THE CITY OF EDINBURGH COUNCIL

Fire Evacuation Plan

LEITH Community Centre

8. Evacuation Building Plan

On Hearing Fire Alarm (A Continuous Bell)

- **All visitors evacuate the building.**
- **Then proceed to Assembly Point – The Tree in the Kirkgate Shopping Precinct**
- **Group Leaders to collect registers.**
- **Reception Staff collect visitors book** **CONTENTS**

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N. B. The term of evacuation used in this document refers to the practice of Immediate Evacuation.

As of 1st July 2023, The Scottish Fire and Rescue Service (SFRS) will NOT automatically respond to any Automated Fire Alarm signals generated from non-domestic non-sleeping premises. In all cases of activation of the fire alarm system the process of evacuation must take place.

Protocol One: When there are sufficient CEC staff on site

Simultaneously the nominated CEC member of staff on site should carry out a safe investigation as to the cause of the alarm.

This can be done by:

a) Checking the fire alarm panel as to the zone and location of the activation. (you may need to check the fire alarm zone plan next to the fire alarm panel to assist you)

b) Take a radio or phone with you to investigate the location in activation mode while a second person remains at the fire alarm panel with a radio / mobile phone so they can communicate with the person investigating. Ideally 2 people should investigate but, if resources don't permit, 1 person can investigate provided they are armed with a fully charged radio/ mobile phone and are in constant contact with the person at the fire panel.

c) If there is fire or signs of a fire then ring 999. If there are no signs of fire then the nominated person will silence the alarm and reset the panel and allow re-entry of people to the building

Protocol Two: If only one member of CEC staff on site

1) The alarm sounds
2) The building is evacuated following the normal evacuation procedures

3) If there is fire or signs of fire ring 999, give address with post code and await attendance. Give relevant information to fire service
4) If you are unsure if there is a fire call the FM Incident response number for your locality and tell them you need assistance to check for fire or signs of fire.

FM Incident Response - NE	**0131 529 6547**

Protocol Three: If keyholder(s) is managing the building
1) The alarm sounds
2) The building is evacuated following the normal evacuation procedures
3) Keyholders check for fire or signs of fire. This should be done with a minimum of 2 people. One person stands by zone panel with a phone. The second person, also with a phone, will then need to check for fire or signs of fire (refer to SFRS video for guidance).
4) If there are signs of fire ring 999, give address with post code and await attendance. Keyholder gives relevant information to fire service
5) If there are no signs of fire and you are reassured the alarm is false you have 2 options
Option One: If you are confident and have been trained on site procedures you can re-set the fire panel and allow people to re-enter building.
Option Two: Call 0131 200 2000, which is the CEC main contact number. Explain the situation to them and ask if someone can attend to re-set the fire panel.
Notify CEC staff at the earliest opportunity that a false alarm has occurred so they can record.

LEITH COMMUNITY CENTRE
EMERGENCY FIRE ACTION PLAN

It is the duty of all partners (Facility Management, Business Support, Lifelong Learning, and the Centre Management Committee) to have in place both an emergency fire action plan and arrangements to implement the plan.

The evacuation of all centre users including visitors, staff, and other persons, including disabled persons, is a partnership responsibility which cannot be delegated to the Fire Rescue Services.

The purpose of the plan is:

- To ensure that the all centre stakeholders including let users on the premises know what to do If there is a fire: and
- To ensure that appropriate action is taken in the event of a fire and that the premises can be safely evacuated.

The Fire action plan will set out the actions that service staff, management committee representatives, let holders in the building, visitors and other people in the premises should take in the event of a fire.

The document will be kept on the premises, be available in a format understood by all, as well as being known by staff and forming the basis of the training and instruction provided.

The plan will also be available for inspection by the service areas and partners including the Councils Health & Safety Service at all times.

It is essential that all service staff (including agency cover), let holders, centre management committee representatives, visitors and contractors are given clear induction /instructions.

