

SHERWOOD LODGE FIRE AND EVACUATION PROCEDURE

March 2011

Summary

Please check the contents list for the parts of the policy that cover your responsibilities, which will be at least **Sheet 1 for everybody**.

In the event of fire/suspect package, the three most important actions are, in the following order, to:

- **Raise the alarm**
- **Notify Central Control to summon the emergency services**
- **Evacuate the building**

The instruction sheets outline the duties of **all** personnel who work at or visit Sherwood Lodge, and includes visitors, contractors, tenants and elected members.

You **must** ensure that you are familiar with your duties as described in them.

The Council has appointed a Co-ordinator, Deputy Co-ordinators, a number of Wardens/Deputies and a number of Roll Call Officers. Please co-operate with these individuals at all times during an evacuation.

Information on laminated sheets will be provided in the Civic Suite.

In The Event of a Bomb Alert

If a bomb threat has been received, but the location is unknown, the Co-ordinator shall instruct the Deputy co-ordinators to move all employees to the grounds at the rear of Sherwood Lodge, as far from the Building as possible. The Property and Estates Manager will alert adjacent properties.

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INSTRUCTION SHEET 1

EVERYBODY

If you discover a fire/discover a suspect package

- Set off the alarm using the nearest break glass-point – shout 'Fire!' to alert those nearby
- Inform Central Control of the location of any suspect package immediately

On Hearing the Alarm

1. Leave the building by the **nearest** safe exit

- Do not delay (make your area safe if undertaking hazardous work)
- Do not attempt to tackle the fire unless you have been trained and you consider it safe to do so
- Do not use the lift
- Do not lock any doors on your way out of the building (unless you are in a cash booth, when you should lock it on leaving).
- Do not return to check for missing persons
- Escort visitors to Assembly Point **3**, then go to your own assembly point.
- Do close windows and doors, especially fire doors if you can do so without delay.

2. Report to your **own** Assembly Point (even if away from your base area)

- Do not leave the site or attempt to move vehicles unless authorised.
- Do not obstruct the footpath adjacent to the assembly points.
- Do not obstruct the route of emergency service vehicles
- Do not re-enter the building until authorised to do so by the Co-ordinator, Deputy Co-ordinator or Warden.
- Await further instructions at your assembly point

Any employee who refuses to leave the building or who tries to enter whilst an evacuation is taking place may be subject to disciplinary action.

Disabled visitors in Sherwood Lodge shall be escorted by the person they are visiting to Assembly Point 3.

INSTRUCTION SHEET 2

CO-ORDINATOR

The **Chief Executive Officer** is the Co-ordinator for Sherwood Lodge.
In his absence another Senior Manager will act as co-ordinator

1. **Head of Housing**
2. **Director of Resources**
3. **Solicitor to the Council**
4. **Building and Contracts Manager**

Responsibilities

- Take control of the evacuation until the arrival of the Emergency Services.
- Collect information from roll calls; pass this to the Emergency Services.
- To give the all clear at the end of the evacuation.

On Hearing the Alarm

1. Make your way to the front of the building.
2. Collect from the Property and Estates Manager:
 - Information on whether the emergency services have been contacted
 - Print out of fire point activated or the location of any suspect package reported
 - Site / Building Plan
 - Master and Cor Keys
 - Hard Hat and High Visibility Jacket
 - Clipboard and Building Checklist (page 19)
3. Complete the Building Checklist as Deputy Co-ordinators report in with the status of their roll call and details of any unaccounted for persons and their last known location.
4. Liaise with the Emergency Services once they arrive and provide a copy of:
 - Building / Site plan Master key and cor keys
 - Print out of fire point activated or location of suspect package
 - Status of evacuation, i.e.

