



London Borough of Waltham Forest

Fire and Emergency Evacuation

Procedures for

Suntrap Forest Education Centre

Brief Summary of the Fire Safety and Evacuation Plan

Everyone in the building is to evacuate on actuation of the fire alarm system.

This is to be co-ordinated by:

Suntrap staff.

The building is not to be re-occupied until the Fire Brigade or Head of Centre gives permission.

Action by Staff on Discovery of a Fire

NO ONE SHOULD, AT ANY TIME, TAKE ANY PERSONAL RISK, OR PLACE THEMSELVES IN DANGER WHILST CARRYING OUT THESE DUTIES.

If You Discover A Fire

Operate the fire alarm at once (if a fire detector has not already done so). Fire alarm break glass call points are located by final exit doors, and on stair landings.

Attack the fire if possible using the appropriate extinguisher (only if comfortable to do so), but **do not take any risks especially if in charge of children**. If in doubt close the door on the fire to prevent it spreading, and leave by the nearest exit.

Raising the alarm takes priority over the use of extinguishers

Leave by the nearest exit, and report what you have seen to the Head of Centre.

If the Fire Alarm Sounds

Suntrap Staff who are teaching

Ensure that the class leave the building at once by the nearest exit and go to the fire assembly point. (*Front lawn*)

It is the responsibility of staff to ensure that all children and visiting teachers are aware of the emergency process and to ensure that they safely leave the building. (*See Appendix A- Fire Action Notice instructions*).

Camping groups

If the fire alarm sounds when children from the camping field are using the disabled toilets they are to return to the field and report the alarm to staff. The camping group will remain on the field.

If the camping group is in the building they must follow the usual fire drill for the building and assemble at the fire assembly point (*front lawn*).

Suntrap Staff who are not teaching

Leave the building at once by the nearest exit and go to the fire assembly point taking any visitors with you. (*Front lawn*)

Head of Centre

The Head of Centre's duty is to exercise overall charge of the situation, and to liaise with the emergency services upon their arrival.

The Tutor Resources Manager should:

- Go to the main fire alarm panel located in the Front Hall and note the zone location of the alarm signal
- Call the Fire Brigade by dialling 999, give the full postal address of the premises:

Suntrap Forest Education Centre
Church Road
High Beach
Loughton
Essex
IG10 4AJ

Note 1 – If the alarm is false or is the result of malicious operation contact the CCTV & Emergency Planning Team. Tel: 020 8496 4440 to report a false alarm and cancel any call they make to the Fire Service.

- Report to Fire Assembly Point (*Front Lawn*)
- **This duty to be covered by Head of Centre when Resources Manager is not on site.**

The Head of Centre should:

- Ascertain from each Suntrap tutor that their class is fully accounted for.
- Await the arrival of the Fire Brigade and report details. Be prepared to liaise with the Fire Officer in Charge.
- Contact CCTV & Emergency Planning Team. Tel: 020 8496 4440 and advise nature and scope of incident

Suntrap Tutors should:

- Check and clear the classroom they have been occupying and any other areas where children or visiting staff have been sent (e.g. toilets)
- Co-ordinate the evacuation of children and staff from the class they have responsibility for.
- Leave by the nearest exit
- Count all the children in their class.
- Report to the Fire Assembly Point and await further directions from the Head of Centre

Note: At no time take any personal risks. If you see smoke, or flames, move away from them at once, operate the fire alarm at once.

The Suntrap Tutors duties are to ensure that all the children and staff from the class they have responsibility for are safely evacuated – searching toilets or any other area of the building where their class may be if necessary.

Suntrap Tutors sleeping in building should;

- Ensure all fire doors are closed before going to bed.
- Upon hearing the alarm leave by the nearest exit.
- Go to the Fire Assembly Point (front lawn).
- If it is safe to do so carry out an external visual check of the building.
- If you see smoke, or flames, move away from them at once and call the Fire Brigade by dialling 999, give the full postal address of the premises:

Suntrap Forest Education Centre
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- DO NOT enter the building if there is any sign of fire or if you are unsure it is safe to do so.

