

Emergency Evacuation Procedures in the event of Fire or Major Incident



This document is produced under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Specifically, it details the emergency procedures to be deployed in the event of Fire or Major Incident and that are specific to:

**Porton Science Park (PSP)
The Beech-Allen Building (SP4 0BF)
The Lyle Building (SP4 0DQ)
Porton Down Science Campus
Porton Down
Wiltshire**

Core operational hours are noted as 8.30am to 5.30pm, Monday to Friday, excluding weekends and bank holidays

Issue 1

These procedures should be reviewed and updated at least annually or whenever significant changes take place.

Date of issue: May 2018

Date of latest review: July 2024

Emergency Evacuation Procedure in the event of Fire

a. In the case of **FIRE**, the signal to evacuate the building will be:-

A CONTINUOUS SOUNDING OF THE BUILDING'S FIRE ALARM

b. On Discovering A **Fire**

- **Raise the alarm by shouting Fire!** and activating the nearest call point.
- **Activation** of the fire alarm ***will NOT*** automatically notify the Fire and Rescue Service **so please call 999 to report the fire.**
- **During core hours**, the Fire Warden (or Deputy) must also contact 999 direct to confirm the activation.
- **The Fire Warden** (or Deputy) will **check** the fire panel (located in the main Reception) to identify the exact location and zone of the fire.
- **The Fire Warden** (or Deputy) will **notify** the Fire and Rescue service on arrival of the location of all gas cylinders, the nitrogen storage tanks and the location of any other hazardous, oxidising and flammable substances (gas cylinders storage areas are adjacent to the building)
- **Do not attempt** to fight the fire and do not take risks.
- If the fire is located in an office or laboratory, attempt to shut the door if safe to do so.
- **Leave the building by the nearest emergency exit route** closing windows and doors if safe to do so, and progress to the designated Assembly Point – green sign by 2x

'Concrete Benches opposite the Visitors Car Park on Bybrook Road'

c. On Hearing The Fire Alarm

At PSP, the fire alarm is a continuous klaxon sounder (and for over 30 seconds) and is the signal to immediately evacuate the premises.

On hearing the fire alarm, any person in the building **must**; -

- **Stop what they are doing** and ensure that anything they have been using is left safe. However, do not waste time 'logging out' of a computer or shutting it down in full.
- **Quickly and calmly** leave the building by the nearest available Emergency Exit Route closing all windows and doors behind if safe to do so.
- **Proceed** directly to the designated Assembly Point as noted above.
- **Each organisation** within the centre must have a system in place to ensure that their areas are clear and have been safely and completely evacuated. They must appoint sufficient Fire Marshals to safely manage this and report any issues to the Fire Warden immediately upon arrival at the Assembly Point.
- **If you have visitors with you**, ensure they vacate the building with you. If they do not, inform the Fire Warden (or Deputy) immediately.

- **Under no circumstances** should you re-enter the building until you are authorised expressly by the Fire Warden (or Deputy).

d. Further Instructions

- **Do not stop** to collect bags or other personal possessions. Take your coat if it can be collected quickly and safely and does not delay/impede the evacuation procedure.
- **Do not use the lift** when evacuating the building.
- **Stay calm and walk**; do not run.
- **Do not return** to your usual place of work or office if the alarm sounds when you are in another part of the building. Leave by the nearest Emergency Exit Route and go straight to the Assembly Point.
- **Never** enter a smoke-filled area and **do not re-enter** the building or leave the Assembly Point unless told to do so by the Fire Warden (or Deputy).
- **All organisations must ensure they are** conversant with the Fire Safety requirements for PSP and that all staff, visitors and contractors under their care are familiar with this Emergency Evacuation document. This document should be prominently displayed always within offices and labs.

e. Evacuation Procedures For Disabled or Mobility Impaired Persons

- All organisations at PSP must have a system and procedures in place to manage this. An Evacuation Chair is available and located on the first floor landing and key staff should be trained how to use it.
- Every member of staff who has a disability which may affect their capacity to recognise that an emergency is taking place, or which makes it difficult for them to evacuate the building safely un-aided, must have a **Personal Emergency Evacuation Plan** (PEEP) drawn up by their manager.
- The Fire Warden (or Deputy) or responsible person within each organisation **must** be informed of any staff or visitors who require special emergency needs to be considered. This information must be communicated to the Fire & Rescue Service.