Building Empty (everybody accounted for)

Not known (Roll call not incomplete or uncertain)

People in building (confirmed people unaccounted for or disabled persons left in building at a refuge, and their location)

5. Relay the "**all clear**" once informed by the Emergency Services that it is safe to re-enter the building.

INSTRUCTION SHEET 3

DEPUTY CO-ORDINATORS

Responsibilities

- BDC personnel to deputise for the coordinator in his absence
- Take control of the assigned assembly Point
- Collect roll call information from wardens and relay to coordinator
- Assembly Point 4 Deputy Coordinator to check rear door security

On Hearing the Alarm

1. Leave the building by the nearest fire exit and go to your assembly point.
2. Take responsibility for receiving reports at the following Assembly Points:

Principal Tenant – Bolsover Police	Assembly Point 1
Building and Contracts Manager	Assembly Point 2
Director of Resources	Assembly Point 3
Solicitor to the Council	Assembly Point 4

3. Complete your checklist for your Assembly Point as Wardens report in with:
 - Status of roll call
 - Details of any unaccounted for people and their last known location.

4. Do not let anyone leave the assembly point without your permission.

5. Report to the Co-ordinator the following information:

Building Area Empty (everybody accounted for)

Not known (Warden not reported in or unsure)

People in building (Warden confirms people unaccounted for or disabled persons left in building and their location)

6. Relay the "**all clear**" when informed by the Co-ordinator that it is safe to re-enter the building.

Additional duty for Assembly Point 4 Coordinator

Delegate two Fire Wardens to check the rear exits of the building, to check that no-one enters or re-enters the building.

INSTRUCTION SHEET 4

HEADS OF SERVICE

Responsibilities:

- Ensure that there is a system in place to carry out a roll call.
- Ensure that there is an effective 'out of office' recording procedure.
- Appoint a Fire Warden(s) and Deputy for your areas, ensure that they have had appropriate training, and have the (white) helmet and hi visibility vest.
- Appoint a Roll Call Officer(s) and Deputy for your area and ensure that they have an up to date employee checklist for your part of the building.
- Ensure that those you appoint know exactly which areas they are responsible for sweeping and which personnel they are checking. Select personnel who work most or all of the time in a fixed location in Sherwood Lodge.
- Know the out of hours procedure, as this may require you as senior officer present to become the site co-ordinator (although with a reduced role).

INSTRUCTION SHEET 5

FIRE WARDENS AND DEPUTIES

Responsibilities

Sweep your designated area to ensure it is clear - know which are your areas:-

Reprographics sweep to include Server Room and Post Room

Legal Services sweep to include and Medical Room, Independent Members Room G18 and large post room (ex restaurant)

CEO/CEPT sweep to include Solicitor to the Council's Office

Revenues sweep to include ground floor 'Civic Suite' – (Members Room, Scrutiny Room, Committee Room 1 and Exec Members Room

Finance sweep will now include ICT area and the Director of Resources Office.

Regeneration/Economic Development sweep to include Internal Audit, Head of Planning and Environmental Health and New Meeting rooms adj. to F47.

Development Admin sweep to include Head of Regeneration, Building and Contracts Manager and Print Room.

Engineers, Surveyors and Consultancy sweep to include Housing Strategy and Enabling Manager.

Planning Services Sweep to include Conservation and Development Control Manager.

- Take your Hi Vis vest and (white) helmet to your evacuation point
- Report the result of the roll call to your deputy co-ordinator
- Know who your roll call officer and deputy fire warden is
- Know where your assembly point is

On Hearing the Alarm

1. Direct employees from your area to the nearest safe exit route.
2. Conduct a visual sweep of your assigned area, including any toilets and vacant rooms within the area, to check that your part of the building is clear of personnel. Take note of any evidence of fire.
3. If you discover a fire or find any people that are trapped by a fire then report to the Co-ordinator at the front of the building immediately.
4. Report to your assembly point.
5. Ensure no-one leaves the assembly point unless instructed to do so.
6. Take the roll call list from your Roll Call Officer when completed.
7. Inform your Deputy Co-ordinator of the status of the roll call:
 - **Building Area Empty** (everybody accounted for)
 - **Not Known** (unsure of location of a person)
 - **People in Building** (confirm people in building but unaccounted for)
8. Do not leave the Assembly Point until instructed by the Deputy Co-ordinator
9. If you are asked to go to the rear exits to check if people are entering or re-entering the building, ensure you keep at a safe distance from the building.

