

# EMERGENCY FIRE EVACUATION PLAN

## Details of Location

Employer	Police Service Of Scotland
Address of Premises	Scottish Violence Reduction Unit 1 <sup>st</sup> Floor James Miller House 98 West George Street Glasgow G2 1PJ
Name (person producing plan)	Inspector [REDACTED]
Date of Plan	11/05/2023
Signature	

## 1. Action to be taken by a person discovering a fire or hearing the fire alarm

### ON DISCOVERING A FIRE:

- activate the nearest fire alarm call point.
- if minor in nature, appropriate and safe to do so extinguish the fire with the aid of fire fighting equipment.
- leave the building by the nearest and safest exit.
- proceed to the evacuation assembly point.
- relay information regarding the fire to [REDACTED] at the assembly point.

### ON HEARING THE FIRE ALARM:

- leave the building by the nearest and safest exit.
- proceed to the evacuation assembly point.

## 2. How the Fire & Rescue Service are to be called and who is responsible

On discovering a fire and evacuating the building the [REDACTED] [REDACTED] will be responsible for calling/ensuring the Fire Service have been called on 999.

## 3. Fire warning system (description, type of signal and location of control panel)

Activation of a fire alarm will be signalled by the repeated sounding of klaxons.

**4. Evacuation procedures (description of procedures to be followed)**

In the event of a fire alarm activation, and if safe to do so, Fire Wardens will sweep the building to ensure all persons have evacuated. This will include all meeting rooms, toilets etc.

Fire Wardens will be aware of any current Personal Emergency Evacuation Plans and assist in the evacuation of relevant persons from the office.

Visitors are to be escorted from the building by the police personnel with whom they are involved at the time.

Fire Wardens will thereafter report to [REDACTED] at the assembly point after evacuation.

[REDACTED]  
[REDACTED] Where possible the fire exit doors should be closed behind the last person leaving.

**5. Escape routes (how access is gained, where they lead to, how they are protected from fire)**

Escape routes are [REDACTED]  
[REDACTED]

These [REDACTED] lead to external areas from where access can be gained to the assembly point.

It is essential that all escape routes are kept clear at all times.

**6. Location of assembly point (s)**

The assembly point is situated on the public footpath, [REDACTED]  
[REDACTED]

**7. Duties and identities of employees with specific responsibilities**

The [REDACTED] - to coordinate the safe evacuation of the building, ensuring all persons are accounted for and liaising with the Fire Service on their attendance and confirm the 'all clear' to enter the building and keep all staff updated.

Fire Wardens - staff who have completed the Fire Warden training package will, over and above looking after their own safety, have duties to assist in ensuring the office is safely evacuated and all personnel and visitors accounted for. In the absence of the [REDACTED] Fire Wardens will liaise with the Fire Service on their attendance and confirm the 'all clear' to enter the building.

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All staff should have completed the relevant Fire Awareness training package and be familiar with the action to be taken in the event of a fire, the location of fire alarm call points, fire fighting equipment, escape routes and evacuation procedures.

Staff welcoming visitors to the office or granting access to contractors must ensure they are briefed on the action to be taken in the event of a fire.

**8. Arrangements for safe evacuation of persons identified as being especially at risk from fire**

A Personal Emergency Evacuation Plan (PEEP) will be considered for all staff with specific requirements in the event of an evacuation.

Fire Wardens will be briefed on the existence of a PEEP and a copy stored in the Fire Manual.

**9. Firefighting equipment provided (type and locations)**

Firefighting equipment is located throughout the building as follows:

LOCATION	DESCRIPTION
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

**10. Specific arrangements for high fire risk areas**

No high risk fire areas have been identified.

**11. Procedures for liaison with Fire & Rescue Services on arrival (who, where, what, etc.)**

[REDACTED] will be identified and act as the single point of contact for the Fire Service on their arrival. This will take place at the Fire Assembly point or as dictated by the incident.

**12. Information, instruction and training required by employees and the arrangements for providing this**

All staff will complete the electronic Fire Awareness training package. All keyholders will also complete the Fire Warden Training Package.

A register will be maintained within the Fire Folder of officers and staff who have completed the training.

The fire alarm system will be tested each week by the property maintenance company contracted by the building owners.

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