



# EVACUATION PROCEDURE (BIRMINGHAM)

**NATIONAL COLLEGE FOR ADVANCED TRANSPORT & INFRASTRUCTURE**

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## NCATI EMERGENCY EVACUATION PROCEDURE

The Continuous Ringing of the fire alarm indicates the need to put the Emergency Evacuation procedure into operation.

It must always be assumed, that the signal is indicative of a real emergency.

Emergency Exits and routes are indicated by the Green illuminated signs which are generally above or adjacent to each exit and/or situated along the evacuation route indicating the closest exit.



In the event of power failure Exit routes are illuminated by Emergency lighting.

Emergency evacuation of the building is in accordance with the instructions below:

### Ground Floor



Occupants should exit calmly via any one of the nearest highlighted Final Exit routes indicated. Where rooms/workshops have their own final exits, for example in the Main Workshop area/s, occupants here will use those exits unless the position of the fire prevents them from doing so. Occupants in these areas may use their closest alternative escape route if they are unable to use their final exits.

Wheelchair users or occupants with mobility issues should be assisted by a member of staff and/or Fire Marshal to the nearest final exit, there should be no reason for leaving these occupants within the building on the ground floor.

There are only likely to be a few workers or contractors in the plant room areas and these will be familiar with the building and will have had suitable emergency evacuation instructions upon site Induction.

### First Floor



Occupants should exit calmly via the nearest highlighted Exit route to their current location unless it is in the direction of the fire.

Wheelchair users or occupants with mobility issues should be assisted by a member of staff or Fire Marshal to the nearest refuge area in the lobby of stair 1 (R1) or stair 2 (R2) dependent upon the location within the building and safest passage and only if they are unable to proceed to a final exit. Assure the person that they will be rescued at the earliest possibility and that the Refuge area has a minimum Fire Rating of 2 hours.

The location of the person should be communicated with the Facilities team and Fire Officer as soon as possible to enable a safe evacuation at the earliest possibility.

From the Refuge Point the person will have communication with a fire warden or other designated member of staff via the refuge intercom.

Evacuation chairs are no longer necessary however anyone using one must be trained in the safe use of it.

The Main Central staircase and staircase from 1<sup>st</sup> Floor to ground floor by the workshop may be used for evacuation if safe to do so however these are NOT a protected route.

## Second Floor



Occupants should exit calmly via the nearest highlighted Exit route to their current location unless it is in the direction of the fire.

Wheelchair users or occupants with mobility issues should be assisted by a member of staff or Fire Marshal to the nearest refuge area in the lobby of stair 1 (R3) or stair 2 (R4) dependent upon the location within the building and safest passage and only if they are unable to proceed to a final exit. Assure the person that they will be rescued at the earliest possibility and that the Refuge area has a minimum Fire Rating of 2 hours.

The location of the person should be communicated with the Facilities team and Fire Officer as soon as possible to enable a safe evacuation at the earliest possibility. From the Refuge Point the person will have communication with a fire warden or other designated member of staff via the refuge intercom.