Your Fire Risk Assessment for the premises shall link into the Fire Evacuation Plan.

Remember all premises are unique and your risk assessment will determine your requirements.

1 Responsibilities of all Staff in the Event of a Fire

If you discover a fire

- If you discover a fire, operate the nearest fire alarm, and then proceed to the nearest fire exit, closing doors where possible on the way to prevent the spread of smoke/fire.
- A fire extinguisher may be used at personal discretion to tackle the fire but only if:
  a) The person has received training in the use of fire extinguishers and considers that they can safely do this without putting themselves at risk.

b) The operator can turn and walk away from the fire with clear access to an unobstructed evacuation route.

If the alarm sounds

- When you hear the fire alarm - ***a loud continuous Siren -*** DO NOT PANIC, leave the building immediately in an orderly manner by the nearest designated exit route.
- Make your way to the Fire Assembly point and report to the nominated Fire Warden (or staff member, let holder or responsible person) where you should wait for further instructions.
- The Fire Assembly Point is – **The Tree in the Kirkgate Shopping Precinct**
- Where staff (including agency cover), let holders, centre management committee representatives or others have the responsibilities for the supervision of customers, activity attendees, pupils, children, or visitors check registers, visitor books etc to ensure all personnel are accounted for, any deviation should be reported immediately to the nominated fire control officer.

Duties of Partners and Stakeholders

If the alarm sounds

- The nominated person(s) on duty **must** telephone the Fire & Rescue Service (F&RS) ensuring that they have the relevant information e.g. the name and address of the unit.
- Collect the Emergency Evacuation Clip-Board (which is kept at reception and leave the building by the main door).
- In all cases on activation of the fire alarm system the process of evacuation must always take place.

2. Duties of Fire Warden (staff member) or Nominated Person(s)

For staff members, or nominated person(s) from the management committee representatives and/or let holders who have received the appropriate fire evacuation training to undertake duties within the centre.

During an emergency evacuation:

- In the event of the fire alarm sounding, carry out a sweep of the area assigned to you and ensure that all persons are evacuating the building by the correct route.
- If you are in a different area of the centre than normal when the alarm sounds then do not delay your own evacuation un-necessarily. There is no need for you to travel back to the centre reception to perform a check.
- Report to the nominated person(s) or Fire Warden (Service staff members, management committee representative or nominated person from the let holders) at the assembly point. The nominated person(s) and/or Fire Warden will be carrying the emergency evacuation clipboard. You should report whether your area is clear of staff and users or not.
- Be ready to assist the Fire Warden or nominated person(s) when he or she is reading the building checklist.
- Direct members of the public to a place of safety adjacent to the Assembly Point

At other times

- Ensure that you are aware of and keep up to date with all the escape routes from the building.
- It should be a standard procedure to carry out a weekly fire alarm tests in the centre and record these tests in Fire Safety Logbook.
- All partners should be versed and confident arranging and carrying out fire drills as least one per year as an agreed date and time.
- Keep alert to potential fire risks and reporting these to Line Manager.
- Ensure fire exits and fire escape routes are free from obstructions and are operating correctly. Make reports as necessary to your Line Manager.
- Raise the awareness of fire prevention and escape to new employees at commencement of employment or at other times as required.

- Be aware of the location of fire fighting equipment and its use if appropriate.

NB** – Only use firefighting equipment if you have been trained in its use and where it is safe to do so, **do not take unnecessary risks.

3. FIRE EVACUATION – WHAT DO YOU DO?

ACTION SUMMARY

All Staff and Let Users

- When you hear the fire alarm signal you must leave the building by the nearest fire-exit and go to the appropriate fire assembly point.
- Wait there until told by a member of the Fire Incident Team that it is safe to return to the building.

Service Duty Person or Nominated Person(s)

- In the event of Fire found to be present in the building - The service duty person or nominated person(s) will dial '999' giving the operator the premises phone number and asking for 'Fire'
- The service duty person or nominated person(s) shall then take the emergency evacuation clipboard and guard the main door to prevent personnel from entering.

