

Safety Code of Practice 5

6th Edition, July 2013

FIRE DRILLS



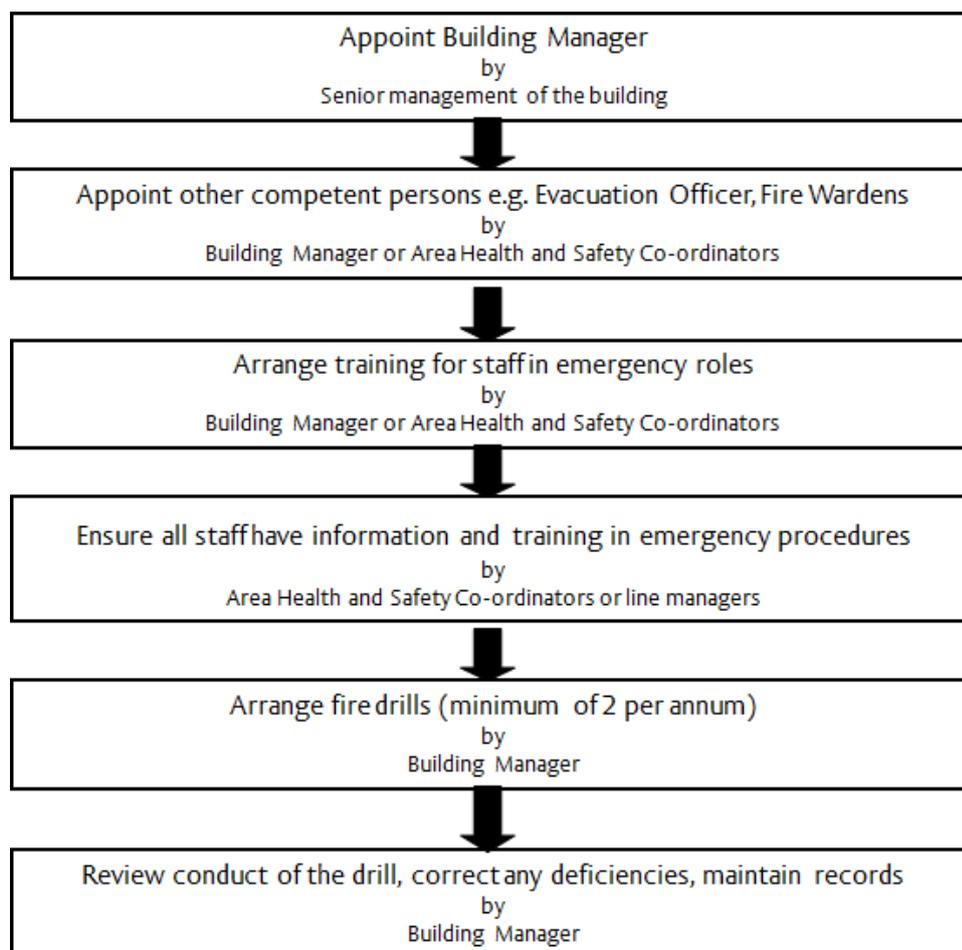
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1 SUMMARY

The University has a responsibility to comply with fire safety legislation. The law requires managers of premises used as a workplace to ensure that arrangements are in place to respond to emergencies, including effective building evacuation procedures; to provide information and training to occupants of the building in these procedures; and to practice safety drills.

All Schools/Services management must:



All staff, students, tenants and visitors must participate in fire drills when they are held and must follow the emergency procedures for their building.

All persons in University premises must know what to do during a fire drill:

- How to raise the alarm and then call the Fire Service and University Security
- Make safe any work equipment if possible (if safe to do so and if time permits)
- Close doors and windows (if safe to do so and if time permits)
- Evacuate the building by the nearest available safe fire escape route
- Do not attempt to use a passenger or goods lift (unless designated as an evacuation lift)
- Report to the Assembly Point
- Do not re-enter the building until told that it is safe to do so.

2 SCOPE

This Safety Code of Practice sets out what managers, staff, students and tenants have to do to ensure that all persons are trained in what to do in a fire emergency. Specifically it sets out how fire drills should be organised and managed.

Full guidance on University emergency evacuation procedures is given in Safety Guide 6 *Emergency evacuation procedures*.

