

FIRE EMERGENCY EVACUATION

PROCEDURE

FIRE EMERGENCY EVACUATION – HUNTER & JENNE

	St George's University of London		
	Title:	Fire Emergency Evacuation Procedure – Hunter & Jenner	Author A Harris Update 18.01.16
	Doc No.:	ADM/SHEP15	Version: 02
			Date: 15.04.09 Review Date: 15.04.19

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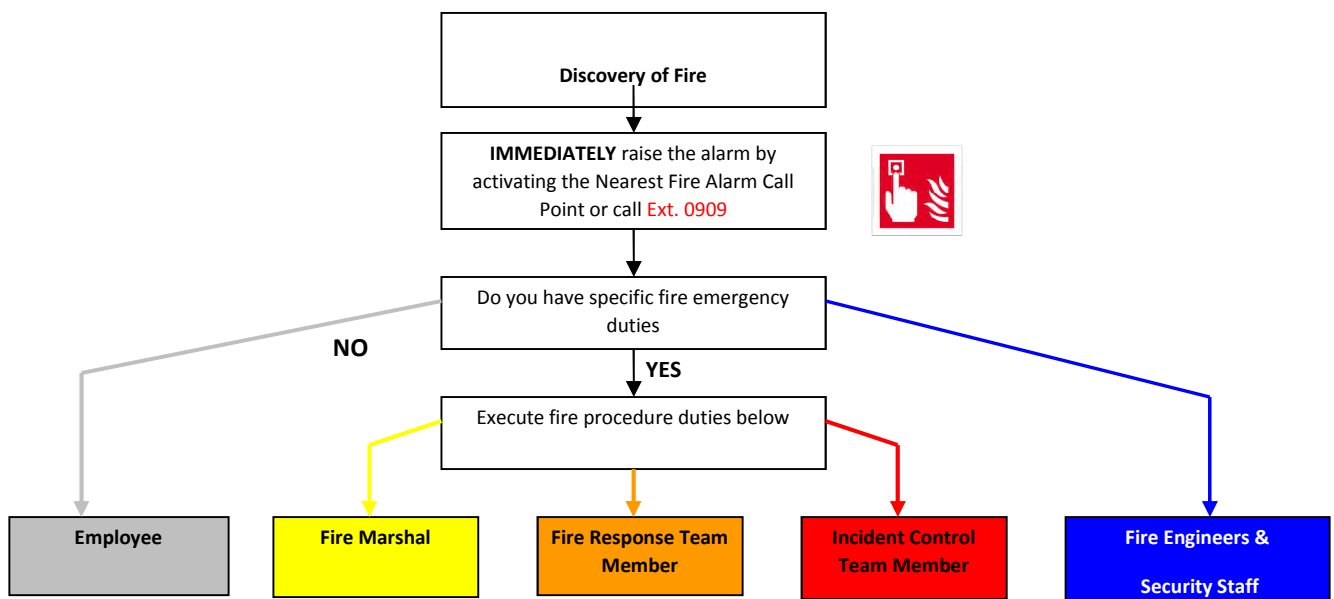
1. INTRODUCTION

St Georges University of London (SGUL) recognises that it has a legal duty and moral duty to plan for emergency situations. An emergency involving a fire can have devastating effects on both human life and business continuity. The very nature of the University, both in its research and teaching capacity means that SGUL must develop and practice emergency procedures in the event of a fire. This document details the measures that must be followed in the occurrence of a fire / fire alarm activation.

This document is applicable to all employees, students, tenants, visitors and contractors in attendance on SGUL premises.

