

EMERGENCY FIRE EVACUATION PLAN

Details of Location	
Employer	Police Service Of Scotland
Address of Premises	Scottish Violence Reduction Unit 1 st Floor James Miller House 98 West George Street Glasgow G2 1PJ
Name (person producing plan)	Inspector [REDACTED]
Date of Plan	22/08/2023
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.
- leave the building by the nearest and safest exit.
- proceed to the evacuation assembly point and call 999 requesting the Fire Service.
- 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

The person discovering a fire should call 999 and request the Fire Service.

[REDACTED] will have overall responsibility for ensuring the Fire Service have been called.

On activation the buildings fire alarm system [REDACTED] detects a fire they will contact the Fire Service who will attend and assume control of the incident. If no fire is detected they will silence and reset the alarm panel and make all tenants aware that it is safe to re-enter the building.

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 office space to ensure all persons have evacuated. This will include all meeting rooms, toilets, shower room etc.

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

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

As this office is situated [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]
[REDACTED]

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

6. Location of assembly point (s)

The assembly point is situated [REDACTED]
[REDACTED]

7. Duties and identities of employees with specific responsibilities

[REDACTED] to coordinate the safe evacuation of the building, ensuring all persons are accounted for and liaising with the Fire Service or building security representative 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

OFFICIAL

and all personnel and visitors accounted for. In the absence of [REDACTED] Fire Wardens will liaise with the Fire Service or building security representative on their attendance and confirm the 'all clear' to enter the building.

All staff should have completed the relevant Fire Awareness training package or received a safety briefing 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 in centrally in the office:

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

Other equipment is provided by the landlord throughout the building including:

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 Police Officers and Members of Police Staff will complete the relevant electronic Fire Awareness training package. All keyholders will also complete the Fire Warden Training Package. Staff from partner organisations will receive a copy of the 'SVRU Office Users Safety Briefing' document for their awareness.

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.