

APPENDIX A

Copeland Borough Council

THE COPELAND CENTRE

***Procedure for evacuation in the event of fire alarm
sounding***

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Coordinated by:

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Quote “Except at times when employees have been notified of testing of the fire alarm, on the sounding of the alarm the following procedure must be adopted”:-

Procedure details

1 Employees must leave their offices, closing all doors behind them.

2 Employees must leave the building in an orderly manner by the nearest fire exit. Lifts must not be used, and employees working above ground level must only use stairways. On exiting the building, all employees must assemble at the muster point designated for their team (see Plan). No-one must on any account re-enter the building until informed by the Fire Wardens that it is safe to do so.

3 In each designated area, the trained Fire Warden will ensure as quickly as possible that all persons have left the premises, including offices, toilets and meeting rooms. Fire Wardens will then proceed as soon as possible to the relevant muster point and report to the designated senior officer in charge that the area for which they have responsibility has been evacuated.

4 During the evacuation, Fire Wardens will ensure that persons in the building who are not able to walk are escorted to refuge points on the stair-wells, and informed of the arrangements for their transport out of the building via specifically trained appointed personnel using a “special chair device” to ensure this is as comfortable and quick as possible.

5 Fire Wardens will report to the designated Council senior officer in charge at the agreed reporting points ‘Muster Points’ (see plan) and communicate the results of their checking of the premises by confirming the Zone they represent, and handing over the Zone “Tag”. They will also inform the officer in charge of the location of any persons remaining in the building at refuge points.

6 The senior officer in charge will pass on all relevant information arising from the evacuation of the building (including possibly the location of any personnel remaining at refuge points) to the officer in charge and to Cumbria Fire Service as soon as possible. All employees will remain at the muster point until informed by the relevant Fire Warden that it is safe for them to re-enter the building.

***Note: The Fire Alarm Is A Continuous Sounding Siren
Fire Wardens***

- *Details of nominated staff and areas:*

GROUND FLOOR (Muster Point A)

- ***Area 1 Department for Work and Pensions
Sandra Bowman
Marolyn McAndrew & Liz Pennington***

- **Area 2 Council Tax/Benefit**
Alison le Jeune & Anne Spedding
- **Area 3 A Cash Collection**
Pam McVeigh
Angela Henderson & Andrea Calvin
- **Area 3B Copeland Direct**
Sarah Davidson & Stephanie Morris
Lorraine MacEwan
- **Area 4 Copeland Homes**
Michaela Hawkins
Annamarie Desmond

FIRST FLOOR (Muster Point B)

- **Area 5 Department for Work and Pensions**
Liz Pennington

Area 6 Copeland Homes

Wendy Harris
Annabel Scott

Area 7 Staff room, reprographics

Alan Southward

- **Area 8 Environmental Health & First Aid room**
Vic Emmerson
- *Ian Curwen*

SECOND FLOOR (Muster Point C)

- ***Area 9 Legal, I T, Building Control, Development Control, Public Buildings, Land Drainage, Retained Housing, Homelessness, Laboratory***

Pat Pomfret

Dot Guest

Les Findlay/Julie Shaw

- ***Area 10 A and B Finance SMT, Member Services***

A Tim Capper

A Cath Lightfoot

- ***Area 10 A and B Finance SMT, Member Services***

B Leslie Taylor

B Anne Fisher/Anne Fearon

THIRD FLOOR (Muster Point D)

- ***Area 11 Personnel/Archive***

Catherine Ponting

Julie Phillipson

Lead Officer/deputy volunteers

CBC

- *Liam Murphy*
- *Sue Borwick*
- *Martin Jepson*
- *Len Glead*
- *Chris Lloyd*

DWP

- *Liz Pennington*
- *Julie Hannah*

CH

- *required*

TIMETABLE/FURTHER TRAINING

- *Oct/Nov 06*
 - *Refresher training for Fire Wardens, designated senior officer in charge*
- *Nov/Dec 06*
 - *Procedure to refresh and re-apply*
- *Weekly*
 - *Alarm testing on weekly basis am/pm*
- *Nov/Dec 06*
 - *Refresher training for F M's, Lead officers, Caxton fm*
- *Jan/Feb 2007*
 - *Walk thro evacuation test fire wardens*

Jan/Feb 2007

- *Full unannounced alarm evacuation test*

- *Jan/Feb 2007*
 - *Review of process, records, staff lists.*
- *November 2007*
 - *Refresher Fire Wardens training*

- *December 2006*
 - *Review Bomb Threat Procedures – M.C/C.L/M.S*

Reminders

DWP/CH to nominate lead officers to stand alongside CBC lead officer.

High visibility vests and tags for Wardens – done.

Lead officers’ vests, loud hailer caps obtained - maintain.

Copeland Homes – (involvement to be confirmed).



Lead Officer duties – from reception:

- 1 Collect high visibility jacket (in your own office)*
- 2 Collect loud hailer (from reception)*
- 3 Collect radio phone ?*
- 4 Proceed to muster point*

Proceeding to:

- 1 Collect tags – tick off*

<i>At muster point A</i>	<i>NRS 1</i>	<i>2</i>	<i>3a</i>	<i>3b</i>	<i>4</i>
<i>Ground Floor</i>					

<i>At muster point B</i>	<i>NRS 5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>First Floor</i>				

<i>At muster point C</i>	<i>NRS 9</i>	<i>10A</i>	<i>10B</i>
<i>Second Floor</i>			

*At muster point D NRS 11 12
Third Floor*

- 2 Use radio phone to confirm (to Martin Childerhouse – Caxton) either all tags in or which one(s) are missing.*
- 3 Also confirm with Martin status of building - presence of Fire Brigade/and/or building clear for re-occupation.*
- 4 Use loud hailer to check with staff at muster points if need to clarify staff presence or location, and to keep staff up to date if long waiting period.*
- 5 When all clear given use loud hailer to advise staff/visitors of position. If all clear not given and all tags in can consider if some or all staff should be sent home (recommend retain staff from any area where tag not handed in).*
- 6 Return jacket, loud hailer, radio phone and clipboard to reception.*