2. FIRE PROCEDURES

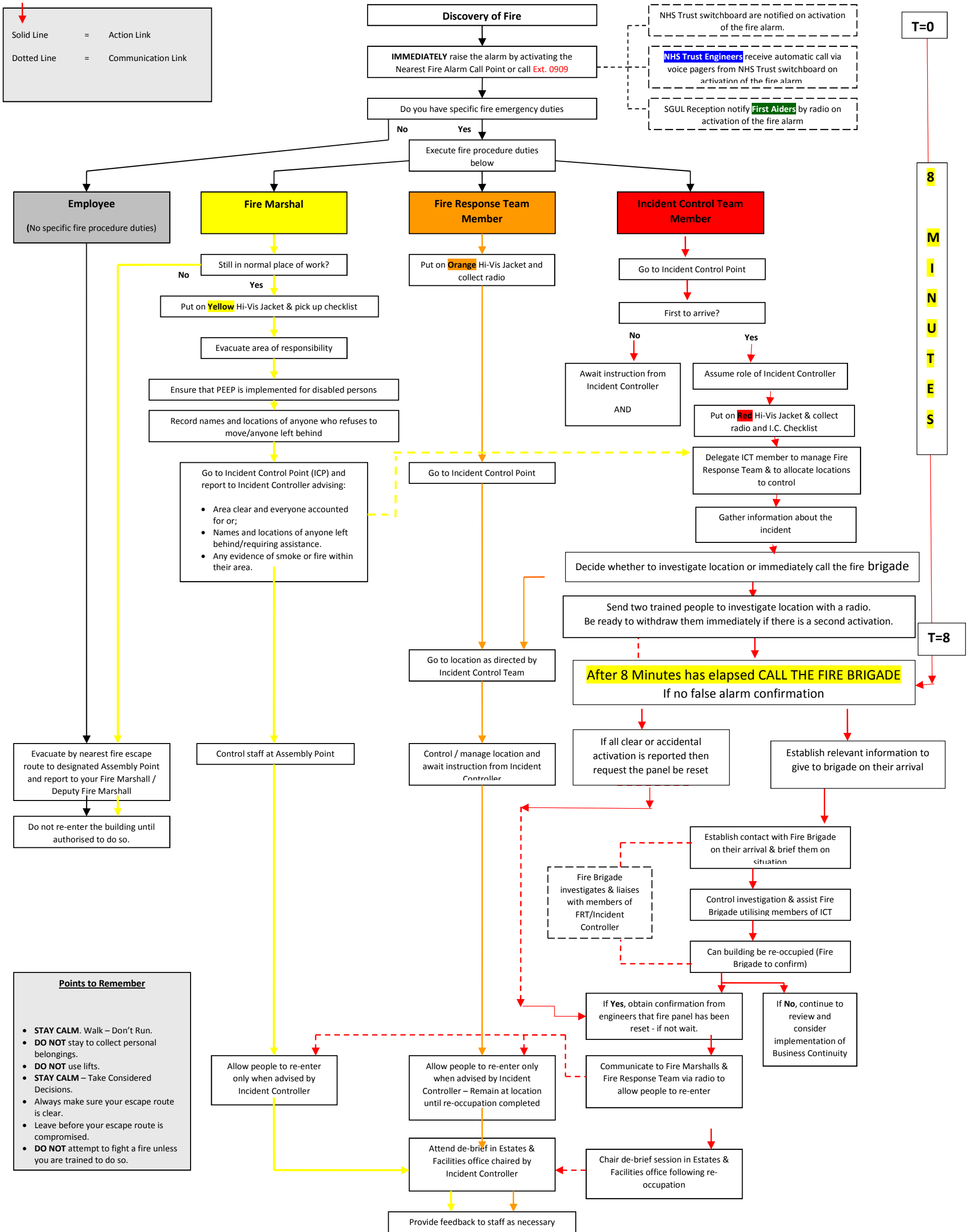
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Overview of how these duties co-ordinate

