

# Luminate Education Group Fire Evacuation Procedure

## Leeds Conservatoire



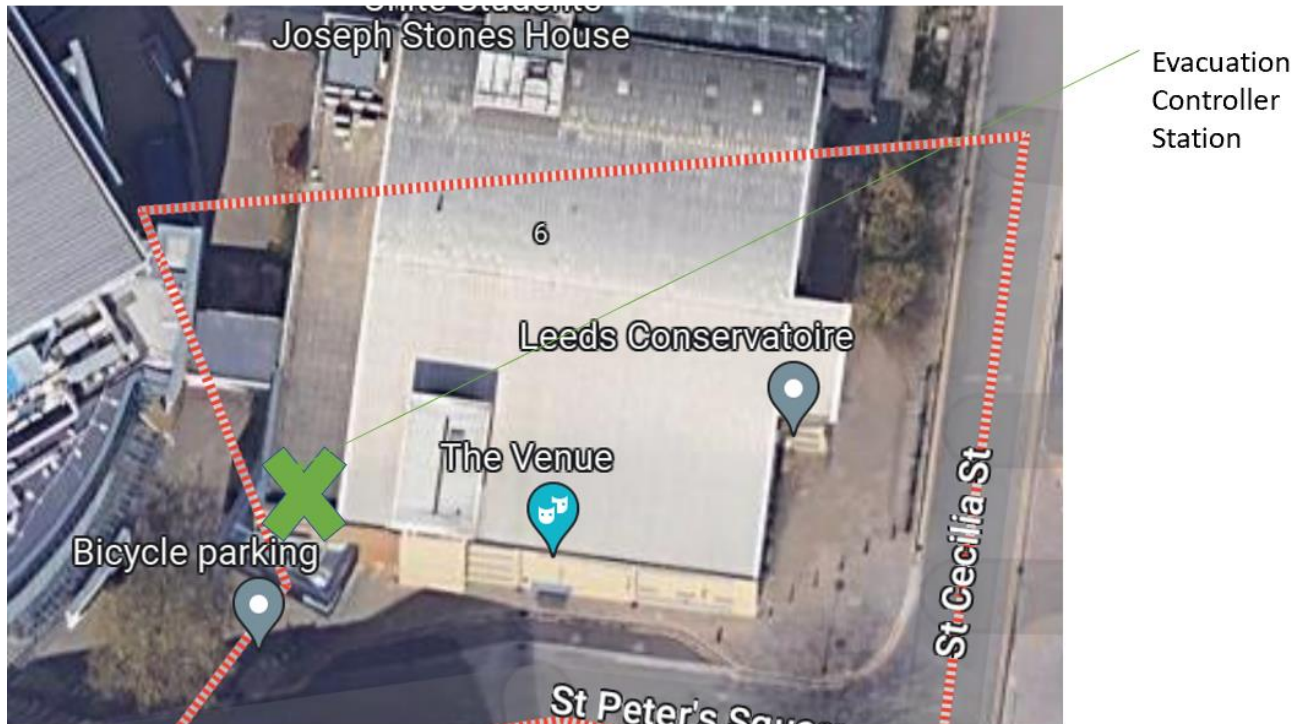
What3Words  
///picked.vibe.bunch  
3 Quarry Hill  
Leeds  
LS2 7PD  
Tel: 0113 222 3400

To stand down the fire service **ONLY** if false alarm  
is confirmed, contact West Yorkshire Fire and Rescue on **01274 654500**

If fire is confirmed, dial **999**

## 1. Key Campus Information

**Evacuation Controller Station** – The location where the Evacuation Controller will stand, awaiting information from the Fire Marshals. This is located at the fire panel in the main building reception.



If access to this area is impacted by the incident, a secondary Evacuation Controller Station can be established at the bottom of Cecilia Street.



**Emergency grab bag** – Contains all emergency items including first aid kit, etc. To be collected by the Evacuation Controller or nominated deputy during an evacuation. This is held behind the main building reception.

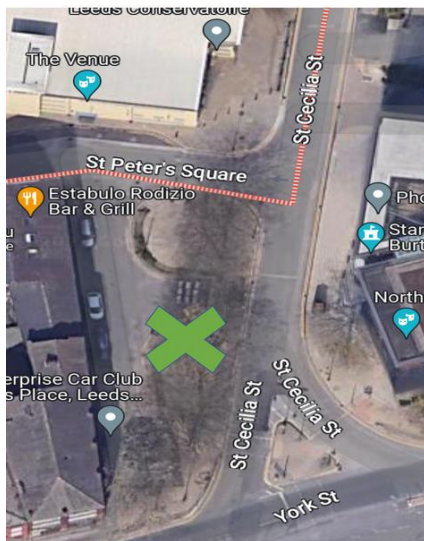


**Battle box** – A safe located adjacent close to the alarm panel in the main building reception which holds all the key building information, building plans, etc. which may be required by the Fire Service on arrival.



