



# Fire Emergency Evacuation Plan

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**Deafblind Scotland**

1 Neasham Drive

Lenzie

Kirkintilloch

G66 3FA

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## Emergency Instructions

If an employee discovers a fire they should immediately activate the nearest fire alarm. Fire wardens will then start to evacuate the building.

### **Fire Wardens**

Current fire wardens:

Margaret Stygal, Carolanne Martin, Julie Ritchie and Ruth Hart.

In the event of a fire the fire wardens will ensure the safe evacuation of people from the building, safely investigate the cause of the alarm, then notify C.S.S 0141 336 3336 if an actual fire or signs of fire are identified.

Deafblind Scotland's control room operations ie C.S.S are asking anyone who reports a fire alarm to check whether there is an actual fire or signs of a fire, before sending the nearest resource ie Fire Brigade.

Signs of fire include, visual flame, smell of smoke, smell of burning or any other fire alarm signal.

If it is safe to do so a fire warden may attempt to extinguish a fire.

The fire warden will collect the staff and visitors sign in sheets and take a roll call once safely outside and gathered at the Fire Assembly Point.

The fire warden(s) are also responsible for liaising with the fire brigade and notifying them of any missing persons or disabled people still waiting at the Fire Refuge Points.

**IMPORTANT: Every fire alarm should be treated as an emergency (even if the source of the alarm has been identified) and the Fire Emergency Evacuation Plan enacted.**

**The fire alarm is only to be reset by a member of the fire brigade, the alarm can be silenced by a fire warden if deemed appropriate.**

## **Fire Alarms**

There are 5 fire alarms located at:

Downstairs	Main entrance
	Front fire exit door on east of building
	Rear fire exit door on east of building
Upstairs	Main corridor beside door to front stairs
	Main corridor beside door to rear stairs

When the fire alarm has been activated a loud piercing alarm will sound and red flashing lights will flash from each fire alarm.

## **Fire Escape Routes**

The recognised escape routes are through the main door or through the two fire escape doors on the east of the building in the stairwells.

Always use the stairs in an emergency, do not use the lift.

Those unable to use the stairs should wait for assistance at the Fire Refuge Points located at the top of each stairwell.

The route to the fire escapes are marked with illuminated green signs that hang from the ceiling. All signs have an arrow indicating the

direction of the quickest exit route. Each fire escape door has a green 'push bar to open' sign to facilitate a quick and easy exit.

If exiting through the front door push the green emergency exit button on the right side of the corridor wall to open the security doors.

## **ASSEMBLY POINT**

On exiting the building everyone should assemble at the Fire Assembly Point at the bottom of the main carpark.

## **LOCATION OF FIRE EXTINGUISHERS**

Upstairs:

Main Office Kitchen – CO2

Back Stairwell – Foam Spray and Carbon Dioxide

Front Stairwell – Foam Spray and Carbon Dioxide

Downstairs:

Main Entrance – Foam Spray and Carbon Dioxide

Kitchen – Powder and Fire Blanket

Front Stairwell (beside fire exit) – Water and Carbon Dioxide

Back Stairwell (beside fire exit) – Water and Carbon Dioxide

## Personal Emergency Evacuation Plans

Staff who would find it difficult to exit the building safely during an emergency will meet with their manager to complete an 'Emergency Evacuation Assessment'. Then if required a 'Personal Emergency Evacuation Plan' will be put in place for each individual.

## Fire Refuge Point

Those unable to walk down the stairs should wait at the Fire Refuge Point and activate the emergency button to alert the fire warden of their location. **There is a Fire Refuge Point at the top of each stair case.**

## Service User/Members

Service User and Members who are unable to navigate their way to the nearest fire exit should be assisted immediately by their Guide Communicator or Staff/Fire Warden. All Staff have a duty of care to ensure the safety of deafblind people.

## Routine Procedures

Fire drill:	To be carried out annually.
Fire briefing:	To be carried out with each employee during their initial induction.

Fire warden training:	To be carried out once and a refresher course taken annually.
Testing fire alarms:	To be carried out weekly Thursday at 10.30 am.