These Codes are supplemented by the following Safety Codes of Practice and Notes:

- Safety Code of Practice 34 Part A Fire Safety Management Arrangements and Guidance for Building Occupants
- Safety Note 20 Guidance on Fire Refuge Areas
- Safety Note 28 Emergency Evacuation of Disabled People: Personal Emergency Evacuation Plans (PEEPs)
- Safety Note 39 Fire Warden and Evacuation Officer Duties
- Safety Note 63 Fire Prevention and Use of Fire Extinguishers

This Code does not apply to University-owned tenanted housing. These premises are issued with handbooks for occupiers which set out the fire safety arrangements in the individual premises. Occupiers have a responsibility to familiarise themselves with the evacuation arrangements.

3 RESPONSIBILITIES

The University has a responsibility to comply with fire safety legislation (the Regulatory Reform (Fire Safety) Order 2005). These regulations require managers of premises used as a workplace to provide information and training to occupants of the building in emergency evacuation procedures.

3.1 Duties of managers

Heads of Schools/Services and other managers must ensure that:

- Staff are appointed to organise and manage fire drills (normally the Building Manager or Health and Safety Area Co-ordinator)
- Fire drills are organised at regular intervals (see 4.2)
- Staff receive training appropriate to their role in the emergency procedures (e.g. Fire Warden, Evacuation Officer, Evacuation Lift and Chair Operatives)
- All staff are trained on what to do in the event of fire, if they discover a fire, or if the fire alarm is sounded
- Information on what to do in the event of fire is available to all building occupants, including visitors
- All building occupants comply with the requirement to participate in fire drills.

3.2 Duties of all building occupants

All staff, students and other building occupants e.g. tenants and members of the public, must comply with the building emergency procedures, both during a 'real' incident and during fire drills. Any staff member or student who fails to do so may be subject to disciplinary action. Contractors who fail to do so may be excluded from University premises.

3.3 Fire safety training

Fire drills must be supplemented by additional information and training. All staff, undergraduate and postgraduate students must receive basic training on what to do in a fire incident or during a drill - as a minimum this must be included in local and/or University induction talks/procedures. Training must cover how to raise the alarm and what to do when the alarm sounds.

Fire Safety Film – All staff should view the Health and Safety Services fire safety film - this shows the basic actions to be taken in the event of fire, and how to prevent fire. The film can be viewed from the following web link:

<http://www.reading.ac.uk/internal/health-and-safety/hs-home-2.aspx>

Guidance:

All staff should be encouraged to attend a general fire precautions course run by Health and Safety Services (see H&SS web site) as soon as possible after they start employment at the University.

Staff who have a nominated role within the emergency procedures e.g. Fire Warden, Evacuation Officer, Evacuation Lift and Chair Operatives must attend the relevant University training course and must practice this role during a fire drill. Fire wardens should also attend practical training covering the use of fire extinguishers.

4 PURPOSE OF FIRE DRILLS

The objectives of a fire drill will generally be to:

- Test and exercise the building fire evacuation plan
- Verify the effectiveness of training
- Identify weaknesses in emergency procedures and systems
- Identify positive and negative reactions of staff with designated responsibilities
- Assess the reliability of fire emergency equipment such as fire alarms, evacuation lifts, evacuation chairs and emergency voice equipment

Fire drills will also familiarise building occupants with the:

- means of escape
- routine to be followed in the event of an emergency evacuation
- sound of the fire alarm
- use of refuge areas and associated communications and evacuation equipment
- use of the assembly point
- location and use of fire fighting equipment.

It is essential that regular drills are held, as they may expose critical deficiencies in the evacuation arrangements, at a time when at a time when they will not have serious consequences, rather than during a real emergency.

Guidance:

Fire drills should where possible include the procedures for evacuating disabled people – see Safety Note 20 Guidance on Disabled Evacuation Procedures and Fire Refuges Areas and Safety Note 60 Guidance on evacuation chairs.

5 ORGANISATION OF FIRE DRILLS

The following points will assist managers in ensuring that fire drills are effective.

5.1 Responsibility for organisation

The Building Manager or Area Health and Safety Co-ordinator for the building should take the lead role in organising fire drills (see Safety Code of Practice 34 Part A - *Fire Safety Management* and Safety Note 48 – *Duties of a Building Manager* for more information on the management of fire safety within occupied buildings).