**Assembly Point** – Location where all staff, students, visitors, contractors, etc. should congregate upon hearing the fire alarm sound.

The primary assembly point is located on the paved area on Cecilia Street. If a fire is confirmed, occupants should be escorted towards the Conservatoire Skyline Library entrance, taking the route via York Street away from the main Leeds Conservatoire building.



What3Words: *///duty.clear.hobby* (Cecilia Street)

**Fire Zones** – Leeds Conservatoire has 14 Fire Zones. Each zone contains a A5 zone card and Fire Marshal vest, which should be collected by the Fire Marshal when they sweep the zone during a fire alarm activation. These zone cards must be handed into the Evacuation Controller during an evacuation, so that the Evacuation Controller can identify which zones have been checked. This information can be provided to the Fire Service, if required.



### Open Hours

Core Hours Term Time (Mon-Fri) – highest occupancy	07:30 to 00:00
Non-Core Hours Term Time (Mon-Fri) low occupancy	05:30 to 7:30 00:00 to 01:00
Core Hours Term Time (Sat, Sun)	08:30-17:00
Non-Core Hours Term Time (Sat/Sun) low occupancy	08:00-08:30 17:00-18:00

**Out of Hours**

Out of hours contact for duty manager for Luminate, all sites – 07979 220885  
BBC contact Stuart Hey 07595 436908 – (adjoining building – will evacuate upon alarm activation in our demise)

The alarm monitoring company will contact Acclaimed Security as key holders.

Acclaimed Security will send a responder to the site to provide access to Fire and Rescue and also alert Campus Estate's contact.

Located on-site is a battle box with all the relevant fire documentation for the site which will provide the Fire & Rescue Service with all the relevant information it requires to tackle the fire.

**Key Contact**

Group Director of Estates – 07973637709

## **2. Roles & Responsibilities**

### **Evacuation Controller (Principal/Campus Head or their nominated person)**

The Principal or Campus Head must assume the role of Evacuation Controller and make provision for deputies in their absence. During an evacuation this individual is responsible for:

- Coordinating the safe evacuation of the campus to the fire assembly point;
- Liaising with Fire Marshals to ensure all fire zones have been checked and are clear;
- Liaising with the Incident Investigator to identify the source of the incident, and to identify whether there are any individuals waiting in a refuge;
- (If applicable) Liaise with the Fire Service on arrival;
- Permit the re-entry of staff / students into the building, once the incident is declared over, and the building is safe to return to.
- Hold an incident de-brief after the incident with the Incident Investigators and Fire Marshals, to identify the cause of the fire alarm activation, as well as any areas for improvement.

### **Incident Investigator**

Facilities Manager / Supervisors perform the Incident Investigator role, and are responsible for:

- Investigating all alarm activations, including pre-alarms;
- Liaising with individuals waiting in the refuge via two-way communication methods;
- Supporting the Evacuation Controller by providing information regarding the source of the incident;
- (If applicable) Provide the Fire Service with building information including floor plans and service isolations;
- Ensure the building is safe to re-enter and that all fire systems are re-set, prior to advising the Evacuation Controller that re-entry can occur.

### **Refuge Communicator**

Person appointed by the Incident Investigator during the incident to communicate to person(s) waiting with the building's refuge areas.

### **Fire Marshals**

The Fire Marshal's role is voluntary; however, the campus must have sufficient Fire Marshals to cover each fire zone within the building.

Fire Marshal responsibilities include:

- Assist in the safe evacuation of building occupants by sweeping fire zones, collecting fire zone cards and vests, and presenting these to the Evacuation Controller at the fire assembly point;
- Provide support to the Evacuation Controller whilst the evacuation is in progress and thereafter, performing additional duties such as preventing building re-entry and managing fire assembly points;
- Assisting with the safe re-entry of building occupants.

### 3. Procedure upon Discovering a Fire

- Leave your current work area and personal belongings immediately.
- Activate the nearest red fire alarm manual call point by pressing firmly on the black dot. Call points are located near-final exit doors and at the top of each staircase. This action will sound the alarm, notifying others. Also shout 'fire', to those in the immediate area.



- Leave the building by the nearest safe fire exit, as indicated by the green and white directional signage. Proceed to the fire assembly point, as per the fire action notice displayed in your building, assisting others, where this does not endanger you. Your fire assembly point is located in the Playhouse Square, at the farthest point away from the building.