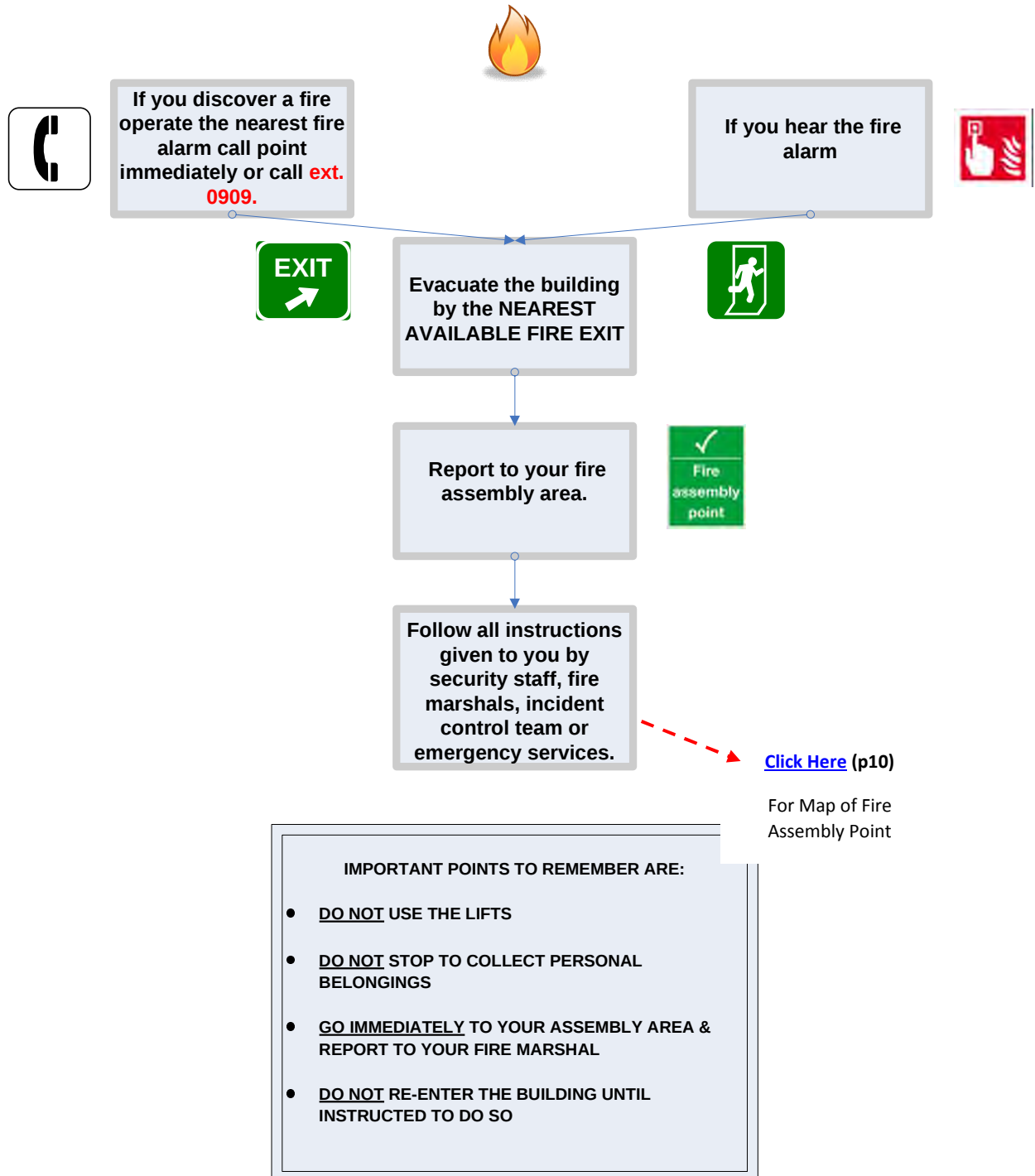


3. OVERVIEW OF FIRE EVACUATION DUTIES