INSTRUCTION SHEET 6

ROLL CALL OFFICERS

Responsibilities

- Keep and maintain an up-to-date list of employees for your part of the building – use the template on the last page of this procedure
- Conduct a roll call at the Assembly Point
- Provide details of the roll call to the Warden or their Deputy
- Know who your Fire Warden (white helmet) and Deputy Fire Warden is
- Know who your Assembly point deputy co-ordinator (yellow helmet) is
- Know which evacuation point you report to

On Hearing the Alarm

1. Take your employee checklist (blank template attached at end of document) and any out of office records out of the building
2. Report to your Assembly Point
3. Conduct a roll call against your employee checklist and out of office records.
4. Provide details of the roll call to the Warden or their Deputy
 - **Building Area Empty** (everybody accounted for)
 - **Not Known** (unsure of location of a person)
 - **People in Building** (confirm people in building but unaccounted for)

INSTRUCTION SHEET 7

PROPERTY & ESTATES MANAGER

Responsibilities:

The Property and Estates Manager has responsibility for alarms, fire signage, equipment, testing, record keeping and maintenance and will be responsible for managing and conducting regular evacuation exercises.

Planned Practice Evacuations: The Property and Estates Manager will:

1. Notify Central Control, principal tenants and the emergency services that the evacuation exercise is going to be conducted.
2. Activate the alarm
3. Collect from Central Control and provide the Co-ordinator with:
 - Master Key and Cor Key
 - Office lay out plans
 - High Visibility Jacket and Helmet
 - Clipboard and Checklist
4. Reset the alarm at the completion of the exercise.

Real Emergency Evacuations: The Property and Estates Manager (or the Assistant Property and Estates Manager) will:

1. Check the location of the alarm activation on the panel and plans in Central Control.
2. Check the physical location of the alarm activation.
3. Central Control Operator will call the emergency services unless a 'false alarm' is confirmed within 2 minutes.
4. Collect and take the following to the Co-ordinator (outside main entrance):
 - Master Key and Cor Key
 - Office lay out plans
 - High visibility jacket and helmet
 - Clipboard and Checklist
 - Print out of alarm point activated/location of suspect package
 - Confirmation that the relevant Emergency Services have been informed.
5. If a false alarm is confirmed the Property and Estates Manager (or the Assistant Property and Estates Manager) will inform the coordinator and silence the alarm.
6. The Property and Estates Manager will reset the alarm after the emergency.

INSTRUCTION SHEET 8

BOLSOVER CONTACT CENTRE MANAGER

Responsibilities

1. Ensuring that visitors and elected members are covered by the roll call process.
2. Refer to Fire Wardens Information Sheet (**Sheet 5**) and Roll Call Officer's Sheet (**Sheet 6**).

On Hearing the Alarm

1. Leave the building by the nearest exit.
2. Do not delay but do take
 - Members signing in and out book
 - Visitors signing in and out book
3. Escort any visitors in the atrium area out of the building to Assembly Point 3.
4. Report to your assembly point.
5. Collect the second members signing in book from the Revenues fire warden
6. Take the roll call for members and other visitors.
7. Inform your Deputy Co-ordinator of the status of your roll call:
 - **Building Area Empty** (everybody accounted for)
 - **Not Known** (unsure of location of a person)
 - **People in Building** (confirm people in building but unaccounted for)

INSTRUCTION SHEET 9

ELECTED MEMBERS

On Hearing the Alarm

Refer to Instructions Sheet 1 for 'everyone'

1. Make your way out of the building by the nearest available safe fire exit.
2. Go to Assembly Point 3 in the front car park of Sherwood Lodge.
3. The Manager or Deputy from Bolsover Contact Centre will undertake a roll call of Members/Visitors using the signing in and out books
4. It is essential that Members sign in and out of the building in the book located at the front desk of Bolsover Contact Centre

The Bolsover Contact Centre Manager will report to the Deputy Co-ordinator at Assembly Point 3.

