**Any person seeing an actual or suspected fire is to:**

* Raise the alarm by shouting “Fire! Fire! Fire!” and press the nearest call point on their way out.
* Evacuate the building and go to the assembly point on Parsons Green.
* Call the Emergency Services on 999
* Be ready to give information about the reason for the alarm, and the location of the fire.

**Any person hearing the alarm is to:**

* Evacuate the building via your nearest emergency exit which will be signed.
* Do not go back to collect belongings, or for any other reason until authorised to do so.
* Go to the assembly point to meet up with family or friends and confirm to your Group Leader that you are safe, unless directed to do otherwise by your Group Leader.
* Do not go to leave until authorised to do so by your Group Leader or Member of CAS staff.

**Fire Wardens - Your Group Leaders may nominate one or more people to carry out this role.**

Those nominated to carry out the role of Fire Warden carry out the following, but only if safe to do so, in addition to personal safety actions:

**Preparation:**

* Identify the physical area for which you are responsible which may have to be evacuated and checked.
* Identify the locations of firefighting equipment. **However**: Priority is the safety of all present, and as such firefighting equipment is only to be used if necessary to save life or establish a safe evacuation route.
* Identify any door which must be unlocked at the start of each session. (eg the door at the top of the stairs to the rear of the Studio must not be deadlocked), and confirm it has been unlocked.
* Identify if there is anyone in your Group with mobility, or other impairment where they will need assistance to escape, and know the measures in place to assist them.   
  Note that the lift cannot be used by you if the alarm sounds. The Fire and Rescue Service (FRS) will activate it on their arrival, if needed. Therefore, know the Generic Emergency Evacuation Plan (**GEEP**) for your exit.

**During the session:**

* Remain in your area and, if you need to leave, inform your Group Leader or a stand in.
* Raise the alarm if you know, or suspect a fire has started.
* Raise the alarm if another person has informed you that there is a fire in the building.

**If you, or someone else, have raised the alarm or anticipate an evacuation will be necessary:**

* Encourage those around you to evacuate.
* If people are looking for family or friends, direct them to the Assembly point on Parsons Green.
* Check that any visitors or disabled persons within your area of responsibility have been properly cared for, giving assistance as required. See GEEP.
* If safe to do so, confirm your area has been fully evacuated checking toilets, shower room and kitchen (if applicable to your Group).
* Note if there is any person who refuses or is unable to vacate the building, you are NOT required to forcibly move them.
* Report to the assembly point to the person in charge and advise them that your area has, or has not been evacuated. Report if you have seen smoke or fire, and where it is.
* If you are a Group Leader, ensure your Group are all safe. This will be by either, or both of the following: Check against an attendance list; or your nominated person(s) have checked all areas and they are clear.
* Be ready to assist the person in charge and / or the FRS as required.

**If you are also the senior person present (The Facilities Manager, or nominated Fire Marshal):**

* On your way out look at the Fire Alarm Panel and determine if the fire is real, or a possible false alarm. Listen to anyone who has information about the reason for the alarm.
* If the fire is, or is strongly suspected of being real, read from the panel the location of the detector which has been activated, and go directly to the assembly point.
* If you suspect a false alarm (for example, the alarm indicated a fire in an occupied area, and those in that area did not see smoke or fire), then make a decision on whether to investigate the cause of the alarm first, before deciding if to call the emergency services.
* If the fire is genuine, or a false alarm cannot be confirmed, check that the Emergency Services have been called. If in doubt, call them again.
* Only if 100% satisfied that there is no fire, give the “all clear” and allow entry back into the building. NOTE: If the emergency services have already been called, you may not allow re-entry until they have arrived and given the all clear.
* Collect the PIP (Premises Information Pack) by the fire alarm panel and take it with you to the Assembly Point.
* Make further enquiries of those present to establish if anyone has additional information about the fire, its location and severity; or the reason for a false alarm.
* Check with Group Leaders using the facilities that the building is confirmed as vacated, or check your nominal role.
* Check any staff, contractors, or other visitors not in Groups are accounted for.
* If anyone is suspected as missing, make enquiries of those present in case they know the whereabouts of that person, or phone them before assuming they are still in the building.
* Liaise with the FRS on its arrival. Advise them of any person left in the building who may need rescue, the layout of the premises (give PIP to Fire Officer), the location of the fire and, any other useful information that may help.
* Assist and follow the guidance of the FRS officers.
* Do not allow entry back into the building until the FRS have confirmed it is safe to do so.

# After an evacuation

* Gather all information regarding the evacuation. Record any action that has been taken and whether any firefighting equipment has been used. If so, arrange for its replacement.
* Investigate and determine the cause of the alarm, or false alarm, and complete a Fire Report on the events that took place, and discuss your findings with the other staff and / or Fire Wardens.
* Determine how this might be prevented in the future.

**Checked and confirmed as suitable and sufficient:**

**Name: Laura Bennett**

**Date: 12.04.23**

**Signature: Text, letter

Description automatically generated**