- If you are sure it is a false alarm reset the alarm.
- Contact CCTV & Emergency Planning Team. Tel: 020 8496 4440 and advise nature and scope of incident (including if it is a false alarm).
- If there is a fire contact the Head of Centre as soon as possible.
- If the Fire Brigade have been called DO NOT re-enter the building until the Fire Brigade or Head of Centre gives permission.

Fire Legislation Applying to LBWF Premises

All LBWF buildings are deemed to be “workplaces“ and are covered by the Fire Regulatory Reform (Fire Safety) order 2005.

In order to comply with these Regulations an employer (management) should, to the extent that it is appropriate, ensure compliance with the following:

- The Workplace is equipped with fire fighting equipment, fire detectors and alarms
- The location of the above equipment is indicated by signs
- Measures are taken for fire fighting in the workplace
- Employees are nominated to implement these measures, and ensure that the number of such employees, and the training and equipment available to them are adequate
- Routes to exits, and the exit doors themselves are kept clear, unlocked and fully operational at all times
- Emergency routes and exits are indicated by signs
- Exit routes requiring illumination are provided with emergency lighting
- All equipment is subject to a suitable system of maintenance, and kept in good repair
- Fire risk assessment of the premises is carried out and recorded in writing
- A written emergency plan is prepared that is specific to the workplace

Difficulties with Staff or Public

Under current Health and Safety legislation all staff have a duty to co-operate with any safety procedures, including fire evacuation.

If you have difficulty in persuading a member of staff, or the public, to leave the building:

- Do not put yourself in danger by remaining in the building, and arguing with them
- Quickly explain to them that it is not a drill, and that they should leave at once
- Note their position in the building and carry out the rest of your duties
- As soon as possible report their position to the Head of Centre, who will inform the Fire Brigade on their arrival

Fire Extinguisher Advice Sheet

For the health and safety of all concerned fire fighting is best left to the professionals.

REMEMBER:

- The Fire Brigade have an attendance time of only 5 minutes, and they do not charge
- Breathing in smoke whilst using an extinguisher may affect your health, possibly for a long time
- Hand held fire extinguishers are only appropriate for dealing with a small fire and only last a short time
- **ONLY USE THIS EQUIPMENT IF YOU CONSIDER IT SAFE TO DO SO AND YOU HAVE RECEIVED THE APPROPRIATE TRAINING**

Fire Extinguishers in Suntrap:

Extinguishers now manufactured have a red body with 15% of the body in the original colour for the extinguishing agent. These are:

Type:	Appropriate for:
Foam (AFFF)	Carbonaceous materials and fires involving flammable liquids
2 Kg CO2	Fires involving live electrical equipment, and also flammable liquids
Fire Blankets	Appropriate for flammable liquids, and also for fires involving clothing, or costumes.

Using Extinguishers

- Pull out the safety pin
- Aim the nozzle at the fire
- Depress the operating lever

Using a Fire Blanket

- Pull on the black tabs, and the blanket will come away from the container
- Shield your face, body, and hands from the fire, and lay the blanket over the fire
- Turn off the source of heat
- **DO NOT LIFT BLANKET UP UNTIL HEAT HAS FULLY DIED DOWN**
- On burning clothing wrap blanket around the person, and drop them to the ground. As soon as flames are extinguished treat for burns

Suntrap Tutor Resources Manager Routine Checks

Ensure that all necessary records and tests are kept up to date, in the “red box” in the front hall, and are available for inspection by Fire Officer, PSU (Safety Management), or Fire Brigade. **(This is a legal requirement)**

The **FIRE RISK ASSESSMENT** and Emergency Plan must be kept with the **FIRE LOG BOOK** in the cabinet in the front hall.

