



FIRE AND EVACUATION POLICY

1.0 INTRODUCTION

1.1 All CERA Ltd staff will be trained in CERA Ltd evacuation procedures regardless of the issue

2.0 EVACUATION PROCEDURES FOR PEOPLE WITH SPECIAL NEEDS

2.1 Particular attention will need to be given to pupils and staff who have special needs including and / or those with a disability and there may be a need to adopt alternative procedures if they cannot be evacuated with the majority

2.2 The fire brigade position is that the building management are required to have procedures in place to evacuate all people from a building independent of assistance from the brigade.

2.3 Any staff who feel they or a pupil may require assistance in the event of an evacuation must inform an evacuation Marshal in order to ensure suitable arrangements can be put in place.. This may be as a result of particular mobility or sensory problems or because of the nature of the building(s) which makes it difficult to evacuate quickly

2.4 A personal emergency evacuation plan (PEEP) may need to be developed for disabled persons who frequently use a building. This should be developed in discussion with the person concerned (and/or parents / guardians in the case of pupils).

2.5 When formulating a Personal Emergency Evacuation Plan consideration should be given to:
All CERA Evacuation Marshals

- The problems the individual feel they may encounter during evacuation
- What areas of the premises are most commonly used by the individual
- Location of safe refuges, *(a relatively safe waiting area for short periods, which is separated from the fire by fire resisting construction and which has access to a final fire exit via a safe route).*
- Identifying members of staff with designated responsibility for helping the evacuation of those persons requiring assistance, including staying with them in the safe refuge. These individuals should be trained, easily identified, accessible and available at all times.
- Is there a 'buddy' system established for those with impaired sight or hearing to ensure they are alerted and escorted from the building.
- Is the means of raising the alarm appropriate for the disability (eg hearing impairments)
- The current evacuation procedures *(are they familiar to all staff and well practised. Is extra training required in use of specialist equipment etc)*
- Are all staff aware of those individuals requiring specific help



GENERAL EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm *[using the nearest available break glass call point]* They should then notify *[appropriate emergency services]* of the exact location of the incident.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment located on the ground and first floor of the premises.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- All occupants of building must respond to alarm activations and take instruction from CERA Ltd evacuation Marshals stay at the assembly point Howdens Car Park *Opposite CERA Ltd*
- The fire alarm is a *[continuous siren]*
- The *CERA Ltd Landlord* will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- *CERA Ltd Evacuation Marshals on site* will summon the emergency services (**DIAL 999**) as necessary;
- *CERA evacuation Marshals* will supervise / affect the evacuation of all on site to the designated assembly point(s)
- Any member of staff who is not an Evacuation Marshal is to leave the building in line with all other occupant expectations leaving building by the nearest exit and report directly to *CERA evacuation marshals* at the assembly point. *Opposite CERA Ltd in Howdens Car Park*

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area *CERA Ltd evacuation Marshals* must call a register via use of the visitor's book which where possible should be taken out to the assembly point to account for individuals on site.



- **CERA Evacuation Marshals** are responsible for ensuring walkways, access and exit points are clear and safe, and these checks should be made on a daily basis and are part of the daily working day.

CERA Ltd	CERA Evacuation Marshals
<p>Cycloan Education & Restorative Approaches Ltd Swallow mill Business Centre, Swallow Street Higher Hillgate, Stockport SK1 3HJ. 0161 474 0990 www.ceracycloan.co.uk</p> <p>Registered in England Number: 8974225</p>	<p>Brian Pendlebury Maureen Pendlebury Christine Pendlebury Andrew Butler Thomas Hibbs Andrew Millest</p>

CERA Evacuation Marshals should report to *the company director* any unexpected issues relating to exits and access that they feel they cannot resolve

- One of the lead CERA Ltd Evacuation Marshals (C.E.M) will liaise with the Fire Brigade on their arrival. (*dependent on which C.E.M. is on site and taken the lead role*)
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade, Company Director or lead C.E.M.
- If the building cannot be reoccupied following an evacuation, all occupants will be advised to wait at the assembly point until a safe alternative location can be identified and arrangements made to contact parents for those who are of school age.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment... Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

If staff or pupils with significant mobility impairments access the upper floors then additional measures such as Evac-chair's may need to be provided for the site. (These are specially designed chairs for bringing a person down a stair.)

Visual disability... People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

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Hearing disability... People with a hearing disability should be escorted out of the building by staff. In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

Bomb Threats... If a bomb threat is received notify the Company director or Landlord, or in their absence, the most senior member of staff available.

Contact the police for advice as to whether CERA Ltd should be evacuated – this decision is ultimately the responsibility the CERA Ltd. The signal for evacuation of the building, should this be necessary, will be: CERA Ltd Evacuation Marshals....Verbally saying FIRE - The normal evacuation procedure should be followed. A separate bomb evacuation point at least 500m away from the premises should be identified].

GAS LEAKS... *CERA Ltd have no gas installed however Swallow Mill is supplied with Gas Central Heating if gas is can be smelt and if there are high concerns...*

- Evacuate part or all of the premises where required and telephone National Grid on 0800 111 999.

CHEMICAL SPILLS... If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so. It may be necessary to evacuate the room and ensure windows are opened. If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary. Move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.

If severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building.
- Ensure all doors and windows are locked.
- Switch off fans or air conditioning
- Avoid using electrical equipment in case sparks are produced.
- Do not smoke.
- Evacuate the building where required positing all occupants in a safe location far enough away from any risk of inhalation of possible toxic fumes