Where more than one department share a building combined drills must be staged to ensure the whole building is evacuated as one unit.

5.2 Frequency and timing of drills

The frequency of drills should be a minimum of two fire drills each academic year. One drill is to be held within the first 3-4 weeks of the Autumn Term to ensure that new students become familiar with the emergency procedures. The second drill should be conducted during January - March. If the response by occupants to these drills is considered inadequate then building management must consider additional drills. This frequency applies to all occupied buildings. A record must be kept of all drills.

The person organising the drill must make the Head of Schools/Service aware in advance of the planned drill so that account can be taken of potentially dangerous experiments or other work activities where a drill could lead to an unsafe situation arising e.g. in science laboratories or kitchens.

5.3 Assembly point

An assembly point(s) must be defined for each building by the Building Manager or Area Health and Safety Co-ordinator (see Safety Guide 6 Emergency Evacuation Procedures). The assembly point must be clearly identified in Fire Routine Notices within the building and if necessary marked by appropriate signage at the assembly point. During a drill building occupants must assemble at the designated location(s).

5.4 Evacuation Officers and Deputy Evacuation Officers

Each building must have a system for designating an Evacuation Officer and deputies (see Safety Guide 6 and Safety Note 39 – *Fire Warden and Evacuation Officer Duties*). Sufficient trained deputies must be appointed to be able to take account of annual leave, sickness, and absence elsewhere on campus.

The duties of an Evacuation Officer during a fire drill or real fire incident are to:

- Go to the fire alarm panel to confirm the location of the incident
- Collect the emergency folder, then go to the main assembly point for the building (or to the location designated within the building fire emergency plan)
- Collate (and make notes of) information from the Fire Wardens to account for staff and students (where practical) or to confirm that specific areas have been cleared or not
- Know how to summon the emergency services (but not to do so unless a real fire is seen or suspected)

- Establish if people have been left behind at a refuge (information may be provided from fire wardens, security staff or by using refuge emergency voice communications)
- If it is safe and practicable, direct trained members of the building evacuation team to evacuate people from refuges by using Evacuation Lifts and Chairs
- Obtain information about: the cause and location of the 'fire' (where known); missing persons; areas that have not been checked; building systems and hazards
- Prevent entry to the building by allocating 'door wardens' until the 'all clear' is given
- Practice arranging a first aid post if required
- Liaise with University Security and the emergency services.

5.5 Fire/Floor/Section Wardens

Each Fire Warden will be allocated (in advance) a specific area of the building which is close to their normal workplace to check. On hearing the fire alarm Fire Wardens should:

- Put on a hi-vis vest
- Instruct occupants to go to the fire assembly point using the nearest available safe fire exit route
- Check that their allocated area of the building is cleared, including common areas such as kitchens, toilets, common rooms, centrally booked rooms and Refuge Areas
- Provide assistance (when trained to do so) to people who need help to evacuate, including wheelchair users. Assistance may include ensuring that they are safely escorted out of the building, or to a refuge area
- Check for remaining occupants on their way out of the premises
- Report to the Evacuation Officer at the assembly (or other designated) point and account for their area being clear of occupants. They must report any areas that they have been unable to check and for any people left behind in the building including those seen at a refuge.

5.6 Centrally booked rooms

In some University buildings, there may not be Fire Wardens readily available to check all areas. This is particularly true in buildings where centrally booked rooms are used out of normal hours. Therefore, in centrally booked rooms, the person in charge of the event (lecture, seminar, meeting etc) must ensure that the room is cleared and they must report this to the Evacuation Officer. **This applies to all centrally booked rooms, at all times and for all events.**

Out of hours, a lecturer/event organiser/leader may need to act as Evacuation Officer and report to the Fire Brigade.

5.7 Disabled people

Buildings must have pre-agreed procedures for managing the evacuation of disabled people (see Safety Note 20 – *Guidance on Disabled Evacuation Procedures and Fire Refuge Areas*). If a person is unable to evacuate out of a building, or they may be slow to do so, due to a physical or mental disability, there are a number of systems available in different university buildings to assist with evacuation. These include:

- Fire refuge areas
- Evacuation lifts
- Evacuation chairs
- Use of stairs

- 'Horizontal' evacuation i.e. to another part of the building which is protected from fire and which is accessible to a mobility impaired person ie does not involve using stairs.