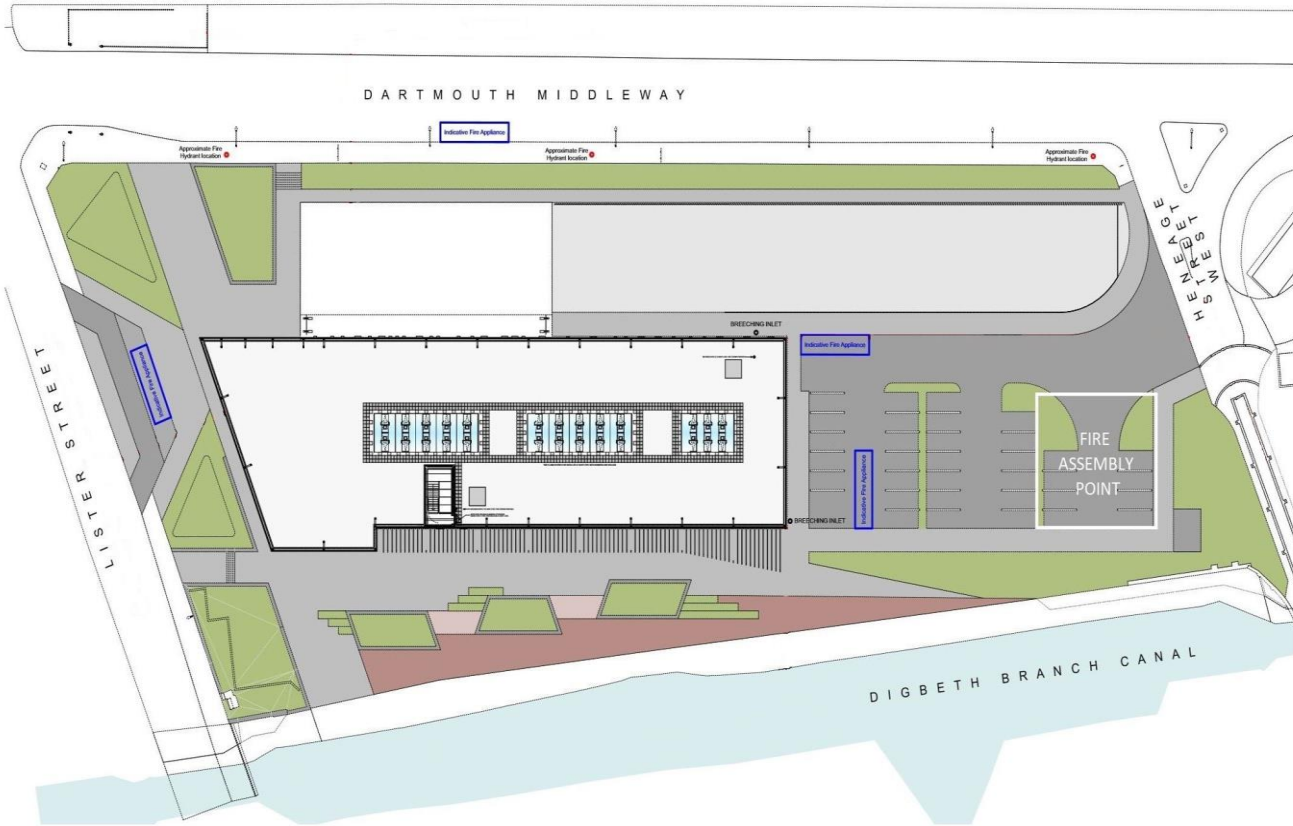
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The Main Central staircase may be used for evacuation if safe to do so however it is NOT a protected route.

## Roof

All routes on the roof lead to stair where occupants will discharge directly down to the ground floor. Any occupants using the roof will be staff who are familiar with the building or contractors who have been given suitable emergency evacuation instructions. There will be appropriate signage in this area showing the shortest route to the stair and the fire alarm will be loud enough to be heard over any background noise in this area.

The Emergency Evacuation Assembly Point for NCATI is at the rear of the building adjacent to the Visitors parking area:



### Wardens

Each floor should have at least two fire wardens to ensure all areas have been evacuated. All staff members will have suitable training to ensure they know their individual responsibilities in the event of a fire.

For Fire Wardens please see Appendix 1 attached.



The Emergency Evacuation Assembly Point for NCATI is at the rear of the building adjacent to the Visitors parking area.

## Staff Actions

If you see or suspect a fire, or other life-threatening situation, break the glass in the nearest fire alarm call point, contact the Facilities Team and a member of the Senior Management Team to explain the situation. The Facilities Team will decide whether to contact the emergency services.



## Fire fighting

Members of staff should only consider fighting a fire after they have seen to the evacuation of the students in their charge and raised the alarm. They must inform other members of staff of their intention to fight the fire and they must be certain that their actions will not place themselves or others in danger. If they are in the slightest doubt, then they must evacuate the building along with their students.

