



## SOAR VALLEY MUSIC CENTRE POLICY DOCUMENT

### EMERGENCY EVACUATION PROCEDURE

Issue Date: February 2007	Issue Number: 01
Review Date: February 2009	Written By: James Simpson

#### **1. STATEMENT OF INTENT**

Soar Valley Music Centre believes, in the event of fire, the safety of life shall override all other considerations such as saving property and extinguishing fire.

As far as is reasonably practicable all steps shall be taken by Soar Valley Music Centre to prevent or minimize the probability of all causes of fire. We do acknowledge that despite these measures it cannot be assumed that fire will never break out. Procedures are implemented to minimize risks to employees and visitors, which may result from fire.

**Soar Valley Music Centre does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.**

#### **2. Management Responsibilities**

In accordance with The Fire Precautions (workplace) Regulations 1997 Soar Valley Music Centre will carry out suitable and sufficient risk assessments to identify fire hazards and risks while carrying out its undertaking

Soar Valley Music Centre has in place fire and emergency evacuation procedures and this information is given to employees at induction – signs are posted in all rooms. (See fire and emergency procedures)

Soar Valley Music Centre will carry out fire drills on all of its sites, monitor, record the evacuation process and review its procedure on an annual basis

Soar Valley Music Centre places a duty on managers to ensure that all staff, students and visitors under their supervision are aware of the evacuation procedures

Soar Valley Music Centre has identified personnel with specific responsibilities or roles within the evacuation procedure – (see section four)

Soar Valley Music Centre has identified groups that require specific procedures and instruction on emergency evacuation (see section five)

#### **3. Information for employees, students and visitors**

##### **FIRE AND EMERGENCY EVACUATION PROCEDURES**

**If you hear the Fire Horns** – evacuate to the car park.

**If the Evacuation is for a bomb scare or gas leak etc.** Evacuate across the road in front of the building as far away as possible.

**ALL STAFF, STUDENTS AND VISITORS SHOULD ENSURE THEY KNOW WHERE THE NEAREST EMERGENCY EXIT IS** – On moving around Soar Valley Music Centre, always take note of the various alternative means of escape.

**ALL STAFF, STUDENTS AND VISITORS SHOULD FAMILIARISE THEMSELVES WITH THE FIRE AND EMERGENCY EVACUATION PROCEDURE NOTICES DISPLAYED**

### **On hearing the alarm: -**

- 1 Leave the room immediately in an orderly manner, closing the door and windows. Do not stop to collect personal belongs.
- 2 It is the responsibility of **all staff** to ensure that students and visitors are aware that they are expected to leave the building when the alarm is sounded and assemble at the appropriate area
- 3 Teachers are to ensure that they are aware of the Assembly Point appropriate for their room and to escort their students there.
- 4 Leave the building by the nearest safe exit closing the windows and doors (remember your normal exit may be the one affected by fire).
- 6 Go to the Assembly area and stay there until instructed otherwise.
- 7 DO NOT RE-ENTER THE BUILDING UNTIL THE DUTY MANAGER HAS AUTHORISED THAT IT IS SAFE TO DO SO.**
- 8 It is the responsibility of any person to report immediately to the Duty Manager, if they are aware that persons may still be in the building.
- 9 If there is any doubt that persons are unaccounted for, it is the SOLE responsibility of the Fire and Rescue Services to investigate the situation.
- 10 Individuals are responsible for their own safety.

### **ACTION ON DISCOVERING A FIRE**

- 1 Leave the room/area, closing doors and windows behind you.
- 2 Sound the nearest Fire Horn (Located in the Computer Room and in the Main Hall) **Note. Any inappropriate use of these horns will be met with disciplinary action.**
- 3 Contact the Fire Brigade (999) giving all details of the fire and location (72 Nursery Road, Thurnby Lodge, Leicester. LE5 2HQ)
- 4 Without putting yourself at risk, use emergency fire fighting equipment to fight the fire
- 5 Follow evacuation procedures.
- 6 Inform the Duty Manager where the fire is and any details of the fire.

### **4. Employees with specific duties : -**

- **Tutors**

Check that all students have evacuated areas such as the toilets where the alarm may not be heard.

- **Duty Manager**

- 1 On evacuating the building the Duty Manager should make sure the emergency services have been contacted **(It is better to contact them twice than not at all!)**
- 2 On the way out the Duty Manager must collect the signing in book.
- 3 The Duty Manager will make contact all tutors and make sure all classes are out of the building
- 4 The Duty Manager must then call out all names on the Signing In sheet and make sure everyone is accounted for.
- 5 The Duty Manager must make the emergency services aware of any people who may still be in the building and where they are likely to be.
- 6 The Duty Manager will act as Soar Valley Music Centre's representative in liaison with the Fire and Rescue service
- 7 Inform the Director of the emergency if they are not on the premises.

## ***5. Areas groups requiring specific emergency procedures***

- **Students with learning difficulties and / or physical disabilities**

Senior Managers will carry out a specific risk assessment to identify the hazards and risks associated with a fire / emergency evacuation, prior to students entering the premises. The information from the risk assessments will be relayed to the appropriate staff and Duty Managers.