INSTRUCTION SHEET 10

PRINCIPAL TENANT (BOLSOVER POLICE) (TBC)

Responsibilities

Ensure that there is a system in place to evacuate your area of the building and to have information to give to the fire brigade on the status of your area of the building.

Ensure that there is an effective 'out of office' recording procedure. Appoint a Roll Call Officer(s) and Deputy for your area and if required, ensure that they have an up to date employee checklist.

Appoint a Fire Warden(s) and Deputy for your areas, (BDC wardens have a (white) helmet and hi visibility vest.

Ensure that those you appoint know exactly which areas they are responsible for sweeping and which personnel they are checking. Select personnel who work most or all of the time in a fixed location if possible.

Refer to 'Everybody's' information sheet (**sheet 1**), Fire Wardens Information Sheet (**Sheet 5**) and Roll Call Officer's Sheet (**Sheet 6**).

Ensure that there is an effective 'out of office' recording procedure.

Outside of 09.00 to 17.00 there may not be any BDC personnel on site, in which case your Fire Warden will need to liaise with the Fire brigade on their arrival.

On Hearing the Alarm

Leave the building by the nearest exit.

Escort any visitors/ clients in your area out of the building to Assembly Point 1.

Establish if your part of the building is empty or occupied.

Inform the coordinator, (or the fire brigade if not present) outside the atrium main entrance of the status of areas of the building:

Building Area Empty (everybody accounted for)

Not Known (unsure of location of a person)

People in Building (confirm people in building but unaccounted for)

11. OTHERS WITH RESPONSIBILITIES

11.1 Health and Safety Officer

1. Ensure nominated officers are aware of and understand their duties.
2. Arrange training sessions for fire wardens
3. Monitor fire drills and feedback to Senior Management Team.
4. Revise and maintain the evacuation plan for Sherwood Lodge
5. Advise managers on the preparation of individual Personal Emergency Evacuation Plans for disabled employees.

11.2 Caretaker

1. To be familiar with the out of hours procedure, as they may be required, in absence of senior management to become the co-ordinator.

11.3 Chair of Meeting in Council Chamber or Committee Room One

1. The Chair of the meeting will act as Warden for those at the meeting
2. The Chair of the meeting will escort visitors to Assembly Point 3
3. Refer to instruction sheets for Wardens and those posted in the Room

11.4 Visitors, Including Contractors

1. Visitors in training courses or meetings will be escorted out of the building by their course leader or meeting organiser
2. Other accompanied visitors will be escorted out of the building by the person accompanying them
3. Unaccompanied visitors, such as contractors undertaking maintenance work must be given the following instructions
 - Sign in on arrival and sign out on leaving the site
 - Follow instructions for 'everybody', reporting to assembly point 3
 - Do not re-enter the building until authorised to do so by the Deputy Co-ordinator or Warden

11.5 Trainers (and those commissioning exterior training providers)

1. Trainers will lead trainees out of the building, and accompany visitors to Sherwood Lodge to assembly point 3, where they can be checked off against the visitors register by the Bolsover Contact Centre Roll Call Officer.
2. Sherwood Lodge employees in training sessions will report to their usual assembly point

12. FURTHER INFORMATION

12.1 First aid Firefighting

Many small fires can be extinguished safely, however many people are injured whilst tackling fires which should have been left to the experts

1. Put your own and other peoples safety first
2. Only tackle a fire in its very early stages. Never tackle a fire if it is starting to spread to other items in the area or if the room is beginning to fill with smoke.
If in doubt, get out
3. Never risk injury to fight fires
4. Make sure you can make your escape if you need to. Always keep an escape route open. Never let a fire get between you and your exit or escape route
5. If you have any doubts as to whether your extinguisher is suitable for the type of fire you are fighting, do not use it, leave the fire and get out
6. Fire extinguishers are for first aid fire fighting only
7. Only those trained should consider fighting fires
8. Ensure you have another person to assist when fighting fires to watch your back and ensure you have a route away from the fire to safety