f. Specific Duties for Fire Warden & Deputy Fire Warden

The Fire Warden (or Deputy) is in overall control of the emergency response and the site under emergency conditions. On hearing the alarm, the Fire Warden (or Deputy) will do the following: -

- Take the fire grab bag/file (including the Assembly Point checklist) and check the fire panel if safe to do so and note the location of the fire. Next, proceed directly to the Assembly Point. Here you will collate and co-ordinate information from all the organisations and pass this information onto the Fire & Rescue Service on its arrival. This information must be kept up to date.
- The Fire Warden (or Deputy) must have a system in place to dial 999 direct to confirm the activation and address.
- The Fire Warden (or Deputy) will liaise with the Fire & Rescue Service and pass on all relevant information about the fire. They will also advise all stakeholders and staff when it is safe to return to the building after consultation with the Fire & Rescue Service.

- To ensure that no unauthorised access to the building occurs during emergency conditions. (This may be achieved by appointing Fire Marshals to safely monitor exits which would normally be secured and not accessible).
- A nominated and named Deputy Fire Warden needs to be in place should the Fire Warden be absent. This should be agreed by all organisations and a system must be in place that, should both the Fire Warden and Deputy Warden not be on site, this duty cascades down to the next Fire Marshal *ad infinitum*.
- In the absence of the Fire Warden, the Deputy Fire Warden should be familiar with the operation of alarm system and can assist with the mandatory fire checks.

g. Specific Duties for Fire Marshals

- Each organisation will need to have a sufficient number of Fire Marshals in place to safely manage their areas and organise any fire training as and when required. A system must also be in place to ensure the work areas have been safely and completely evacuated 24/7 (i.e. outside of core hours).
- All relevant safety information must be kept up to date and provided to the Fire & Rescue service each time an evacuation takes place. This can be incorporated into a Fire Safety file or grab bag which should be easily accessible. It should also include an inventory of all hazardous, oxidising and flammable substances, anyone with a Personal Emergency Evacuation Plan and any other relevant safety information for additional guidance information/instruction.
- Once outside, Fire Marshals may be required to do extra duties such as keeping access routes clear and assisting the Fire Warden.
- A Fire Marshal should not take on the role of a 'Buddy' described below since the duties have the potential to conflict.

h. Evacuation 'Buddies';

Evacuation Buddies will have specific duties identified expressly in the Personal Emergency Evacuation Plan (PEEP) for the Mobility Impaired Person to whom they are assigned. A deputy should be identified, as part of the PEEP, to act as an Evacuation Buddy should the usual person be unavailable due to sickness, holiday or other authorised absence.

i. Meeting Organisers/Chairpersons & Persons Accompanying Visitors

- Relevant points of this Emergency Evacuation Procedure in the event of Fire or Major Incident must be explained to visitors by the responsible person from each organisation or if visiting the site, by the Site Operations Manager or the Deputy. The Meeting Organiser/Chairperson will be responsible for the safe evacuation of persons in her/his charge.
- After safely evacuating, the Meeting Organiser/Chairperson must inform the Fire Warden (or Deputy) as appropriate.
- Persons accompanying visitors are responsible for ensuring that they are evacuated as quickly and safely as possible and informing the Fire Warden (or Deputy) as appropriate.

- For Mobility Impaired visitors, it may be necessary or appropriate to appoint a *temporary* Evacuation Buddy who will be responsible for them in the event of a Fire Emergency.

j. All Organisations and All Staff

All organisations and all staff at PSP must ensure that they are aware of their responsibilities in the event of an emergency. All staff must: -

- know how to raise the alarm.
- know that the fire alarm is not monitored and if working outside of core hours, they will have to dial 999, alert the Fire & Rescue service in the event of a fire or major incident and inform them of any safety information.
- make themselves aware of these Emergency Evacuation Procedures.
- do nothing to put either themselves or other employees at risk.
- co-operate with designated members of staff to ensure that the evacuation is as safe and efficient as possible and fully participate in all fire safety training and fire drills.
- all equipment and hazardous substances should be rendered safe before evacuation providing this does not endanger either themselves, by delaying their evacuation, or hindering the safe evacuation of the site.
- Those with First Aid training should make themselves known to the Fire Warden (or Deputy).