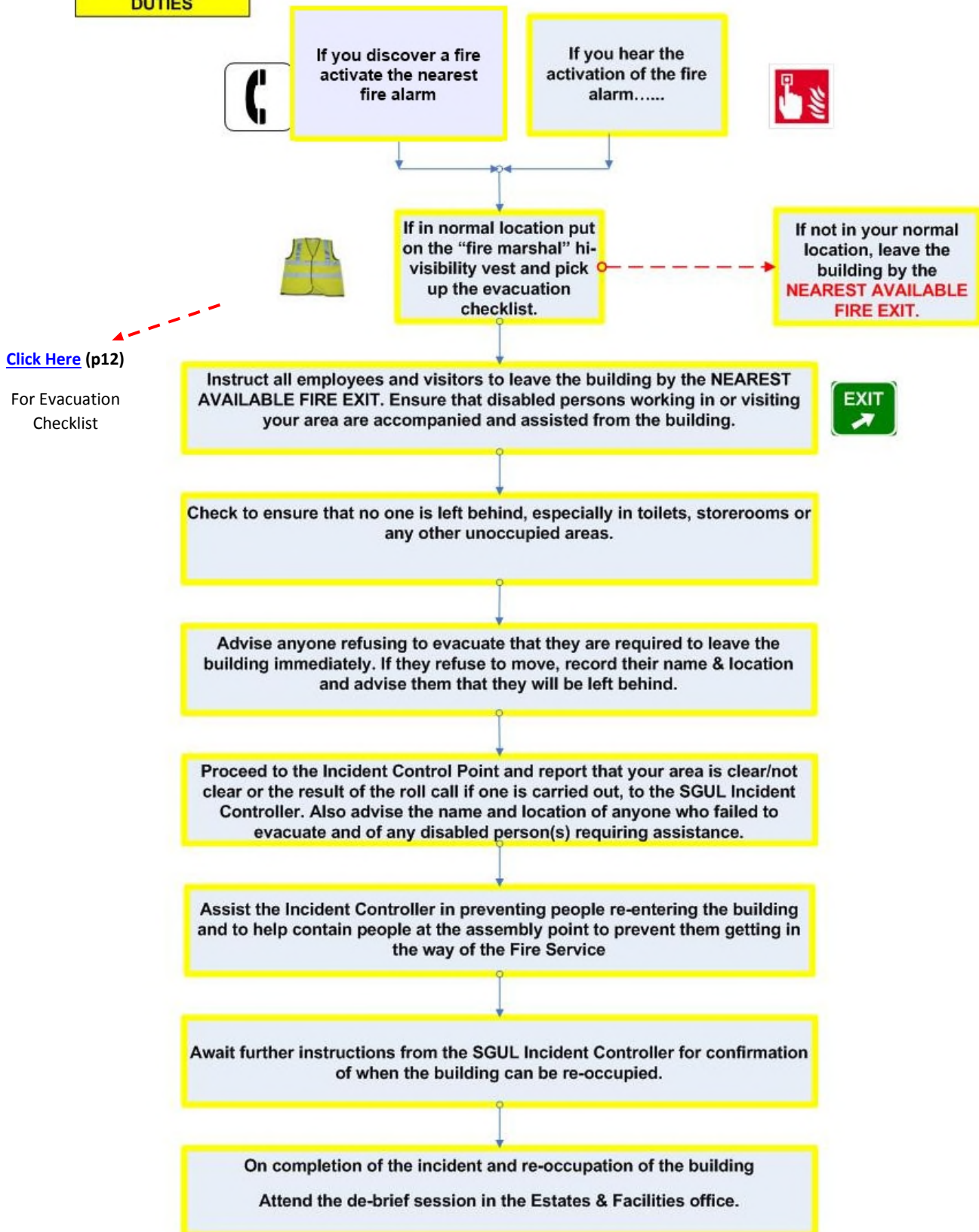
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4. EMPLOYEES DUTIES



