

Fire and Anti-Terrorism Advisories from Wiltshire Council

FIRE

Fire Prevention:

- Check your electrical equipment regularly and remove and report anything that is defective.
- Don't accumulate masses of paper or combustible materials... consider the risk of arson!
- Don't store anything that can burn too close to hot surfaces.
- No smoking at PSP – in the premises or on any part of its grounds.

Tips to help to keep you safe from fire in any building.

Know your building...

...so that you can navigate your way around it quickly.

Plan at least two escapes routes...

...so that if one is blocked, you have an immediate alternative.

Close doors behind you as you leave...

...so that any fire cannot spread.

Check obscured doors before opening...

...so that you don't open a door onto a fire on the other side.

Once out of your building, go to your assembly point...

...so that you can be accounted for as safe.

Never re-enter the building...

...until given the all-clear to do so, so that you don't put yourself in danger again.

Mobility impaired tenant staff and visitors

A Personal Emergency Evacuation Plan (PEEP) must be in place within each tenant's demise for anyone with a temporary or permanent impairment that may prevent that person from being able to reach a place of safety unaided.

Refuge Points

Building A has 3x designated refuge points (located on the first floor) and availed for anyone who is unable to evacuate by using the stairs. If the emergency alarm is genuine and a refuge point is at risk, anyone at the refuge point will be assisted by PSP staff in evacuating to a place of safety.

If the refuge point's alarm is triggered during a meeting, **it is the responsibility of the person who arranged the meeting** to ensure that, during any evacuation, any mobility-impaired visitor is taken to a refuge point and that a buddy stays with the visitor.

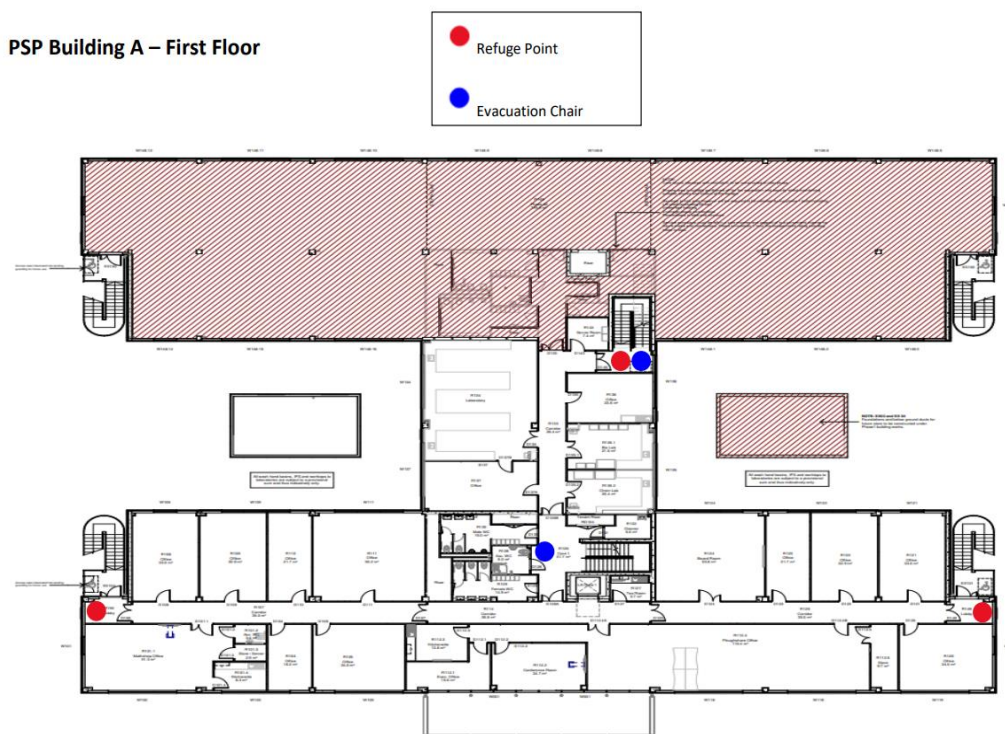
The meeting organiser must ensure the fire warden is made aware at which refuge point they are located – please refer to the drawing below.

Evacuation Chairs

Building A has 2x evacuation chairs (located on the first floor) which are provided to assist evacuations from refuge points in multi-storey buildings.

Being able to quickly locate one puts you in a better position to help, if called upon to do so. Trained PSP personnel will take the lead on using an evacuation chair.

Note on the drawing below where the evacuation chairs are located in Building A especially if you or any of your colleagues or visitors are mobility impaired.



TERRORIST THREAT

If you find a suspicious package:

- Don't touch it.
- Check whether anyone nearby knows anything about the item or where it came from.
- If there is no obvious owner or explanation, speak in person to the FM Officer in charge or a senior manager and pass on the information. Do not use a mobile phone within 15 metres of the item to do so.
- In the absence of anyone to tell, call the police on 999.
- Calmly ask nearby occupants to move away from the area whilst it is investigated.

“Run, Hide, Tell!”

Wiltshire Council advises of these three key steps (video clip) for staying safe if you are caught up in an incident such as a terrorist, firearms or weapons attack.

<https://youtu.be/tnkl1-nm0VI>