These can be used separately or in combination to evacuate to a place of safety.

People with other types of disability such as sight impairment may need to be accompanied out of the building. Safety Note 20 provides guidance on Disabled Evacuation Procedures and the use of Fire Refuge Areas. Safety Note 28 provides information on how to develop a personalised evacuation plan for a disabled person.

Wherever practical a responsible person must ensure that any disabled person who cannot make their own way out of the building is accompanied to a refuge area and that the person accompanying them remains with them in the refuge area. Their presence in the refuge must be reported to the Evacuation Officer. In centrally booked rooms, the person in charge of the meeting/lecture/seminar should ensure that any disabled person in the room is escorted to the refuge area and that their presence in the refuge area is reported to the Evacuation Officer.

The directions on the refuge action posters should be followed and this will include information on how to use the Refuge emergency voice communications systems.

Where a purpose-designed (or suitably adapted) evacuation lift is installed, this is the ONLY type of lift than can be used for the evacuation of disabled people during a fire alarm or drill. They must not be used for the evacuation of any other persons. Evacuation lifts must not be used for the carriage of goods as this may prevent them from being used by a disabled person in a fire emergency. Staff using the lift for an evacuation must receive training in how to do so. Contact Health and Safety Services in the first instance if training is needed.

5.8 Door Wardens

Door Wardens will generally be appointed by the Evacuation Officer when she/he reaches the assembly point. However if staffing levels permit Door Wardens can be nominated as a role within the overall fire evacuation plan. Door Wardens must stand outside the building doorways to prevent people (other than Security or Fire Service personnel) from entering the building after the fire alarm has sounded. If the fire develops then it may be necessary for Door wardens to move to safe distance away from the building.

5.9 Perimeter Warden

Perimeter Wardens must be appointed by the Evacuation Officer when she/he reaches the assembly point to patrol the exterior of the building to see if anyone is in difficulties within the building and trying to attract help by signalling from a window or rooftop.

5.10 Road Traffic Co-ordinators

Road Traffic Co-ordinators should be appointed if necessary by the Evacuation Officer when she/he reaches the assembly point to wait at campus road junctions to direct the emergency services to the building. This action will normally be supported by Security staff.

5.11 Fluorescent Jackets

The Evacuation Officer must wear a fluorescent jacket to clearly identify themselves to staff, students and the emergency services as being in charge. Fluorescent vests or armbands may also

be issued to Fire Wardens and Door Wardens as personal issue. Fluorescent vests may also be available from "grab kits" that are located in a readily accessible position various parts of the building.

5.12 Emergency Folders

Where Emergency Folders containing building plans, details of service isolation points, etc are available in the building, they should be collected by the Evacuation Officer (or another designated person) and taken to the assembly point. The folders should be available to be handed over to the Fire Service, if this were a real incident.

6 DRILL PROCEDURE

6.1 Arranging a drill

a) 10 to 15 minutes prior to a drill the Building Manager or Area Health and Safety Co-ordinator or the Evacuation Officer should telephone:

- Fire Brigade Control (Reading 0118 945 2888, ask to be put through to the control room supervisor); and
- University Security Services Control, Whiteknights (extension 7799)

This will alert both controls of the planned drill and mean that they will not take any unnecessary action in response either to the alarm or to well-meaning calls from concerned persons.

The following information must be passed on:

Date, time and location (i.e. full address and name of the building).

It is essential that both controls are contacted again at the end of the drill.

The University Fire Safety Adviser should be informed in advance of planned drills and will attend subject to availability.

- b) With the complexity of the fire alarm systems within buildings, it is highly advisable to arrange for a maintenance engineer to attend from Estates & Facilities (extension 7000). Access keys and similar devices will be issued to Building Managers, Area Health and Safety Co-ordinators and/or Evacuation Officers who are trained in the use of the fire alarm system. The user must be confident that the system can be operated correctly and isolated to ensure normal cover is maintained.
- c) Emergency door releases, i.e. fitted with a break-glass unit, should be released prior to the drill. This will avoid unnecessary broken glass and potential injury during a drill.
- d) Building Managers, Area Health and Safety Co-ordinators/Evacuation Officers should consider making some escape routes unavailable, so they can be monitored by responsible staff to test alternative routes of escape.
- e) As far as reasonably practicable the fire drill should include the use of refuge communications equipment, evacuation lifts and evacuation chairs by trained people.