On hearing the alarm, staff are to do the following:

### DURING LESSONS

1. Instruct the students as to the route to be followed and the manner in which they should proceed; i.e. on the left hand side of the corridor in silence. Never break the flow of traffic, as this causes chaos and could induce panic.
2. Vacate the room as quickly, without running, and as safely as possible closing, but not locking, the door and windows behind them. Staff are always the last to leave the room.
3. Once outside of the room staff must lead their students to the assembly area.
4. ALL STAFF are to assist in the safe evacuation of premises and in escorting the students to the assembly area.

Please note that staff should set an example to pupils by remaining silent and only communicating as necessary please.

5. If students with mobility issues are on Level 2 or Level 1 and cannot be evacuated due to their physical disabilities, they should be escorted to the nearest or safest refuge point and informed that they are being left there to await further guidance and evacuation. Staff who implement this aspect of the evacuation procedure must report the names and location of the person remaining in the building to the Facilities Team or Fire Officer as soon as possible.

6. Teaching and support staff should meet the students at the fire assembly point. Each teacher must supervise their students ensuring they do not disperse and should then complete a roll call using the roll call sheets issued.
7. All other staff, visitors and contractors should assemble alongside the students at the assembly point. The reception staff are responsible for completing a roll call of visitors and staff using the roll call sheets and visitor list/book.
8. The Facilities Team will collect the Emergency Evacuation Roll call sheets and whether they are complete or not and relay information regards missing persons to the Fire Officer.
9. The Facilities Team will liaise with the emergency services and the CEO and Senior Management Team regards the status.
10. Once all the information has been gathered, the Facilities Team will then decide whether everyone should remain outside whilst further action is carried out or allow staff and students back into the building.
11. No-one must return to the building until instructed to do so by the Facilities Team.

EMERGENCY EVACUATION DURING NON-TEACHING TIME – All staff at this time should initiate the evacuation of students and supervise them to the exits and give immediate assistance at the assembly point with roll calls.

EMERGENCY EVACUATION DURING BOMB THREAT (Offsite Assembly Point) – Staff will be guided on course of action to be taken by the CEO, Facilities team or SMT based upon the level of threat.

In this instance the bells may not sound but necessary evacuation may be vocally spread.

Staff and students should use the normal evacuation routes unless told otherwise by the CEO, Facilities team or SMT. Proceed outside and then follow Marshal guidance to the assembly point which will have been decided according to the level and position of threat.

The assembly point should remain 'fluid' at all times to cover all eventualities but could be one of several localised areas dependent upon distance required away from threat.

#### EMERGENCY EVACUATION DURING EXTERNAL EXAMINATION

Students who are on an examination will evacuate the building in accordance with the Fire Management Plan and under guidance from any invigilator.

They will be escorted by the exam invigilators to a separate part of the assembly point.

The examinations officer will collect the examination student roll call list from the receptionist.

The procedure for evacuating disabled students is the same as during a Teaching Time evacuation

General Information:

Facilities Team - responsible for interrogating the Fire Alarm Panel and finding the problem.

GENERAL POINTS REGARDING THE EVACUATION PROCEDURE

- 1 The registers are the only source of information regarding which students are on or off the premises. Registers should be taken at each lesson.
- 2 At the assembly point everyone has a responsibility to assist in the establishment of good order.
- 3 The Emergency Evacuation is an emergency situation. There is no justification for anyone spending time to get personal belongings of any description.

Should any specific responsible member of staff be absent, then duties will be cascaded downwards within the relevant departments as necessary.



## Appendix 1: Fire Wardens and Fire Marshals

### Fire Wardens/Facilities Team

Owen Gough  
William Yexley

### Fire Marshals

Robert Weston  
Paula Marsden  
Garvin Okoror  
Robert Jennens  
Sarah Moran  
Lucy Harper

Additional Marshals to be confirmed following training.