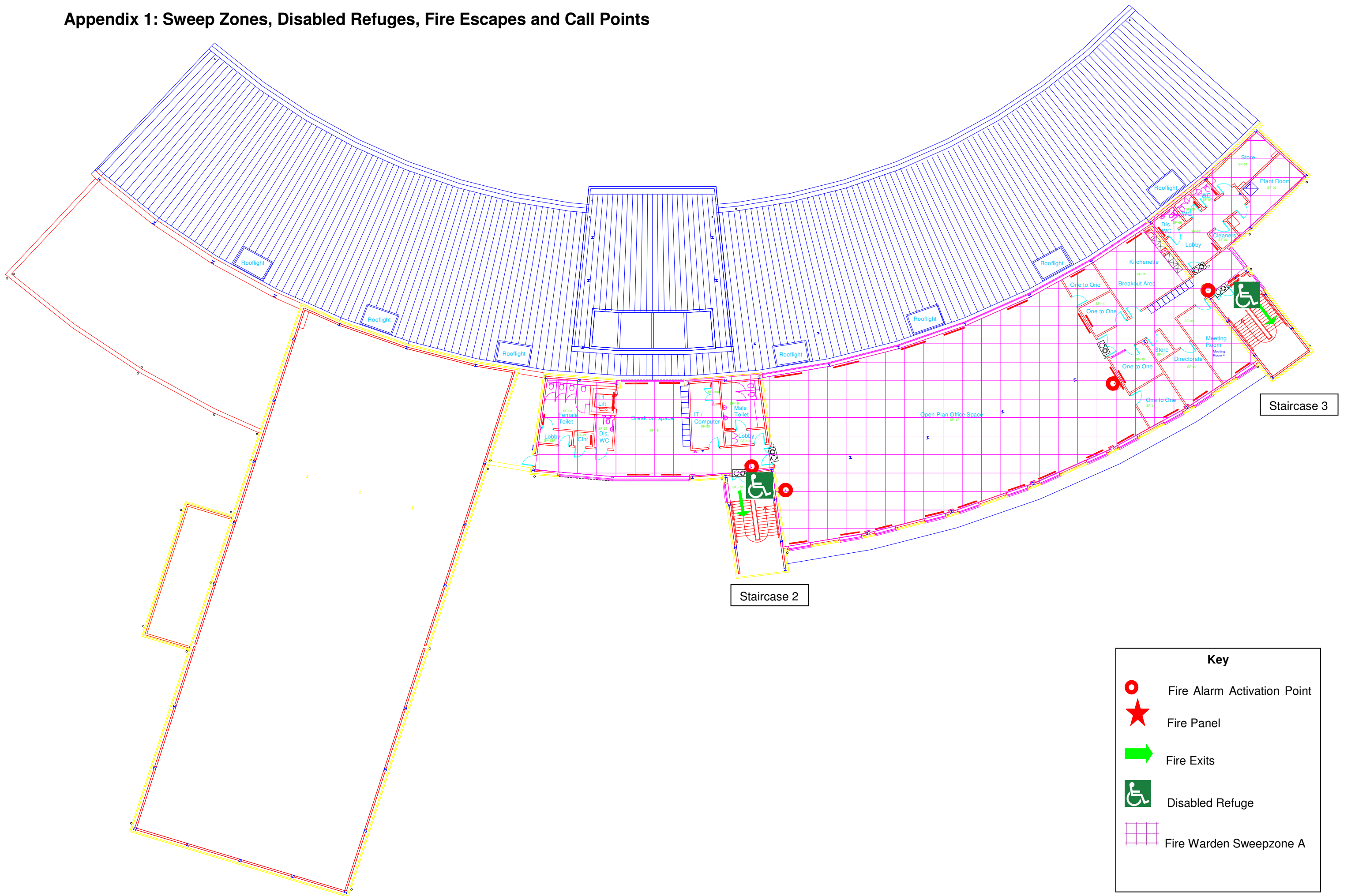
Appendix 1: Sweep Zones, Disabled Refuges, Fire Escapes and Call Points








