

Pippbrook Fire Evacuation Procedures

EVACUATION PROCEDURES

Any member of staff may be required to act as a Fire Marshal within their working zone. There are 5 evacuation zones within Pippbrook. Ensure you have reviewed the information displayed at your nearest Fire Marshal pillar to ensure you are familiar with the zone locations.

ON DISCOVERY / SUSPICION OF FIRE

1. Sound the fire alarm immediately by operating the nearest break glass call point.
2. If you feel comfortable to do so (have been trained to do so), and without taking personal risk, attempt to put out the fire using an appropriate fire extinguisher.
3. If you cannot put out the fire, evacuate using the nearest available escape route.
4. Report to your assembly point in the main car park.



IF YOU HEAR THE FIRE ALARM

1. Identify an individual to act as Fire Marshal in your zone, this should be the first person reporting to the Fire Marshal pillar. The Fire Marshal will then identify 1-2 helpers if required to check and clear the zones for an evacuation.
2. Immediately leave the building by the nearest fire exit (indicated by green and white directional signage). Remember your closest escape route may not be the way you entered the building.
3. Do not stop to collect personal belongings.
4. Do not take personal risks through delay.
5. Take visitors with you.
6. Do not run.
7. Proceed to your assembly point.
8. Fire Marshals from each zone will undertake clearance activities and will report immediately to the Evacuation Controller.
9. Do not re-enter the property until permission to do so is given by the Evacuation Controller.



REMEMBER – USE THE NEAREST AVAILABLE EXIT, DO NOT STOP TO COLLECT PERSONAL BELONGINGS AND GO TO THE ASSEMBLY POINT.

EVACUATION OF DISABLED PERSONS

Disabled employees will have their own Personal Emergency Egress Plan (PEEP) in place for evacuation from the building which will be undertaken in consultation with the employee. If you believe you may require assisted evacuation and do not yet have a PEEP, contact your Line Manager in the first instance.

Fire Brigade intervention cannot be relied on to evacuate a disabled person from the building and suitable arrangements should be made to aid evacuation where required.

OUT OF HOURS EVACUATION

Should a fire occur outside of normal office hours (08:30 – 17:00) when lower numbers of staff are on site, the most senior person on site will confirm with the security guard (in the evening) that the Fire Brigade has been called. The most senior person on site will act as the Evacuation Controller and report to the Fire Brigade regarding any areas of the building that have not been evacuated.

ASSEMBLY POINTS

When you evacuate the building it is important that you go to your designated assembly point for your service area / zone. Notices are also displayed on the Fire Marshal pillar within each zone, to highlight which assembly point to report to. These points are denoted by large numbers mounted on the boundary fence of the main car park.

Departmental assembly points are as follows:

1 (Visitor's Bay)	Evacuation Controller, Members, Visitors and Contractors. Economic Development, Planning, Property & War Room, Cash Office, Environmental Health, Mezzanine Print Room (old CSU area)
2	Revenues, Benefits, & Housing, Reception, Interview Rooms & new Post Rooms
3	ICT, Parks, Parking, Jet, CSU, Surrey Adult Social Care
4	Corporate Governance and Strategy, Comms, Finance, Wellbeing, HR.
5	Democratic Services, Legal & Regeneration, Old Post Room, Environmental Health Lab.
6 (Lowest Bay)	Overflow Reserve (for nomination by the Evacuation Controller only)

The alternative assembly points are:

- Car park behind Pippbrook House
- Reigate Road car park behind Dorking Sports Centre

Evacuation Controller will decide whether an alternative assembly point should be used and will advise staff via the Fire Marshals.

ROLES AND RESPONSIBILITIES

EVACUATION CONTROLLER

The Evacuation Controller will be any member of the Facilities or Building Maintenance & Projects Team

1. Collect high visibility vest and grab bag from reception.
2. Ensure re-entry not permitted until instructions have been provided allowing re occupation.
3. Ensuring that the property is secured if required.
4. Deploy Fire Marshals to stop traffic entering or leaving site.
5. Confirming that the Fire Brigade has been called.
6. Check off areas that are reported cleared on the plan.
7. Communicate with fire checkers via mobile phone or in person.
8. Initiate checks / evacuation of the Reigate Road Suite and external Staff Training Hut if considered appropriate to the current situation.
9. Upon all clear notification from Fire Marshals from zone 1-4, dispatch Fire Marshals to guard entryways (at a safe distance) nearest to their check zone (main entrance, staff entrance, the Huts, Reigate Road steps.)
10. Ensure adequate communication with the Fire Brigade as appropriate.
11. Keep everyone informed of situation via Fire Marshals.