The **FIRE LOG BOOK** should record the following user /contractor tests:

Test/Record	How Often
FIRE ALARM MAINTENANCE/TEST Suntrap staff :Use a different call point and undertake an audibility check at different locations on different days throughout the building for each test Contractor – statutory test certificates as reqd by Legislation	Weekly
FIRE FIGHTING EQUIPMENT Contractor – statutory checks for extinguishers	Annual
SPECIALIST FIRE EQUIPMENT Contractor – statutory checks on all other equipment (eg sprinklers, hydrants, smoke control systems, refuge call systems, fire dampers, evac chairs, - the list is not exhaustive)	Variable Frequencies
FIRE DOORS Suntrap staff check full and safe operation of all fire doors throughout the building	Weekly
EMERGENCY LIGHTING By maintenance Contractor	Monthly/Annual
FIRE ACTION NOTICES - MEETING ROOMS Suntrap staff check all notices in place, visible and up to date	Monthly
FIRE DRILLS Suntrap staff carry out	Minimum - twice yearly

Suntrap staff to check	How Often
All escape routes unobstructed	Daily
All fire exit doors unlocked	Daily
Fire doors not wedged open (marked FIRE DOOR KEEP SHUT)	Daily
Extinguishers hung on suitable brackets and unobstructed	Weekly
All escape routes clearly signed with Running Man Fire Exit signs	Monthly
Fire alarm call points clearly visible and signed	Monthly
Fire action notices displayed next to fire alarm call points	Monthly

Bomb Alert & Other Emergencies Interim Plan

Taking a Bomb Threat Phone Call

- Try to find out location of device from caller (*See Appendix B - Bomb Threat Information Card*)
- Obtain as much other information as possible from the caller and write this down - don't end the call until all useful information has been received
- Staff contact Head of Centre and relay precise message and location of device.

With Senior Management Approval:

- Head of Centre triggers appropriate immediate global e-mail alert via Press and Publicity (utilising pre agreed templates)
- Head of Centre visits all areas of building and gives verbal instruction to evacuate. (This method will ensure structured evacuation)
- All staff report to the assembly points to be led away from the building to take into account possible effects of bomb blast.

(Initial assembly point front lawn – then evacuate to either

a) Suntrap plain – across road in the forest, or

b) the camping field

following instructions from the Head of Centre.)

- Warn passers-by to move away from the building
- Warn those people in adjacent buildings of the situation
- Ensure police are called early in the procedure but without caller having to remain inside the building, i.e. mobile phone from outside.
- **DO NOT CALL THE FIRE BRIGADE**
- Head of Centre to meet police on arrival and give them all necessary information.
- Head of Centre to contact Emergency Planning Team via Waltham Forest Direct 24/7 Desk. Tel: 020 8496 4440 and advise nature and scope of incident.



IF YOU DISCOVER A FIRE:-

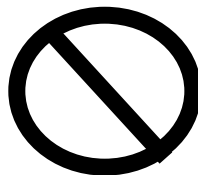
- a) **Sound the alarm**
- b) **Dial To call the fire brigade**
- c) **If possible tackle the fire using the appliances provided but do not endanger yourself or others in doing so.**

IF YOU HEAR THE FIRE ALARM:-

- d) **Leave the building by the nearest available exit:-**

- e) **Close all the doors behind you**

- f) **Report to the person in charge of assembly point at:-**



- g) **Do not stop to collect personal belongings**
Do not use the lift
Never re-enter the building for any reason unless authorised to do so
Do not take risks

Appendix B - Bomb Threat Information Card

LONDON BOROUGH OF WALTHAM FOREST



ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

- Alert a colleague.
- Record the exact wording of the threat.
- If possible ask the five questions overleaf.
- Listen carefully to the words and background noises.
- Inform your Team Leader, Supervisor or Line Manager immediately.
- Contact 'First Line Support' (I.C.T.U. - ext. 4444) and request a 'bomb call trace'.
- Complete a 'Bomb Warning Report Form' in an area away from noise and distraction.

TELEPHONE BOMB THREAT

ASK THESE QUESTIONS

- Where is the bomb now?
- When is it going to explode?
- What type of bomb is it?
- Why are you doing this?
- What is your name or group?

**THIS INFORMATION MUST BE PASSED TO
'WALTHAM FOREST DIRECT' (EXT. 3000) AND THE POLICE**