- Only use a fire extinguisher to facilitate escape if this is your only exit, and if trained to do so.
- When safe to do so, dial 999 stating the building address (see the front page of this document).
- Once outside the building, give feedback on observations, to the Evacuation Controller or a Fire Marshal.
- First aid is available at the assembly point, if necessary.
- Only re-enter the building when instructed to do so by the Evacuation Controller or the Fire Service.

#### **Incident Investigator / Estates (trained) Personnel - Where fire is suspected/confirmed**

- Retreat from the area, closing doors where safe to do so.
- Shout to alert those in the immediate area.
- If alarm is not yet sounding, raise the building alarm via a red manual call point located on your escape route.
- Immediately radio other Estates colleagues to confirm the fire/smoke incident and to request they dial 999.
- Make your way to the Evacuation Controller Station and report findings to the Evacuation Controller.

#### 4. Reception Upon Notification of Pre-Alarm

- Radio all Estates personnel to notify that the pre-alarm has been activated.
- Upon hearing the alarm reception must collect the emergency grab bag, and report to the Evacuation Controller Station.

#### Incident Investigator / Estates (trained) Personnel Upon Notification of Pre-Alarm

- Identify the location of alarm activation by attending the nearest fire panel. Communicate the location of the activation to other Incident Investigator(s). The Incident Investigator closest to the location of the alarm activation is to commence an investigation. Other Incident Investigator(s) to attend the Evacuation Controller Station.
- Identify the cause of alarm activation. Proceed with caution to the area, noting any evidence of fire or smoke.
- If a false alarm is confirmed, radio the Facilities Manager or Deputy who can provide authority to silence the alarm to prevent the fire alarm activation and full building evacuation.  
***Note, never silence the alarm unless a false alarm is established, as per training.***
- Reset the fire alarm, checking that the panel displays normal operation.
- Complete a Fire Alarm Activation report detailing the reason for the activation located on the SHE Services SharePoint site.

If a false alarm is confirmed but a full fire alarm is sounding, the Incident Investigator is to proceed as follows:

- Communicate to Estates via radio that false alarm is confirmed.
- Allow evacuation to continue (do not silence alarm mid evacuation as this causes confusion to occupants).
- Attend the Evacuation Controller Station (main building entrance) and brief the Evacuation Controller of the situation.
- Contact Fire and Rescue Service to notify of the false alarm.
- Once the evacuation has been completed, reset the fire alarm, checking that the panel displays normal operation.
- Notify Evacuation Controller that a re-entry can commence.
- Provide a summary of the activation reason to the Evacuation Controller to enable the Controller to complete a fire alarm activation report.

*Note Where Fire Service attend, brief them of situation and hand over control. Fire Service may want to ask questions about the incident prior to authorising building re-entry.*



## **5. Procedure upon Hearing the Fire Alarm**

- If a fire alarm is activated in your building, immediately stop what you are doing and evacuate your current work area immediately. Do not delay escape by collecting personal belongings.
- If safe to do so, and as applicable by local area risk assessments, complete any emergency shut down procedures such as catering or workshops.
- Leave the building by the nearest safe fire exit, following the green and white directional signage and proceed to the fire assembly point. Assist others along the route where required.
- Be vigilant to guests and members of the public who may require direction and support.
- Remain at the fire assembly point and await further instruction.
- Ensure traffic routes near the assembly point are not obstructed, for your safety and to allow safe access for emergency vehicles.
- Do not attempt to re-enter the building until instructed to do so by the Evacuation Controller or the Fire Service.

### **Incident Investigator / Senior Estates Personnel - Actions Upon Hearing the Fire Alarm**

- Identify the location of the alarm activation. Attend the nearest fire panel or communicate with those with panel knowledge.
- Identify the cause of alarm activation. Proceed with caution to the area, noting any evidence of fire or smoke. If the fire is suspected/confirmed, retreat, closing doors where safe to do so.
- Shout to alert those in the immediate area.
- Immediately radio other Estates colleagues to confirm the fire/smoke incident and to request they dial 999.
- Make your way to the Evacuation Controller Station (main building entrance) and report findings to the Evacuation Controller.
- Support the Fire Service upon arrival, providing them with clear information relating to the building and incident.
- Assist the Fire Service into the building, under their direction and supervision only.
- Silence the alarm and reset it once the incident is declared over by the Fire Service.
- If the Fire Service declares an ongoing incident, report the incident to Group Director of Estates immediately, then report to the Evacuation Controller for further instruction.
- Attend a debrief with Evacuation Controller, Fire Marshals, First Aiders, and other appropriate personnel.
- Complete a fire alarm activation report detailing the reason for activation located on the SHE Services SharePoint site.

### **All Estates Personnel Actions Upon Hearing the Fire Alarm**

- Make your way to the Evacuation Controller Station at the main building reception.
- Assist the Incident Investigator/senior Estate personnel as requested.
- Assist the Fire Service into the building, only under their direct supervision.
- Report any relevant information to senior Estates person for onward reporting to Evacuation Controller.