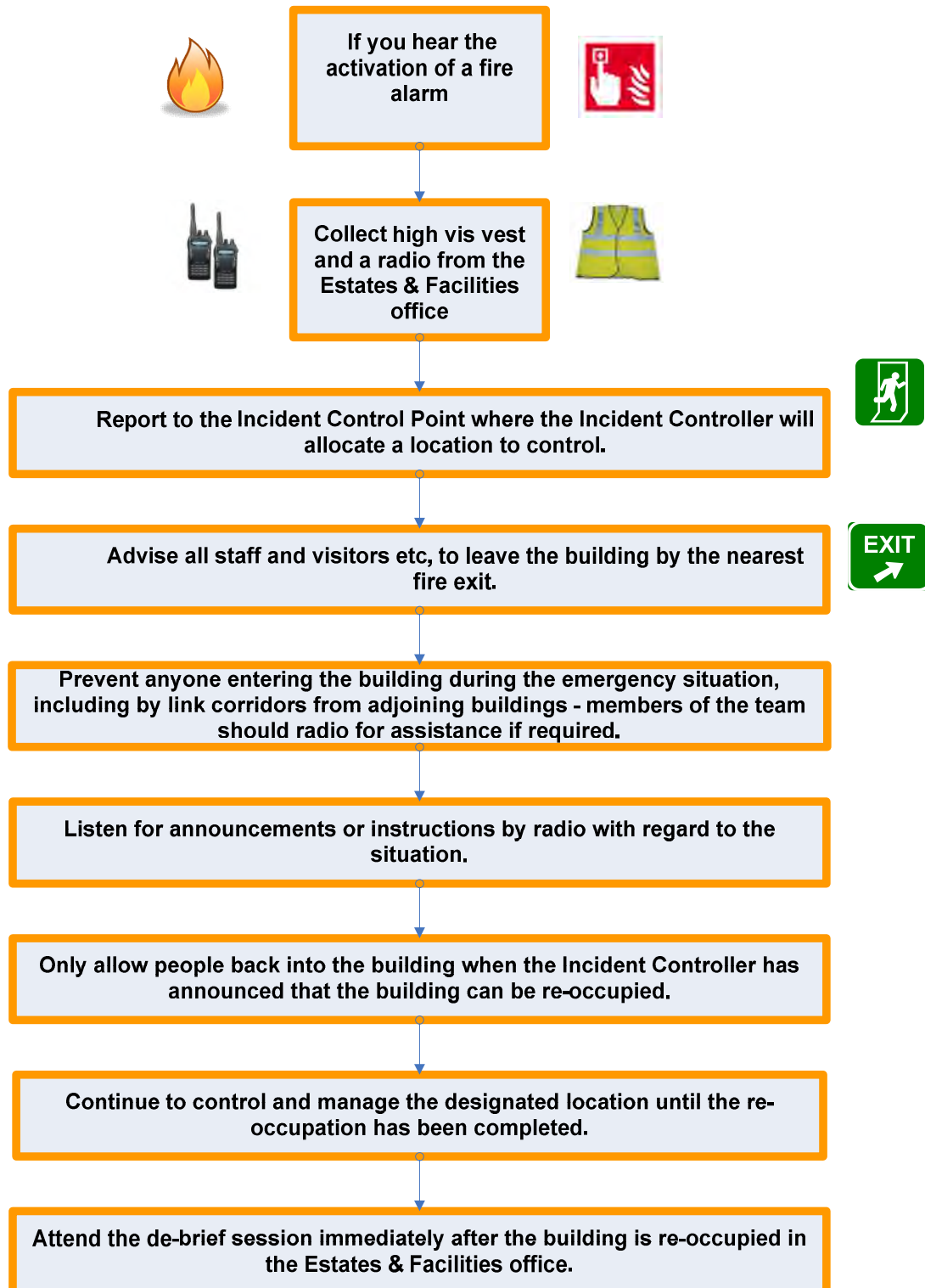
5. FIRE MARSHAL DUTIES

FIRE MARSHALL DUTIES

