

FIRE EVACUATION DRILL

Perseverance Works

The purpose and the objectives of any fire evacuation drill include:

- To identify any weaknesses in the evacuation strategy,
- To test the procedure following any recent alteration or changes to working practices,
- To familiarise new occupants with procedures,
- To test the arrangements for disabled people,
- To identifying weaknesses in emergency communications procedures and systems,
- To identifying positive and negative reactions of staff with designated responsibilities
Such as Fire Evacuation Marshals,

Who Should Take Part - the evacuation should be for **all occupants** of the building
Except those who may need to ensure the security of the premises, or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that Cannot be closed down.

As Perseverance Works consist of several buildings on the same site we will deal one building at a time over an appropriate period unless the emergency procedure dictates otherwise.

The Head of Department should nominate a suitable person such as the Department Safety Officer (DSO), Building or Facilities Manager to organise & supervise the fire drill.

Generally, the drills should not take any longer than 10 -15 minutes or so complete and provide minimum disruption.

The Heads of Departments are reminded that they must have a procedure in place to Evacuate disabled people. UCL Safety Services will be able to recommend specific Equipment such as evacuation chairs, special lifts and the use of safe refuge areas, which will all depend upon the layout of the individual building and the special requirements of its occupants.

**The evacuation assembly point
is in the courtyard away from the evacuated building**

GENERAL GUIDANCE AND SAFETY CONSIDERATIONS

Prior to Undertaking the Fire Evacuation Drill

Consult & Coordinate - You will need to co-ordinate the fire alarm drill with any other building occupants / departments their involvement and awareness of the drill is essential so that all parties have agreed to the drill and participate.

Prevent Unintentional Fire Brigade Attendance - Before the start of a drill, ensure that the emergency services are not alerted by pre warning the person responsible for making the emergency phone call (Receptionist), Telephone Exchange Operatives or the fire alarm monitoring company.

Weather Conditions - The weather conditions for the proposed drill just prior to date & time should be considered; as snow, ice, thunder & lightning or torrential rain are not ideal for the drill, as it introduces potentially avoidable hazards to occupants. If these conditions are experienced immediately prior to the planned drill, it is recommended that consideration be given to postponing the drill and conditions are less hazardous.

Escape Routes – Check external stairs and routes to ensure to ensure that there are no hazards or conditions that may cause an accident. For example, excessive pigeon guano, moss, algae, damage to steps, rubbish, obstructions, etc.

Staff Information - circulate details concerning the drill and inform all people of their duty

Carrying Out the Drill

When carrying out the drill the Organiser / Supervisor might find it helpful to:
Use Observers to block main routes off (as if affected by fire) so occupants have to use the 'Alternative Escape Routes' and also brief Fire Evacuation Marshals (FEMs) to direct occupants through alternative routes from floors or areas. This helps occupants familiarise themselves with unfamiliar routes from their areas of work and to demonstrated / encourage escape via the nearest available exit instead of using the main way or everyday way into the building or floor...

Nominate observers;

Ask if any specialist / hazardous / sensitive equipment can be left safety or that closedown procedures are in place;

Inform visitors and members of the public if they are present; and

Ask a member of staff at random to set off the alarm by operating the nearest alarm call

Monitoring and Debrief

Throughout the drill, the 'Responsible Person' and nominated observers should pay particular attention to:

Communication difficulties with regard to the roll call and establishing that everyone is accounted for;

the use of the nearest available escape routes as opposed to common circulation routes;

difficulties with the opening of final exit doors;

difficulties experienced by people with disabilities or young children;

the roles of specified people, e.g. fire wardens;

inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts,

Windows and doors not being closed as people leave.

On Completion of the Fire Drill

On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Later, reports from FEM and observations from people should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

A records should be kept include the time taken for the last person to leave the building after the activation of the alarm.

Fire Evacuation Drill Report Perseveraance Works E2 8DD

No: Building Unit Number Name Building Address

Name / Department: *

Address: *

Date of Drill: *

Location of Drill: *

Weather Conditions: *

Time Alarm Activated: *

Time - All Persons

Accounted For: *(Time from Setting Alarm off to all persons safely clear of the building)

*

*

*

Person(s) In Attendance:

(Names of Drill Supervisors)

*

***Overall Standard of Drill:** Unsatisfactory Satisfactory Good Very Good

Tick ()

***Comments *Action required /
responsibility *Action Cleared**

SIGNATURE BLOCK (The for drill Supervisor's name and position):

In Attendance: *

Date: *