

# **Luminate Education Group Fire Evacuation Procedure**

## **Leeds Conservatoire; The Venue**



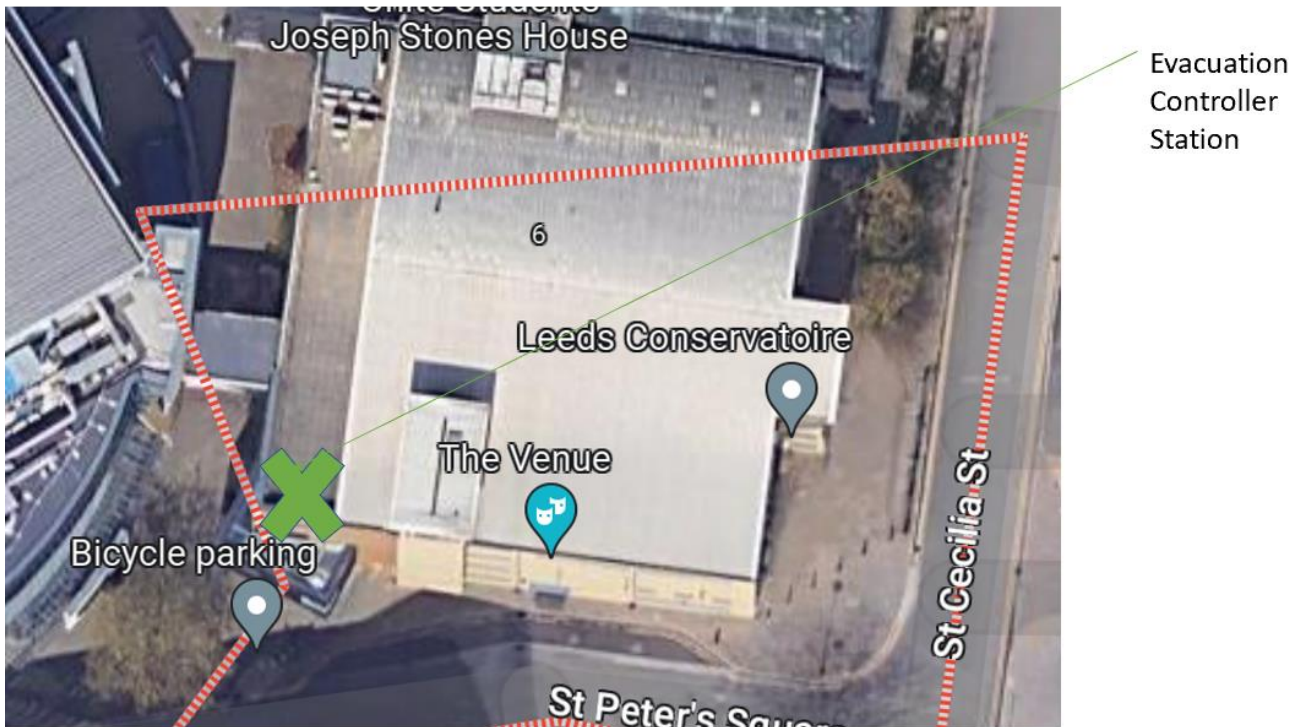
What3Words  
///result.watch.wicked  
3 Quarry Hill  
Leeds  
LS2 7PD  
Tel: 0113 222 3400

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 Marshal / Event Stewards. This is located at the fire panel in the main building reception. There is a repeater panel located in the Venue back stage area that will provide information relating to The Venue. If the venue is open independently and the Main building is closed will be the Venue repeater panel.



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. If the Venue is opened independently, an additional grab bag is available on the ground floor exit, next to the repeater panel.

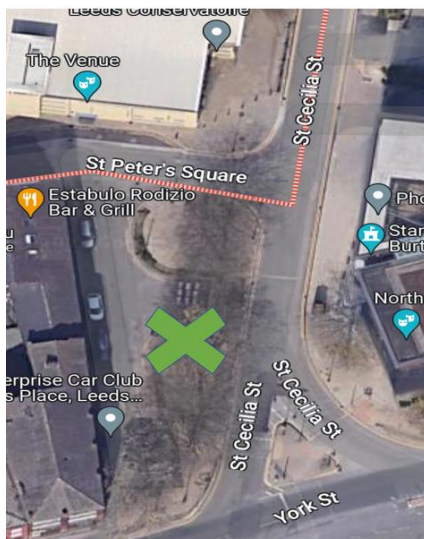


**Battle box** – A safe located adjacent close to the repeater panel in the Venue entrance, which holds all the key building information, building plans, etc. which may be required by the Fire Service on arrival.



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

The assembly point is located on the paved area on Cecilia Street



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

**Fire Zones** – Leeds Conservatoire, The Venue has 4 Fire Zones. Each zone contains a A5 zone card and Fire Marshal / Event Steward vest, which should be collected by the Fire Marshal / Event Steward 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
Special Events – to be agreed by Facilities	TBC

**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 (Nominated and trained staff)**

Suitably trained staff to 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 Venue to the fire assembly point;
- Liaising with Fire Marshal / Event Stewards/Event Stewards 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 and visitors 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 Marshal / Event Stewards/Event Stewards, to identify the cause of the fire alarm activation, as well as any areas for improvement.
- Complete building evacuation report for SHE Services
- Notify Facilities Manager of the activation

### **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.

### **Fire Marshals / Event Stewards**

The Fire Marshals / Event Steward's role is voluntary; however, the venue must have sufficient marshals / stewards to cover each fire zone within the occupied areas of the building, when the Venue is in use.

Fire Marshal / Event Steward 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 the area immediately. Do not delay by collecting personal belongings.
- 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 / Event Steward.
- 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.



#### 4. Procedure upon Hearing the Fire Alarm

- If a fire alarm sounds, immediately stop what you are doing and evacuate your 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 / Facilities (trained) Personnel - Actions Upon Hearing Fire 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.***
- Contact Fire and Rescue Service to notify of the false alarm.
- 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.
- 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 building evacuation report.
- Complete a Fire Alarm Activation report detailing the reason for the activation located on the SHE Services SharePoint site.

*When the Venue is open independently, facilities staff will not be available to investigate. All alarm activations MUST result in a full and immediate building evacuation.*

*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.*

#### All Facilities 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 Facilities person for onward reporting to Evacuation Controller.

### **Evacuation Controller (nominated and trained staff. Person with overall responsibility for event on the day/night) - 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 bottom of St Cecilia Street
- Receive an update from the Incident Investigator
- If a false alarm is confirmed, notify the Fire and Rescue Service to stand down.
- Collate and record all information received from the Fire Marshal / Event Stewards. Supporting documents can be found in the emergency grab bag and the battle box.
- Direct Fire Marshals / Event Stewards to other duties including assembly point supervision, building access control, ensuring traffic routes are kept free for the emergency services etc.
- Appoint Fire Marshal / Event Steward 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 / Event Steward's Action upon Hearing the Fire Alarm**

- Upon hearing the alarm, all Fire Marshal / Event Stewards 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 / Event Steward is already undertaking a sweep of the area. In this instance, the Fire Marshal / Event Steward 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 Marshal / Event Stewards 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 Facilities 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.

## **5. 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.

Visitors with disabilities are likely to attend unannounced. Events staff **MUST** note those who may require assistance and guide them to a refuge area and facilitate assisted evacuation.

Fire Marshal / Event Stewards 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.