Guidance:

Where the evacuation procedure could involve use of an evacuation chair, or in extreme circumstances, carry down, any risk to the disabled person should be considered, and it may be preferable to conduct practice evacuations with volunteer able-bodied people, acting as disabled people (see **Safety Note 60 Use of Evacuation Chairs**)

- f) Where Evacuation Officers, their deputies and Fire Wardens are named, designated individuals, the organiser of a drill should consider arranging in advance that one or two of them will be out of the building when the drill is held. This will simulate real life when the appointed person may be absent when the alarm sounds. The drill will then test if back-up arrangements are robust.
- g) Organisers of drills should consider appointing observers to monitor conduct of the drill. Observers should check that Fire Wardens are carrying out their duties (checking rooms, manning doors etc) and that building occupants respond correctly to the alarm. Observers should be the only persons permitted to remain within the building during a drill.

6.2 Reaction to the alarm signal

The drill scenario is to test the reaction of staff, students and visitors to the alarm signal. Appendix 1 sets out the generic procedures to be followed by all those involved in the drill. The key points to test are:

- Recognition of the alarm sound and its audibility
- Timely response of occupants (evacuation in a calm and orderly manner)
- Use of the most appropriate evacuation routes
- Assistance to disabled people to escort them out of the building or to a Refuge Area
- Availability and competency of people trained to use evacuation lifts and chairs
- Communications between a Refuge Area, Evacuation Officer and the Security Control room
- Availability of competent personnel to manage the evacuation i.e. Fire Wardens, Evacuation Officer
- Checking of areas of the building for the presence of occupants
- Accounting for occupants, where practicable
- Prevention of entry to the building until the 'all clear' is given
- Communications between the Evacuation Officer, people at a refuge, evacuees at the Assembly Point(s) and the emergency services

Details on the actions to be undertaken by the Evacuation Officer and Fire Wardens are given in Safety Note 39 and are summarised in Appendix 2 of this Code.

6.3 Completion of fire drill and procedure review

- a) The premises fire alarm system must be reset. Instructions on how to reset the alarm are available from Estates & Facilities engineers. If an engineer is at the scene the alarm will be reset on the instruction of the Evacuation Officer.
- b) The Fire Brigade Control (Reading 0118 945 2888) and Security Services, Whiteknights (extension 7799) must be immediately informed that the drill has been completed, and that any further calls from the premises are to be treated as genuine.
- c) A full debrief of the drill must be undertaken by the Building Manager, Area Health and Safety Co-ordinator, the Evacuation Officer and any observers or other key members of staff.

Defects in the evacuation procedure and/or the building emergency plan identified during the drill should be remedied and the procedure revised accordingly.

- Basic information
 - drill time, date, location, evacuation time
 - Staff performance
 - anyone failing to comply with procedures
 - need for new/additional appointments
 - Fire alarm
 - any faults
 - lack of audibility
 - failure of any equipment, such as 'Deaf Alert'
 - Means of escape
 - fire exits availability
 - fire doors correct function including correct operation of magnetic catches
 - building faults
 - Disabled evacuation
 - Location of refuge areas and the correct use of the facility
 - Use of Refuge Emergency Voice Communications Equipment
 - Use of evacuation lifts and chairs
 - Signage
 - signs relating to fire exits correct
 - additional signs required, eg "No Exit", "Fire Exit Keep Clear", "Fire Assembly Point"
 - Other matters
 - new plant installations affecting audibility
 - language laboratories visual alarms
 - alterations to premises
 - new fire doors affecting audibility
- d) A record must be kept of each fire drill and its outcome. A report must be submitted to the University Fire Safety Adviser.

7 GENERAL INFORMATION

7.1 Evacuation time

The evacuation time should be measured from the moment the fire alarm sounds until the last person leaves the premises. An evacuation time of 2½ minutes or less should be achieved for the

majority of premises. If this time is exceeded it should be discussed with the Fire Safety Adviser with a view to improvement or reaching agreement that the projected or achieved evacuation times are reasonable given the size and occupancy of the building. Where evacuation times are considered excessive, repeat drills should be conducted within one week.