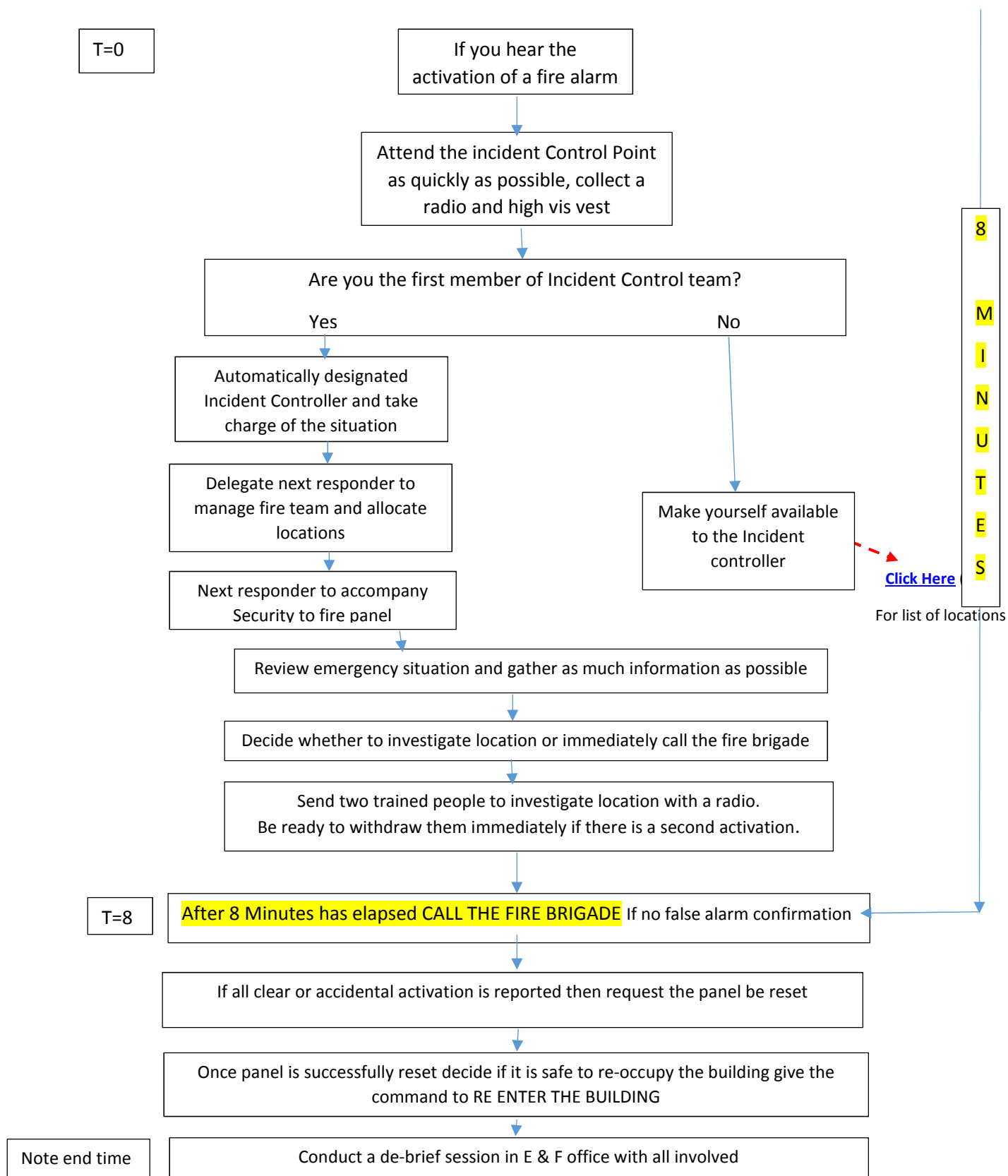


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6. FIRE RESPONSE TEAM DUTIES