### **Evacuation Controller (most senior person present) Action Upon Hearing the Fire Alarm**

- Report to the Evacuation Controller Station located at the fire alarm panel at the main building reception. If this point is not accessible due to the incident, a secondary point is located at the fire panel opposite Goods Inward.
- Receive an update from the Incident Investigator/Facilities Manager.
- If a false alarm is confirmed, notify the Fire and Rescue Service to stand down.
- Collate and record all information received from the Fire Marshals. Supporting documents can be found in the emergency grab bag and the battle box, located near the alarm panel.
- Assign a Refuge Communicator, and in conjunction with the Incident Investigator, coordinate the evacuation of persons with a disability (if a fire is confirmed / suspected).
- Direct Fire Marshals to other duties including assembly point supervision, building access control, ensuring traffic routes are kept free for the emergency services etc.
- Appoint Fire Marshals to act as runners between the building and assembly point to assist in the communication of information.
- Liaise with the Fire Service and other Emergency Services upon their arrival.
- Coordinate re-entry to the building on confirmation from the Fire Service (actual fire) and Incident Investigators (false alarm).
- Facilitate debrief with all relevant personnel. Complete the Building Evacuation Report and submit to SHE Services.

### **Fire Marshal's Action upon Hearing the Fire Alarm**

- Upon hearing the alarm, all Fire Marshals must collect their fire zone card and vest and commence a sweep of their fire zone. (If the zone card and vest are not present, this indicates another Fire Marshal is already undertaking a sweep of the area. In this instance, the Fire Marshal should make their way out of the building and report to the Evacuation Controller station for additional duties.)
- Direct those in your immediate area to the **nearest** safe fire exit, as indicated by green and white directional signage, closing doors and windows, where safe to do so. This may not be the usual entry and exit route.
- Sweep the designated fire zone as per local plan, closing doors where safe to do so.
- Only use a fire extinguisher to facilitate escape if this is your only exit, and if trained to do so.
- Communicate with other Fire Marshals as necessary.
- Assist injured persons out of the building.
- Guide evacuees to the assembly point.
- Hand the Evacuation Controller the zone card (for the zone which you have checked), and report all findings including the location of fire/smoke, and location of any casualties.
- Complete additional duties as requested by the Evacuation Controller e.g., monitor assembly points/fire exits for safety and security purposes, refuge communications, car park management for emergency services access.
- Where a fire is confirmed, support the safe movement of evacuees to the secondary assembly point (as identified by the Evacuation Controller / Fire Service).
- Only when instructed to do so by the Evacuation Controller or Emergency Services, support re-entry to the building including ID checks, pedestrian and traffic management, etc.
- Where re-entry is not possible, follow instruction from the Evacuation Controller (or most senior person present) or Fire Service and assist, as necessary.
- Meet with all site emergency personnel for a debrief.

***Note: If any person cannot evacuate unaided, escort them to the refuge area and then once your zone sweep has been completed, remain with the casualty (providing it is safe to do so). Relay information about your zone sweep to passing staff for onward communication to***

***the Evacuation Controller. If a fire is confirmed, where possible, commence assisted evacuation.***

#### **First Aiders Action Upon Hearing the Fire Alarm**

- Leave current workstation and personal belongings immediately, taking local first aid kit if this does not unduly delay escape.
- Exit the building via the nearest safe route and proceed to the designated assembly point.
- Set up a designated area within the assembly point for administering first aid.
- Administer first aid using the first aid kit in the emergency evacuation bag, or those brought to the assembly point by another first aider.
- Support the Ambulance Service as required.
- Meet with all site emergency personnel for a debrief. This is to gather details to inform the report on the emergency.
- Complete an incident report (one per each injured person) once the incident is declared over. This report can be accessed via the SHE Services SharePoint site.

#### **Refuge Communicator (Member of the Estates team or other staff members trained in emergency refuge communications), under the direction of Incident Investigator**

- Communicate with those in refuge using the handset on the alarm panel.
- Provide reassurance to person(s) in the refuge.
- Note location of person(s) and relay to Evacuation Controller.
- Evacuation Controller and Incident Investigator to coordinate the evacuation from refuge locations, prioritising any person(s) in proximity to the fire.

## **6. Persons with Disabilities**

Any staff or student with a disability will require a Personal Emergency Evacuation Plan (PEEP) in place prior to using these premises, as per The Luminate Education Group procedure.

Visitors with a known disability must be notified of evacuation arrangements upon arrival.

Fire Marshals will direct those with a disability to the nearest refuge point upon alarm sounding and will report the location to the Evacuation Controller during an evacuation.