12.2 Procedure Outside of Normal (9-5) Office Hours

Normal office hours are 9.00 a.m. to 5.00 p.m. Monday to Friday

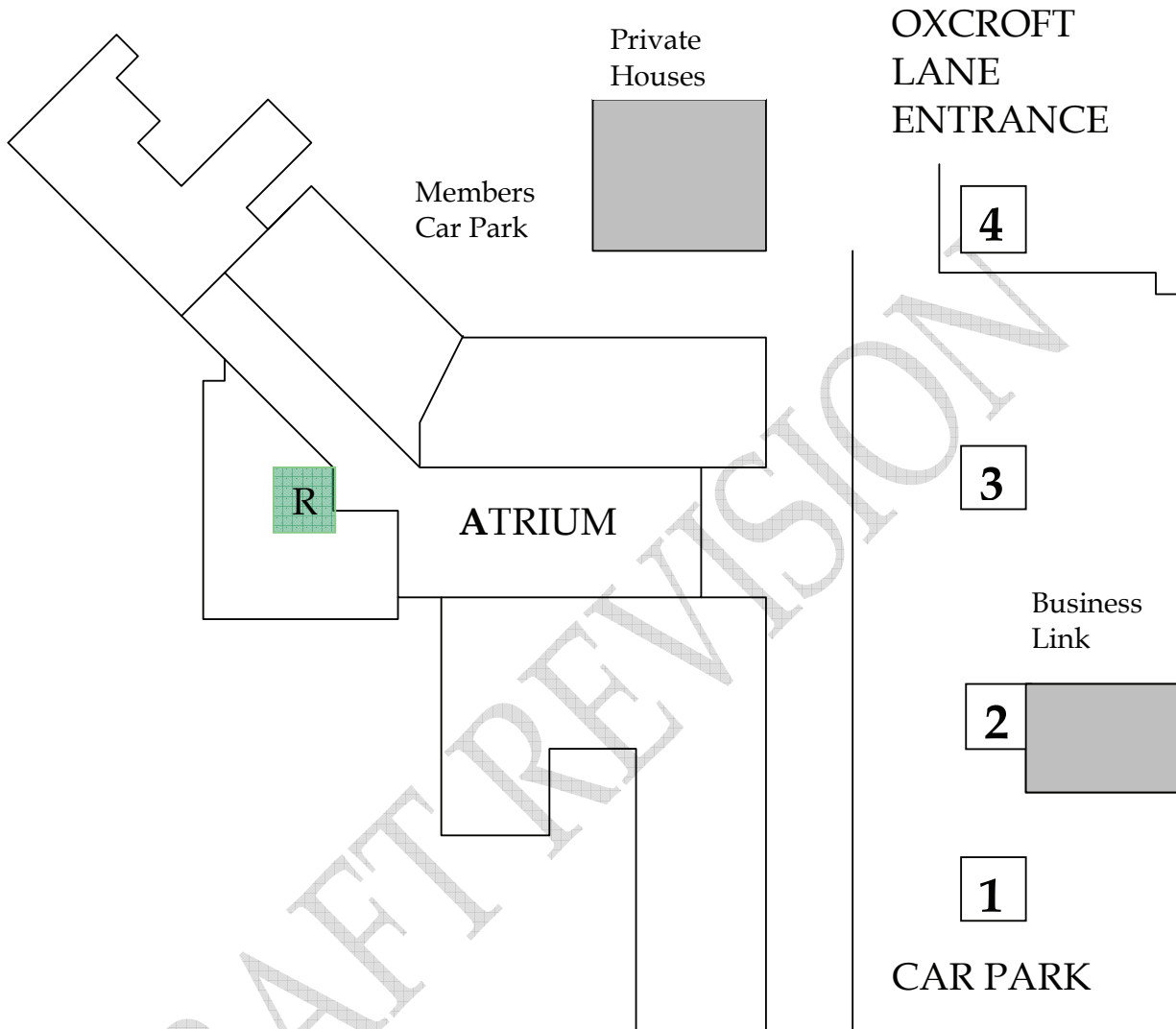
1. Outside of 9 a.m. to 5 p.m. we will use only **Assembly Point One**
2. The Emergency Services will be informed on arrival that only a limited roll call can be taken with no complete search of the building possible
3. The Co-ordinator will be the first Senior Manager available, in the event that no Senior Manager is available, the Co-ordinator will be the Caretaker