Key

- Fire Alarm Activation Point
- Fire Panel
- Fire Exits
- Disabled Refuge
- Fire Warden Sweepzone B
- Fire Warden Sweepzone G

Appendix 1: Sweep Zones, Disabled Refuges, Fire Escapes and Call Points



Key

-  Fire Alarm Activation Point
-  Fire Panel
-  Fire Exits
-  Disabled Refuge
-  Fire Warden Sweepzone A

Appendix 2: Training

In relation to fire evacuation:

- 1) The Council will carry out at least two observed fire drills per period of occupation per year which should cover the majority of employees based at The Arc;
- 2) One of the fire drills will take place soon after occupation.
- 3) Staff with specific roles have been selected (in the majority) from people who have had previous Fire Warden/ Fire Safety training. Each will have a briefing on their role in relation to the existing building.
- 4) Staff who have not previously had Fire Warden/ Fire Safety training will be given an initial extended briefing covering many of the elements of the Fire Warden training and then will receive full training.
- 5) All new starters will receive induction covering the fire evacuation process. This will include alternative escape routes, what the alarm sounds like, responsibilities etc.
- 6) New starters with specific duties will undertake fire warden/ fire safety training and additional information relating to their role(s) where applicable if it has not been covered previously.
- 7) Contractors will not be allowed to work in remote areas, plant rooms etc without being briefed on the fire procedure – permits to work may be required if working in areas such as the roof where there may not be call points and the alarms may not be heard.
- 8) Evacuation Assistants will be identified and trained to use the Evacuation Equipment provided, with periodic refresher training held

Fire Warden training will cover:

- Fire and it's properties
- Typical causes of fire
- Principles of fighting fire
- Appropriate precautions on safeguarding their or others safety from a fire
- Roles and responsibilities of a Fire Warden and how it fits in with other roles

Each Fire Warden or person with a Fire Safety roll will be required to undertake formal Fire Warden training every three years.

Appendix 3: Fire Evacuation Form: The Arc

Date of activation: ___/___/___ **Time (activated)** _____ (all out) _____ (reset) _____

Name of Fire Evacuation Co-ordinator: _____

Activation

Panel Call Point Detector Location: _____

Zone and Description	Department/ Tenant	Wardens	Full/ part sweep	Comments (certain/ believe)		Activ- ation within
				People out	Fire	
A - Top floor	HR&P, ICT, Finance, S&P Legal, Audit, Democratic,	<i>tbd</i>				
B - Middle Floor (excluding gym)	EH, Revenues & Benefits	<i>tbd</i>				
C - Lower floor (council officers end)	CE & Partnerships, Cust Serv, planning, regen, repro	<i>tbd</i>				
D - Lower floor (library)	Chesterfield College	<i>tbd</i>				
E - Lower floor (gym side – letttable space)	Chesterfield College	<i>tbd</i>				
F - Lower floor Leisure Centre and Chamber	Leisure	<i>tbd</i>				
G - Gym (1 st floor)	Leisure	<i>tbd</i>				

Status Drill Fire (incl
Extinguished) investigating
(potential fire) Known cause (no fire) Trying to reset Safe for entry

Info from warden

- Fire
- Extinguished fire
- Accidental (call point)
- Malicious (call point)
- No fire (known cause)
- System fault
- Unknown

Info from Investigator

- Fire
- Extinguished fire
- Accidental (call point)
- Malicious (call point)
- No fire (known cause)
- System fault
- Unknown



Fire brigade called by _____
 Fire brigade called by _____

Warden providing info _____ Investigator providing info _____

Persons in buiding

Name	Contact number	Location	Time		Reason (disabled, investigator, refuse to leave)
			In	Out	

Comments (behaviours, speed of evacuation, wardens passing on info, people still in building refusing to evacuate)

Signed

Evacuation Assistants

Alarms monitoring co no
Central Control no 01246 242309
Local fire station 01246 223500