

FIRE EVACUATION PLAN – SURREY RESEARCH PARK

Fire Safety Housekeeping

Fire doors are designed to prevent the spread of fire and poisonous smoke and to provide people with protected routes to safety in the event of a fire. **DO NOT WEDGE FIRE DOORS OPEN.**

Tenants, visitors and staff are to familiarise themselves with the location of all fire exits, fire alarm call points, fire extinguishers and the fire Assembly point.

In the event of discovering a fire:

- **SOUND THE ALARM** – Operate the nearest fire alarm call point to warn everyone in the building that there is a fire.
- **DO NOT LOCK YOUR UNITS DOORS**
- Leave the building by the closest accessible fire exit. Break glass bolt if required and evacuate in a calm and safe manor.
- Report to the Assembly Point indicated on your plan. Each company are to take their own role call.

If you suspect a fire:

- **SOUND THE ALARM – DO NOT** search for the source of the fire. Only the Fire Brigade should do that – particularly where it involves opening doors when a fire is suspected to be behind them. If there is smoke in the corridor etc; then you have already found the fire and it is already time to **SOUND THE ALARM.**

Calling the Fire Brigade:

If you have seen the location of the fire do not delay in calling the Fire Brigade. Call from a place of safety once you have evacuated the building.

If you have to call the Fire Brigade directly, let them know where the fire is and that an evacuation is in progress.

DO NOT ATTEMPT TO FIGHT THE FIRE. FIRE EXTINGUISHERS ARE ONLY TO AID YOUR ESCAPE ROUTE IF NECESSARY.

EMERGENCY EVACUATION PROCEDURE – SURREY RESEARCH PARK

ON HEARING THE FIRE ALARM

- Leave the building **PROMPTLY, DO NOT WAIT TO BE TOLD** and **DO NOT** attempt to collect/return for personal belongings.
- Close doors and windows behind you if time permits and only where you can.
- Use your nearest, safe Fire Exit (this may be to the left, right or behind your location).
- If you find smoke blocking your escape then go a different way.
- **DO NOT USE THE LIFT**
- **DO NOT BLOCK FIRE EXITS**
- Move away from the building and keep the entrances clear for the Fire Brigade.
- Once out the building proceed directly to your **ASSEMBLY POINT** and listen to the instructions given by your **Fire Marshal**, who is responsible for your safety and liaising with the Fire Brigade.
- **DO NOT** go back into the building until you are specifically told to do so by your **Fire Marshal** or attending **Fire Brigade Officer in Charge**.

DO NOT RETURN INTO THE BUILDING IF THE FIRE ALARM IS STILL RINGING.

NOTE: Silencing of the fire alarm is not a signal to re-enter the building. You will be notified by the Fire marshal/Fire Brigade/ operations manager when it is safe to access the building.

Helping Visitors and others that you may encounter:

- **Fire Wardens**, wearing high visibility jackets are there to help and ensure the building is evacuated; **you must** carry out any directions they give.
- **DO** escort out your visitors and/or members of the public etc.
- **DO** assist anyone with mobility difficulties if safe to do so.
- If there are disabled or injured tenants or visitors who cannot leave the building then **TELL** your **Fire Warden** and **Fire Marshal EXACTLY** where they are (floor, stairwell or room/unit).

Fire Assembly Point

The Fire Assembly Point for The building is indicated on the evacuation plans provided at the emergency exit points in the units and the building.

Fire Alarm Sounder Tests

The fire alarm will be tested **every Monday** (except Bank Holidays) at **approximately 9.30am**. The alarm will sound for around 15 seconds. If there alarm continues to sound for longer than this period of time a full evacuation is to be completed.