

### Fire Evacuation Procedure

Name of Premises:	The Communiversity		
Location:	Altcross Road, Croxteth, Liverpool, L11 0BS		
Named Responsibility:	Phil Knibb		
Manager:	Danielle Forman		
Procedure Date:	1 <sup>st</sup> September 2023	Review Date By:	30 <sup>th</sup> August 2024

In the event of a fire or other emergency, everyone should be familiar with the actions they must take and how to evacuate the building safely.

The basic 5 steps sequence of evacuation:

1. Raise the alarm
2. Contact the Fire Service
3. Evacuate all persons from the building
4. Convene at the Assembly point
5. Account for all persons

#### **On Discovery of Fire:**

Raise the alarm at the nearest fire alarm call point, to activate full evacuation. The alarm is activated by carrying out the following action: By breaking the glass at a red fire alarm point.

Contact 999 ask for the Fire and Rescue Service (Fire and Rescue Service will not respond to automatic fire alarms with- out a follow up 999 call).

The fire extinguishers, appropriate to the risks, are provided throughout the premises. All members of staff should make themselves aware of extinguisher locations, however it is emphasised that these appliances are provided for fighting small outbreaks only (which can be tackled safely). Each member of staff must be instructed in the correct operation of extinguishers.

#### **On Hearing the Alarm:**

The sound of the alarm for these premises is:

**A continuous siren.**

Unless previously informed of testing or maintenance, evacuation by all within the premises must take place on the sounding of the alarm.

Turn off any electric/gas equipment and close windows and doors, if safe to do so.

Evacuate the building via the nearest available fire exit and go straight to the designated assembly point. Close all doors behind you.

All employees have a responsibility to make themselves aware of alternative escape routes from their working area, particularly from floors other than ground level.

Fire exit routes for the premises are located at:

Front of building main entrance, side by rear carpark and rear of the building by IT Room, Rear of Building inner courtyard off DEC room, Café, Rear of Kitchen, Library.

All building occupants must proceed to the evacuation assembly point, where team managers should conduct roll calls and inform the designated assembly marshals whether all occupants have been accounted for.

The Evacuation Muster Point is located at:

Front Car Park

All registers and premises signing in book must be taken to the assembly point

During the evacuation:

- Do not take any risks.
- Do not re-entre the building until instructed to do so.

The building Plan (Fire Control) details the locations of fire protection controls, including fire exits, extinguishers, fire doors and alarm call point.

#### **Contacting the Fire Service:**

Designated responsibility to contact and liaise with The Emergency Services during working hours:  
Alt Valley Community Trust Staff on site (Manager or their Deputy)

#### **In the Event of a Gas Leak:**

Report to: Alt Valley Community Trust staff member

Turn off and gas equipment, if safe to do so.

Person Responsible for reporting the leak and closing gas mains shut off valve:

National gas leak help line: 0800 111 999

#### **Fire Marshals:**

Main/general responsibilities:

Aid escape from premises to an area of safety.

Prevent people from re-entering the building during evacuation.

Sweep the building for location of the fire and persons trapped within.

Report to the Assembly Marshal at the Assembly point.

Chief Fire Marshal: Danielle Forman or AVCT staff member on duty

Co-ordinate and receive information from and all Fire Marshals.

Assist attending Emergency Services, ensuring access routes are unobstructed.

Permit re-entry to the premises once authorisation received from the senior attending fire officer.

Nominated Fire Marshals and specific nominated responsibilities (including the Assembly Marshal):

Name/Position: Danielle Forman (Assistant CEO)

Specific nominated responsibilities: Chief Fire Marshal

Name/Position: Lesley Baugh

Specific nominated responsibilities: Deputy Chief Fire Marshal

Name/Position: Pauline Edgar (Administrator)

Specific nominated responsibilities: Fire Marshall

**Visitors:**

All visitors must follow the premises signing in/out procedure.

Hosts are responsible for ensuring that visitors follow the evacuation procedure, evacuating the building via the nearest available fire exit and reporting to the designated assembly point.

Visitors must report to the Assembly Marshal.