12.3 Evacuation for Disabled Visitors & Employees

1. Disabled visitors / service users who have mobility difficulties will be offered the full range of Council services on the ground floor of Sherwood Lodge
2. Disabled visitors will be escorted to Assembly Point 3 by the person they are visiting, (as are other visitors)
3. Disabled visitors to the Council Chamber, who are not able to use the stairs but able to use the evacuation chair, will be taken out of the building by evacuation chair
4. Should the evacuation chair not be suitable or not be available, the disabled person will be escorted to the designated refuge area adjacent to the main (double) doors of the Council Chamber (facing the Atrium).
5. The refuge is identified by a green sign and is shown on the site map on p.14.

Individual Personal Emergency Evacuation Plans (PEEPS) will be developed by the relevant line manager and the Health and Safety Officer.

13. Sherwood Lodge Assembly Points Map



R is refuge for disabled persons unable to use stairs or evacuation chair on 1st floor

Specialist roles in Sherwood Lodge fire evacuation			
Co-ordinator	Property and Estates Manager	Deputy Co-ordinator	Fire warden
			
RED	GREEN	YELLOW	WHITE

14. ASSEMBLY POINTS

All Assembly Points are located in the car park to the front of Sherwood Lodge.
Each Assembly point is numbered from 1 to 4.

Assembly Point 1 Lower floor, Side Block- (Bolsover Police)

Assembly Point 2 – Side Block, Upper Floor & Central Control and Community Services (Deputy Co-ordinator – Building and Contract Manager)

Director of Development

Development Admin

Environmental Health

Central Control

Regeneration

Engineers and Surveyors and Consultancy

Planning Services including Conservation

Internal Audit

Community Services (located with Bolsover Police)

Assembly Point 3 – New Sherwood Lodge End (Deputy Co-ordinator – Director of Resources)

Director of Resources

Housing Services

Revenues (Billing and Recovery)

Revenues (Benefits)

Bolsover Contact Centre

Customer Service and Performance

Finance

ICT

All Visitors

Committee Room 1)

Executive Meeting Room)

Scrutiny Chairs' Room (G93)B) Civic Suite

Members Room)

Council Chamber)

All Members

Primary Care Trust

Family Intervention Project (DCC)

Assembly Point 4 – Old Sherwood Lodge End (Deputy Co-ordinator – Solicitor to the Council)