Service Duty Person or Nominated Person(s)

- In the event of Fire Officers attending - Once the service duty person or nominated person(s) has received reports from all areas, he or she reports to the attending Fire & Rescue Service Senior Officer who investigates the cause of the alarm and authorizes the re-occupation of the building when it is safe to do so.

5. Evacuation of Disabled People, Children, Visitors and Other People in the premises

- The responsibility for implementing the plan and evacuating persons safely in the event of an emergency will rest with the person(s) responsible at that time for the let: an evacuation plan for persons with additional needs must

not rely upon the intervention of the Fire and Rescue Service to make it work.

- The problems encountered by persons evacuating a building in the event of a fire will vary with the disability of the individual and the physical configuration of the building.

- In the event of a fire alarm sounding assistance may need to be provided to people with additional needs to aid their evacuation from the building. Remember, in order to avoid anxiety and confusion it is essential that we maintain effective communication with any person with additional needs affected by the emergency.

Members of staff, Children, Let Users

- Ideally, members of those above with additional needs will have a Personal Emergency Evacuation Plan (PEEP). This plan will describe how he or she exits the building in an emergency from both their workstation and from public areas such as the cafe. Typically, the plan will include details of volunteers who are willing to help.

Member of the public or visitor

- When a member of the public or visitor unfamiliar with the facility enters the building to use the café or join one of the user's groups, a member of the users group, should ask them whether they would have difficulty exiting the building unaided. If many persons with additional needs are attending your meeting, then you may wish to consider discussing this with one of the designated Fire Wardens or the Council Health & Safety Adviser

- Ensure that you are aware of the requirements of the Personal Emergency Evacuation Plans (PEEPs).

- More information and details can be accessed in the Fire Log Book

6. Safety Induction Checklist

Name:	Job Title:
Division or User Group:	Start date:

Emergency procedures should be covered on the first day. The relevant box(es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion. The new person(s) and person providing the induction should both sign the form and keep a copy.

Emergency and Fire arrangements	Yes	No
Have the new start, agency workers, and contractors been informed of the procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes, fire exits and alarm panel are in the building?		
Have you explained where the fire assembly point is (the trees in the New Kirkgate precinct) and the role of the Fire Wardens or Nominated Person(s)?		
Have you explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing	.	
Accidents and hazard reporting		
Have you explained the incident / accident reporting procedure and how to report a hazard?		
Have you pointed out the location of the nearest Emergency Telephone and the emergency numbers		
Emergency Contact Numbers		
Have they been made aware of the following Services, and how to contact them if advice is required: • Health & Safety Adviser • Facilities Management • Emergency Services		
Have they been told where the nearest Health and Safety Notice Board is?		

I certify that the above fire safety induction subjects have been explained:	**Date**
Induction conducted by:	
Nominated Person Signature:	

7. Fire Evacuation Plan

LEITH Community Centre

Building Checklist

- Has someone phoned 999 and reported the fire? Name:
- Has a member of staff or nominate person been sent to each door to prevent unauthorised access? Name:
- Are there any disabled people still in the building?
- Are all areas of the building accounted for?

Rooms Checked	
	• Cafe
	• Foyer and Door Security. No returners
	• Offices
	• Persevere Room
	• Sports Hall
	• Kinnaird Hall
	• Trinity Room

	• Links Room
	• Peevers crèche
	• Shore Room
	• Male and Female Toilets
	• Tea point
	• Cleaner's store

- Is a fire warden or nominated person at the front door to meet the Fire Brigade and show them the location of the control panel? Name:

- Is there space at the front of the building for the fire appliance?

- If not, can some vehicles be easily moved?

- Do adjacent buildings need warning?

- **Where possible have last person close door behind them.**

- Fire exits
- 3 = via stairs