RECEPTION / CSU STAFF

Reception Team Members

1. Put on high visibility vests and clear Reception, Interview Rooms, First Aid Room and Disabled Toilet, then.
2. Advise Evacuation Controller in Bay 1 that the Reception area has been cleared.
3. Call Fire Brigade on 999 from mobile or alert Evacuation Controller that brigade needs to be called.
4. Stay outside the main entrance to act as a door guard.

CSU Specific Procedure

One member of staff from the CSU area is to exit the building and make their way to Dorking Halls to switch the telephone system to evacuation mode. CSU have a specific procedure which they should follow.

FIRE MARSHALS

1. Decide who will be the Fire Marshal in your zone – there should be only 1 Fire Marshal per zone, with 1-2 helpers to check areas to assist with timely evacuation.
2. Nominated Fire Marshal to collect and put on a fire marshal High Viz from the Fire Marshal pillar within their zone, denoted by two red horizontal stripes at the top of the pillar.
3. Ensure that all persons (including visitors and contractors) in your area evacuate by the nearest available escape route immediately.
4. Check your area of the building and any other areas of responsibility is clear, ensure that all persons have evacuated, instruct other staff to help if required.
5. Do not take personal risks through delay.
6. Encourage personnel to proceed at good speed but without panicking to the assembly point.
7. If you see the fire whilst evacuating the building advise Evacuation Controller of the size and location of the fire and any potential hazardous situations.
8. Where possible close doors.
9. Ensure the appropriate measures are adopted for any disabled persons who maybe in your area (see page 1).
10. Report to Evacuation Controller that your building area and any areas of responsibility have been cleared.
11. Assist Evacuation Controller as required.

FIRE MARSHALS AREA OF RESPONSIBILITY

Fire Marshals	Areas to Clear
Evacuation Zone 1	Break Out Area, Ground Floor Male & Female Toilets, Drums & Think Tank. Economic Development, Planning, Property & War Room. Cash Office, Environmental Health. Mezzanine (old CSU area/ Print Room)
Evacuation Zone 2	Housing, Benefits & Revenues. + Project Table & Quiet Working Area. Reception + interview and new post rooms.
Evacuation Zone 3	Surrey Adult Social Care, ICT, Parks, Parking, Jet, CSU. + Server Room, Upper Project Room, Meeting Rooms Green, Pink & Blue and quite area adjacent.

Evacuation Zone 4	Corporate Governance and Strategy, Comms, Finance, Well-being, HR. + strategic Leadership Room, Male & Female Toilets and lobby area adjacent to the Annexe.
Evacuation Zone 5	Democratic Services, Legal & Regeneration + Council Chamber, Committee Rooms, Members Room, Kitchen, Break Out Area, Old Post Room, Environmental Health Lab, First Floor Male, Female & Disabled Toilets.

SECURITY GUARD

Out of Hours, Evening Meetings taking place (17:00 – 22:00)

1. Call 999, summon the Fire Brigade.
2. Put on high visibility vest.
3. Ensure everyone has evacuated the building.
4. Evacuate to Bay 1 assembly point and liaise with Evacuation Controller or Fire Brigade (if no senior member of staff is available).

Out of Hours, no Evening Meetings (17:00 – 22:00)

1. Call 999, summon the Fire Brigade.
2. Put on high visibility vest.
3. Go to the fire panel, identify zone / detector location.
4. Ensure everyone has evacuated.
5. Check relevant zone to verify presence of fire if safe to do so.
6. Return to assembly point and liaise with Evacuation Controller or Fire Brigade (if no senior member of staff is available).

FIRE CHECKERS – PROPERTY TEAM

Members of the Building, Project and Facilities Team within the Property Team

1. On hearing the alarm, decide who will be Evacuation Controller and which two members of the team will check for fire and put on Hi-Viz.
2. DO NOT PUT YOURSELF AT RISK, proceed to the fire panel.
3. Check relevant zone to verify presence of fire.
4. Evacuate to the assembly point and advise Evacuation Controller of location and size of fire.
5. If unable to verify fire, advise Evacuation Controller, instigate resetting of the fire panel and identify cause of false alarm.

ALL PERSONS (INDIVIDUAL RESPONSIBILITIES)

1. Know what action is to be taken on discovering a fire.
2. Know where to find the zone maps and which area is covered for if you are required to act as a Fire Marshal or helper within your working area,
3. Know where to find manual call points and fire-fighting equipment.
4. Know the layout of your area and the available escape routes.
5. Know how to get to the assembly point.
6. Be prepared to undertake the role of Fire Marshal, or helper if required.
7. In the event of a fire alarm activation, use the nearest escape route and make your way to the assembly point.
8. Do not run. Do not stop to collect personal belongings.
9. Look after and escort your visitors to the assembly point.
10. Remain at the assembly point until you are instructed to move or re-enter the property.