7.2 Nomination systems

Departments and/or Building Managers should set up systems to ensure the roles of Evacuation Officer, Deputy Evacuation Officer, Door Wardens, Perimeter Warden, Road Traffic Co-ordinator are fulfilled and any other duties are delegated to responsible persons.

Guidance:

There are various systems available e.g:

- **Card system** - where the Evacuation Officer hands out cards to responsible evacuees that allocate various duties; or
- **Priority list** - a fire routine list of the duties of the various individuals. This is available as a prompt sheet in the building emergency folder.
- **Tuf Boxes** - where a plastic box containing a warden search plan and hi-viz jacket is strategically located within a building so that any one of a number of trained wardens can 'grab' the equipment and commence a sweep of the building.

Outside normal day time working hours, members of the University Security will act as the Evacuation Officer and will also check the building fire panel and investigate the cause of a fire alarm if it is unclear why the fire alarms are sounding.

7.3 Announced or unannounced fire drills

The decision to stage announced or unannounced fire drills will depend upon the circumstances of the premises. Where practicable the first drill of the academic year should be announced and the second unannounced. A risk assessment should be carried out before proceeding with an unannounced drill, along with consultation with key individuals, particularly if a science department may be running experiments; it is essential to avoid potentially dangerous situations occurring. Similarly in catering outlets it would be prudent to avoid a time when meals are about to commence. This will avoid potential waste and additional hazards for kitchen personnel during busy times. Unannounced drills which have been carefully planned and run correctly achieve the best results and test the efficiency of the evacuation procedure.

8 FURTHER ADVICE

Further help and advice is available from the University Fire Safety Adviser (extension 8282).

SAFETY GUIDE 6 EMERGENCY EVACUATION PROCEDURES

SAFETY CODE OF PRACTICE 34 PART A FIRE SAFETY MANAGEMENT ARRANGEMENTS AND GUIDANCE FOR BUILDING OCCUPANTS

SAFETY NOTE 20 GUIDANCE ON DISABLED EVACUATION PROCEDURES AND FIRE REFUGE AREAS

SAFETY NOTE 28 EMERGENCY EVACUATION OF DISABLED PEOPLE: PERSONAL EMERGENCY EVACUATION PLANS (PEEPs)

SAFETY NOTE 39 FIRE WARDEN AND EVACUATION OFFICER DUTIES

SAFETY NOTE 60 GUIDANCE ON EVACUATION CHAIRS

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

THE DISABILITY ACT (DDA) 1995/6

DISABILITY ACT (SENDA) 2001

FIRE SAFETY RISK ASSESSMENT; OFFICES AND SHOPS. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT REF. NO. 05 FRSD 03338 (A)

FIRE SAFETY RISK ASSESSMENT; FACTORIES AND WAREHOUSES. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT REF. NO. 05 FRSD 03338 (B)

FIRE SAFETY RISK ASSESSMENT; SLEEPING ACCOMMODATION. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT REF. NO. 05 FRSD 03338 (C)