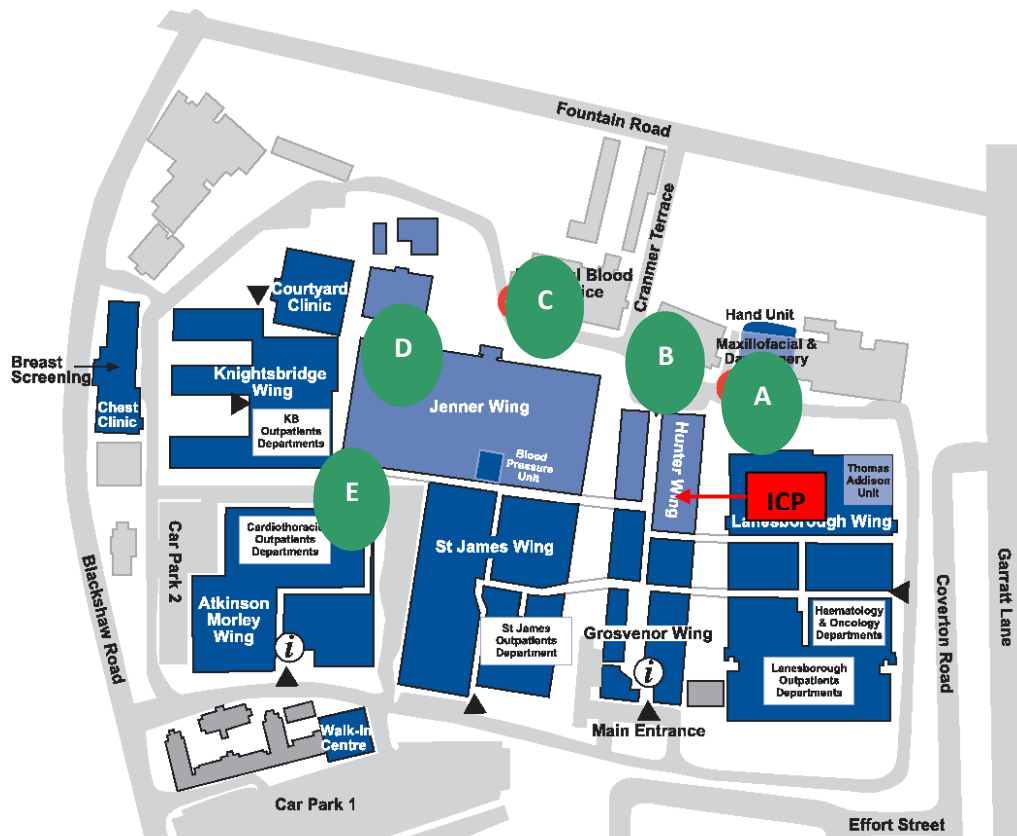


7. INCIDENT CONTROLLER DUTIES



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8 FIRE ASSEMBLY POINTS



Assembly Points are:

- A:** Left of Maxillo Facial Building – Hunter
- B:** Behind Bus stands next to Cranmer Terrace – Hunter & Jenner D
- C:** Out towards perimeter Road, through gardens and up stairs to rear of Blood Bank – Border of D & G1
- D:** Exit via Staircase 22, turn left towards rear of F block – Jenner G2
- E:** Exit via Staircase 21 outside of Renal, rear of Atkinson Morley - Jenner

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9. ARRANGEMENTS FOR SAFE EVACUATION OF PERSONS ESPECIALLY AT RISK

A Personal Emergency Evacuation Plan (PEEP) is a plan for employees and regular users of a building such as staff, contractors or students who require special provision to ensure their safety in the event of fire.

Such an evacuation plan should not rely upon the intervention of the Fire and Rescue Service to make it work.

This is written by management on a case-by-case basis in conjunction with the individuals concerned. It is tailored to their individual needs and includes detailed information of their movements during an evacuation.

It may be necessary to provide a plan for each building and room that they visit. Once agreed, a copy should be kept by the disabled person concerned, the duty holder and any other person who is required to assist with the execution of the plan.

Individuals identified as being involved in a PEEP must be trained in their responsibilities during a fire evacuation. Please see separate PEEP procedure.

FIRE MARSHALL EVACUATION CHECKLIST

Fire Marshall?	Building?
Floor?	Date & Time?

On the activation of the fire alarm

- Instruct all employees and visitors to leave the building by the **NEAREST AVAILABLE FIRE EXIT**. Ensure that disabled persons working in or visiting your area are accompanied and assisted from the building.
- Check to ensure that no one is left behind, especially in toilets, storerooms or any other unoccupied areas.
- Advise anyone refusing to evacuate that they are required to leave the building immediately. If they refuse to move, record their name & location in the space below and advise them that they will be left behind.
- Proceed to the Incident Control Point and carry out the procedure below.

