

## **FIRE SAFETY AND EVACUATION**

The building has a single stage fire alarm system. This means that everybody in the building is to evacuate on activation of the fire alarm system. This is to be co-ordinated by the OH Fire Marshal and tenants own Fire Marshals. The building is not to be re-occupied until the OH Fire Marshal or the Fire Brigade gives permission to do so.

### **Actions of Staff**

#### ***Persons discovering the fire***

1. OPERATE THE FIRE ALARM IMMEDIATELY.
2. ATTACK THE FIRE, if possible, with equipment provided, but only attempt this if it puts you at **NO** personal risk.

### **On Hearing the Fire Alarm**

#### ***OH Staff, volunteers and visitors***

- Leave the building immediately and proceed to the assembly point shown below
- Use the **nearest** available exit.
- Do **not** use the lift.
- Do **not** stop to collect belongings or lock doors.

#### ***Tenant Fire Marshals***

- Co-ordinate the actions of your own staff, volunteers and visitors.
- Ensure evacuation of your office proceeds and is complete by checking rooms affected
- Leave the building as above.
- Confirm safe evacuation of all your staff, volunteers and visitors to the OH Fire Marshal at assembly point.

#### ***Fire Marshal / Operations Manager***

- Ensure Fire Brigade has been called.
- Report to assembly point.
- Record details of incident and evacuation from tenant Fire Marshals.
- Report to details to Fire Brigade on arrival.
- Assist Fire Brigade if requested.

### **Safety for People with Disabilities**

All organisations using OH who have staff, or visitors with disabled should make contingency plans to ensure that any necessary help is available. People with disabilities who need assistance should be “matched” with at least one person sufficiently competent to provide assistance if necessary.

### **Assembly Point**

**At main gate of Weavers Fields (park) in Derbyshire Street.**

## **FIRE EMERGENCY PLAN**

The purpose of the emergency plan is:

- To ensure that the people in our workplace know what to do if there is a fire; and
- To ensure that the workplace can be safely evacuated.

### **FIRE ACTION**

1. On discovering a fire, you should operate the nearest call point, (Red break glass units).  
Call points are situated at the ends of all corridors by doors to staircases or on the staircases.
2. Attack the fire with appliances provided, only if safe and you are trained to do so.  
Fire extinguishers are located on each floor, in reception and all public areas.
3. Close all doors behind you.  
This will slow down the travel of heat and smoke.
4. Do not stop to collect belongings.  
This will slow down the evacuation process and put you at risk.
5. Leave the building by the nearest exit.  
Exits are located at either end of the building,  
Staircase (A) main stairs will lead to ground floor level where you would exit through the lift lobby door onto the street or through the door at the rear of reception into lobby and onto the street.  
Staircase (B) Centre stairs will lead to the upper gallery where you would exit through the reception lobby to the street.  
Staircase (C) rear stairs are only accessed from staircase (B) at first floor level and from offices and studios above the theatre, this will lead to the bar hallway where you would exit through the rear doors into the car park..
6. Do not attempt to use the lifts.
7. Electrical systems and mechanics can fail in emergencies unless built for evacuation.
8. Report to the building assembly point.  
The assembly point is by the gates to Weavers Fields.

**By signing in the Oxford House (OH) visitor's sheet you are agreeing to comply with all OH rules, regulations and policies, and Fire Emergency Plan.**