PIPPBROOK CAMPUS

Reigate Road Suite

If the fire alarm sounds in the Reigate Road Suite must be evacuated. Staff using Meeting Rooms 1-4 in the Reigate Road Suite when the alarm sounds must ensure that the all meeting rooms, the kitchen, shower room and toilet in the Reigate Road Suite are evacuated and advise the Evacuation Controller that this has been cleared.

The Reigate Road Suite is not routinely checked as part of the evacuation by the Fire Marshals. The Evacuation Controller can initiate checks of the Reigate Road Suite if deemed necessary at the time of the evacuation.

Tenants within the remaining area of the Reigate Road Suite must also evacuate, but have their own arrangements for evacuation and assembly.

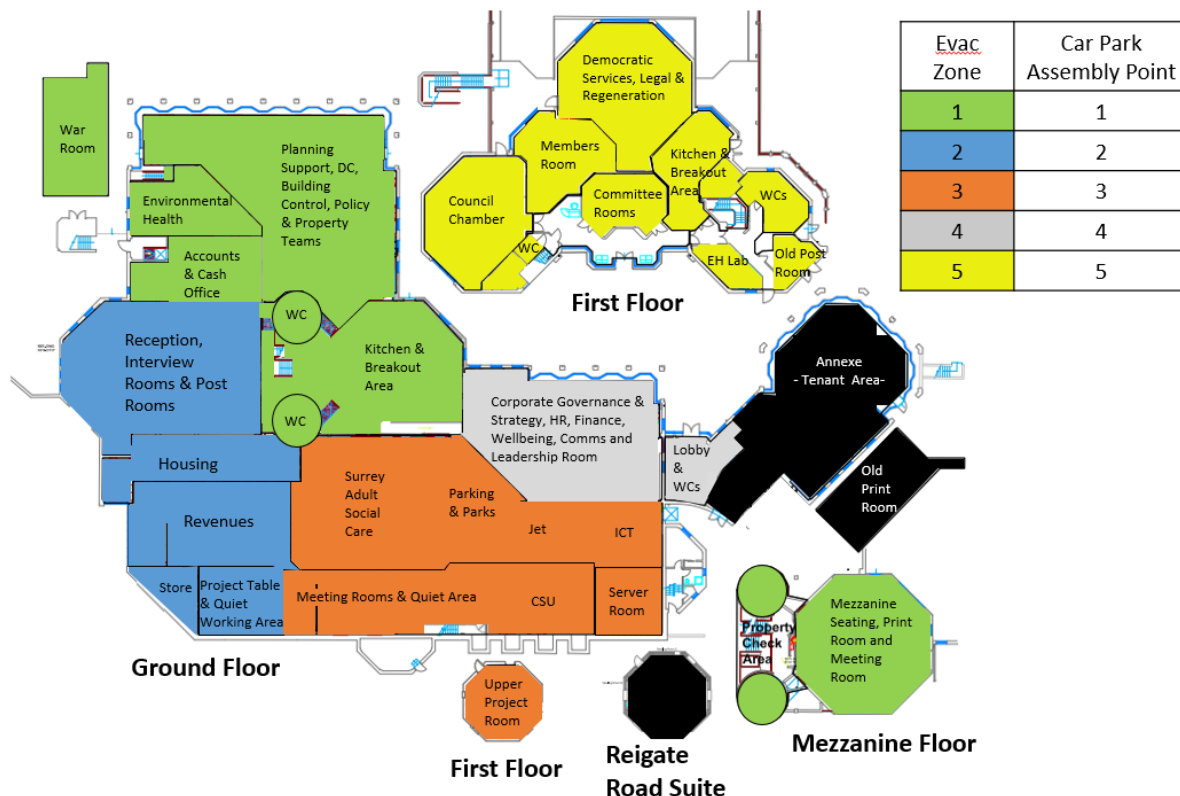
Staff Training Hut

If the fire alarm sounds at Pippbrook the external Staff Training Hut does not need to be immediately evacuated. The Evacuation Controller will initiate evacuation of the external Staff Training Hut depending on the situation at hand.

Pippbrook Annexe

Tenants within the Pippbrook Annexe area and the basement area must evacuate if the fire alarm sounds. The tenants have their own arrangements for evacuation and assembly.

Areas to Check & Fire Marshals



Assembly Points

1 (Visitor's Bay)	Evacuation Controller, Members, Visitors and Contractors. Economic Development, Planning, Property & War Room, Cash Office, Environmental Health, Mezzanine Print Room (old CSU area)
2	Housing, Benefits & Revenues. Reception + interview and new post rooms.
3	ICT, Parks, Parking, Jet, CSU, Surrey Adult Social Care
4	Corporate Governance and Strategy, Comms, Finance, Wellbeing, HR. Lobby and toilets adjacent to the Annexe.
5	Democratic Services, Legal & Regeneration, Old Post Room, Environmental Health Lab.
6 (Lowest Bay)	Overflow Reserve (for nomination by the Evacuation Controller only)