BS 9999:2008 CODE OF PRACTICE FOR FIRE SAFETY IN THE DESIGN, MANAGEMENT AND USE OF BUILDINGS

Appendix 1: Evacuation procedure during a fire drill

1. If required position people to act as disabled people within the building.
2. Any observers to be positioned in the building at strategic points, and/or at the assembly point, before the alarm is sounded. Ensure that Security Control and the Fire Service are aware of the drill. Sound the alarm.
3. Occupants to make safe any experiment in progress, turn off any electrical or open flame appliances.
4. Occupants to close room doors and windows if possible **without endangering themselves**.
5. Occupants to alert anyone in their immediate vicinity and immediately evacuate the building in a calm and orderly manner using the nearest route of escape. Report to the assembly point.
6. Lifts must not be used as a means of escape during drills or genuine emergencies. If anyone is in a lift when the alarm sounds, they should stop the lift at the next floor and leave the building using the nearest staircase. (As a general rule passenger lifts will automatically return to ground floor when the fire alarm is sounded. **NB In some buildings evacuation lifts are available – during a drill these should only be used for the evacuation of disabled people with the assistance of trained evacuation team or security personnel.**
7. Any disabled person should be escorted to a Refuge Area or out of the building. Wherever practicable disabled people should not be left alone in Refuge Areas. Persons in Refuge Areas should use the Emergency Voice Communications equipment provided to contact Security Services or Building Evacuation Team for information.
8. The Evacuation Officer should collect the building Emergency Folder and fluorescent jacket and proceed to the Assembly Point or other designated meeting point.
9. Fire Wardens should don a fluorescent vest or armband, then check their immediate area for any persons remaining in the building. Report to the Evacuation Officer and confirm that the area is clear of persons. Report any areas that have not been checked.
10. Persons in charge of events in centrally booked rooms must report to the Evacuation Officer that the room has been cleared.
11. Where practicable/appropriate the Evacuation Officer should co-ordinate a roll call. Where this is not practicable the Evacuation Officer must confirm the areas of the building that have, and have not, been checked by Fire Wardens.
12. The Evacuation Officer must establish if disabled people have been left behind in the building at a refuge. If it is considered safe and practicable to do so arrange for their evacuation via evacuation lift or evacuation chair.
13. Door Wardens must be appointed to prevent re-entry into the premises.
14. Evacuees must be instructed to remain at the Assembly Point.
15. A Perimeter Warden must patrol the exterior of the premises to check for any persons trapped within the building.
16. The Evacuation Officer may appoint persons to assist with relaying messages and instructions to and from each of the building assembly points.
17. The Evacuation Officer should consider appointing a Road Traffic Controller(s) to campus road junction(s) leading to the premises – in a real emergency they would guide the emergency services to the scene.
18. The Evacuation Officer should consider setting up a first aid post using a certificated first aider (Safety Guide 8).
19. In the event of a genuine emergency the Evacuation Officer would brief the Fire/Emergency crews on the situation. In a drill this may be simulated by obtaining information from the building occupants and ensuring that information is available from the Emergency Folder.

20. The Evacuation Officer must inform building occupants, the Door Wardens, Perimeter Warden and Road Traffic Controller(s) once the drill has finished and that they may stand down.
21. People should only leave the assembly point and re-enter the premises on the instruction of the Evacuation Officer and after the alarm signal has been isolated. **NB Cessation of the alarm does not mean that you can re-enter the building**

Appendix 2: Summary of roles and actions during a fire drill

Building Manager

- Nominate Evacuation Officer
- Confirm drill arrangements with Head of Department/School/Service
- Decide in advance whether or not to: remove key people from the drill in order to test back-up procedures; appoint observers.
- Debrief key personnel and report back to the University Fire Safety Adviser.

Evacuation Officer

- Make arrangements to sound the alarm with the E&F engineers and/or the Fire Safety Co-ordinator
- Inform the Fire Service & Security Services at Whiteknights campus of the date and time of the drill
- Put on fluorescent jacket and have premises Emergency Folder available
- Leave the building and take charge at the assembly point
- Collate information received from fire wardens including reports about persons in Refuge Areas
- Allocate tasks to Door Wardens, Perimeter Wardens, Road Traffic Controllers, etc
- Decide when the drill has ended and give the 'all clear'
- Arrange for the fire alarm to be reset
- Inform Fire Service and Security Services Whiteknights that the drill is complete
- Attend debrief

Occupants

- Ensure any disabled person is escorted to a Refuge Area or out of the building
- Leave the building and report to the assembly point – remain there, do not re-enter the building

Fire Wardens

- Check your area is clear of occupants and marshal people out of the building
- Leave the building using the nearest exit
- Report your area clear to the Evacuation Officer, including the presence of any disabled person within Refuge Areas, and report any unchecked areas
- Attend debrief

Door Wardens

- Prevent entry into the building
- Await instructions from the Evacuation Officer
- Attend debrief

Perimeter Warden

- Patrol exterior of building viewing windows, rooftop, etc
- Await instructions from the Evacuation Officer
- Attend debrief

Road Traffic Co-ordinators

- Go to allotted road junction

- Direct emergency services to the scene
- Await instructions from the Evacuation Officer
- Attend debrief

Appendix 3: Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
X.X	H&S	Every four years	XXXXX	XX/XX/XX
X.X	H&S	Annually	XXXXX	XX/XX/XX