k. Contractors

- All contractors working on site must sign in/out and make themselves known to the Site Operations Manager (if undertaking work on behalf of Wiltshire Council) or the responsible person of the tenant organisation.
- Contractors must comply with all requirements of this Emergency Procedure and in the event of an emergency evacuation evacuate quickly and safely when the klaxon alarm sounds.
- All equipment should be rendered safe before evacuation providing this does not endanger either the contractors themselves, by delaying their evacuation, or hindering the safe evacuation of the site.
- The Centre Manager or the organisation responsible for the contractor/s must ensure that their safe evacuation is communicated to the Fire Warden (or Deputy) as appropriate.
- Hot work permits are mandatory throughout the site and the Site Operations Manager must be notified prior to the commencement of any work and sufficient notice should be given.
- **A temporary fire evacuation procedure** will need to be conveyed to all stakeholders if contractors are working on site and any part of the fire prevention system has been disabled.

l. Young Persons

- Currently the PSP does not allow children under the age of 16 any access to the site.

m. Off Site Plan

- If a major incident is declared/occurs at Porton Down Science Campus and which affects PSP to require an evacuation of the Assembly Point too, procedures are in place for all personnel at PSP to follow the Critical Incident/Off site plan which are available for access by all tenants from PSP Intranet. Wiltshire Council will review the plan regularly and any updates will be communicated to all PSP tenants via the Site Operations Manager.

n. PSP tenants are encouraged to create a grab bag/file of information specific to their respective property(ies) and should be made available for the Fire & Rescue Service and be taken out to the Assembly Point containing:

- room and laboratory layouts
- location of fire panel, zone chart and Assembly Point/s
- escape routes and location of Safe Refuge points
- location of all emergency shut off points
- location of any high-risk areas such as plant rooms, sources of radiation, gas cylinders and nitrogen tanks etc
- high value areas such as server rooms
- location of hydrants
- location of any other flammable and/or hazardous substances and their quantities

Porton Science Park (PSP) Fire Officers – as at July 2024

	Name	Responsibility	Contact details
Fire Warden	Mutamba McCormack (Site Operation Manager)	Overseeing the safe evacuation of PSP; liaising with all organisations on site, contractors, those in charge of meetings and the Fire & Rescue services including providing all safety information in the grab bag/file.	T: 01980 880700 M: 07763 378834
Deputy Fire Warden	Sarah Lovejoy (Operations Assistant)	As above if Fire Warden absent or safe evacuation of their workplace including any visitors and contractors and liaising with the Fire Warden and Fire & Rescue services including all local safety information.	T: 01980 880677 M: 07702 651400
Fire Marshal A (to take on the above Fire Warden duties as required)	Beata Brook (Meeting Venues Coordinator)	Safe evacuation of their workplace including any visitors and contractors and liaising with the Fire Warden and Fire & Rescue services including all local safety information.	

Fire Marshal B (to take on the above Fire Warden duties as required)	Currently, not in place	Safe evacuation of their workplace including any visitors and contractors and liaising with the Fire Warden and Fire & Rescue services including all local safety information.	
Fire Marshal C	Currently, not in place	Safe evacuation of their workplace including any visitors and contractors and liaising with the Fire Warden and Fire & Rescue services including all local safety information.	
Fire Marshal D	Currently, not in place	Safe evacuation of their workplace including any visitors and contractors and liaising with the Fire Warden and Fire & Rescue services including all local safety information.	
Fire Marshal E	Currently, not in place	Safe evacuation of their workplace including any visitors and contractors and liaising with the Fire Warden and Fire & Rescue services including all local safety information.	
Fire Marshal F	Currently, not in place	Safe evacuation of their workplace including any visitors and contractors and liaising with the Fire Warden and Fire & Rescue services providing all local safety information.	

End of Emergency Evacuation Procedures in the event of Fire or Major Incident