When the area has been cleared and checked

- At the Incident Control Point report that your area is clear/not clear or the result of the roll call if one is carried out, to the SGUL Incident Controller. Also advise the name and location of anyone who failed to evacuate and of any disabled person(s).
- Assist the Incident Controller in preventing people re-entering the building and to help contain people at the assembly point to prevent them getting in the way of the Fire Service.
- Await further instructions from the SGUL Incident Controller for confirmation of when the building can be re-occupied.

On completion of the incident and re-occupation of the building

- Attend the de-brief session in the Estates & Facilities office.
- Feed back any relevant information to members of staff in local areas following the de-brief.

PEOPLE NOT EVACUATED

Name	Location	Reason

INCIDENT CONTROL CHECKLIST

BUILDING

Date Time

Incident Controller

FLOORS CLEARED

Building	Floor / Area	Cleared	Cleared By
Hunter	Ground		
	1st		
	2nd		
	3rd		
	4th		
	5th		
	6th		
Jenner	Basement		
	Ground		
	1st		
	2nd		
Sports Centre			
BRF			

PEOPLE NOT EVACUATED

Name	Location	Reason

FIRE RESPONSE TEAM LOCATIONS (FRT) LOCATIONS (NORMAL WORKING HOURS)

	Priority position	<i>Minimum 1No person per location (Boxes to be ticked or enter person's name as positions filled)</i>
	Non priority position	
N/R	Not Required	

FRT Ref.	Location	Jenner Evacuation	Hunter Evacuation
1	Outside Main Hunter Entrance to clear the front entrance and hard standing and make sure people proceed to their relevant muster points		
2	Main Foyer Doors, Hunter to make sure no-one passes through into the building	N/R	
3	Level 0, Reception Desk, Hunter, receptionist will stay behind the desk for Fire Marshals to report into		
4	Foyer, Hunter, to clear all shops and keep flow of people going forward in foyer		
5	Hunter Wing Fire Panel, to meet the LFB and Trust fire team	N/R	
6	Jenner Fire Panel, to meet the LFB and Trust fire team		N/R
7	Level 0, Main Doors into Jenner "Street" (Hunter end) to make sure that no-one tries to gain access to Jenner Wing		N/R
8	Level 0 Hunter, Lanesborough/Trust Link Corridor to make sure no-one passes through into the building	N/R	
9	Level 1 Hunter, Main Link Bridge Area from Lanesborough Wing (by Library) to stop access into Hunter via Lanesborough / Grosvenor Wings	N/R	
10	Level 0 Jenner, Hospital Link Corridor to St James Wing (half way down "the street") to stop access from Trust into Jenner		N/R
11	Level 0 Jenner, Outside Staircase 21, link to Knightsbridge wing/Atkinson Morley wing, to stop access into Jenner Wing		N/R
12	Level 01, Jenner, Exit Door, Staircase 21, to make sure all leave the staircase/building and do not enter until all clear is given		N/R

13	Level 1, Main Link Bridge Area (by Library) to stop access into Jenner / Hunter		
14	Level 2, Main Link Bridge Area (by Interview rooms) to stop access into Hunter / Jenner		
15	Level 2, Grosvenor Wing Access Doors (by Eddie Wilson Cafe) to stop access into Hunter via Grosvenor	N/R	
16	Level 01, Jenner Back Door, Staircase 22, to make sure all leave the staircase/building and do not enter until all clear is given		N/R
17	Level 0, Hunter by Door to Staircase HW12, to direct people to the nearest exit	N/R	
18	Level 0, Fire Door HW15, Hunter, make sure no-one tries to stay in or re-enter the building until all clear is given	N/R	
19	Level 0, Fire Door HW14, Hunter, make sure no-one tries to stay in or re-enter the building until all clear is given	N/R	
20	Level 0, Fire Door HW13, Hunter, make sure no-one tries to stay in or re-enter the building until all clear is given	N/R	