Reprographics

Democratic Services

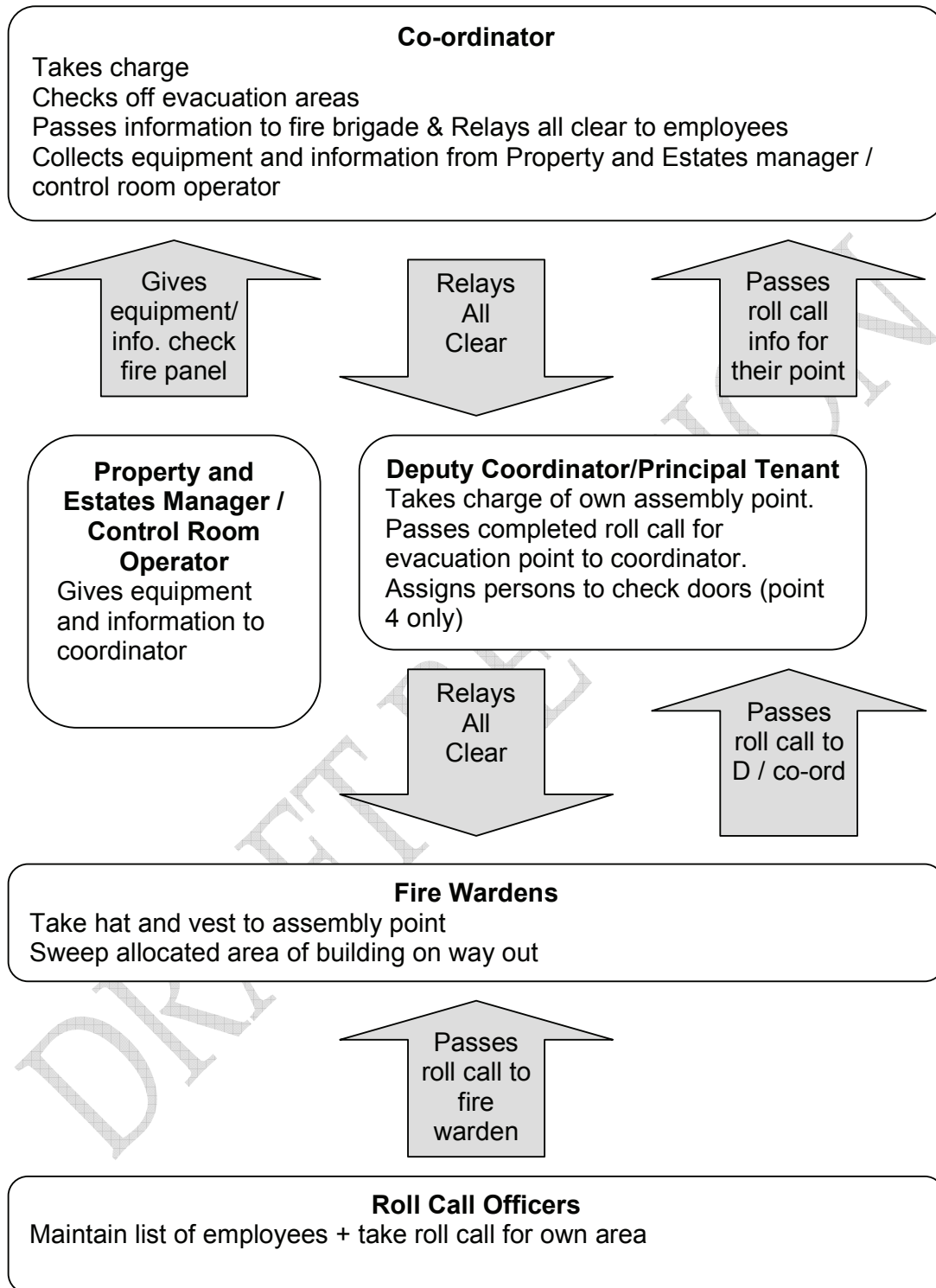
Legal

CEPT

Chief Executives Office

Human Resources and Payroll

15. Sherwood Lodge Fire Evacuation Flow Chart



16. SHERWOOD LODGE,
CO-ORDINATORS / DEPUTY COORDINATORS
CHECKLIST

ZONE & DEPARTMENTS	ALL CLEAR	NOT KNOWN	PEOPLE IN BUILDING
ASSEMBLY POINT 1 (Principal Tenant)			
ASSEMBLY POINT 2 (Building and Contracts Manager) <u>Director of Development</u> <u>Development Admin</u> <u>Environmental Health,</u> <u>Community Services.</u> <u>Central Control</u> Regeneration Engineers, Surveyors and Consultancy Planning Services including Conservation <u>Internal Audit</u>			
ASSEMBLY POINT 3 (Director of Resources) <u>Housing Services.</u> Revenues (Billing and Recovery) Revenues (Benefits) Bolsover Contact Centre Customer Service and Performance Finance & ICT All Visitors Committee Room 1) Scrutiny Chair's Room (G93b)) Civic Executive Members Room) Suite Members Room) Council Chamber All Members Primary Care Trust Family Intervention Project			
ASSEMBLY POINT 4 (Solicitor to the Council) Reprographics Democratic Services Legal CEPT Chief Executives Office Human Resources and Payroll			

