

Appendix U

FIRE DISCOVERED

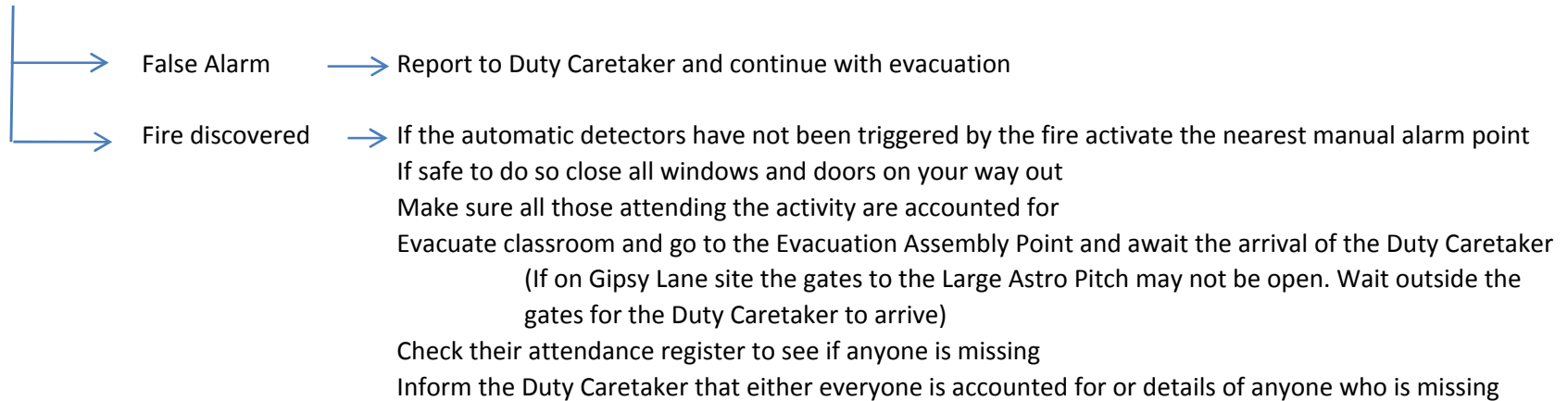
THIS SECTION REFERS TO THE DISCOVERY OF A FIRE BY SOMEONE LETTING A ROOM IN THE COLLEGE

- 1 Someone using the college under a lettings agreement discovers a fire or an alarm is triggered in the classroom they are using



IMMEDIATE ACTION

- 2 Lettings Leader in affected classroom



FIRE ALARM SOUNDS

THIS SECTION COVERS THE PERIOD IMMEDIATELY AFTER THE FIRE ALARM HAS BEEN ACTIVATED

It is assumed that the Duty Caretaker is the only member of college staff on duty at the time of the alarm being triggered

3 Fire Alarm Sounds

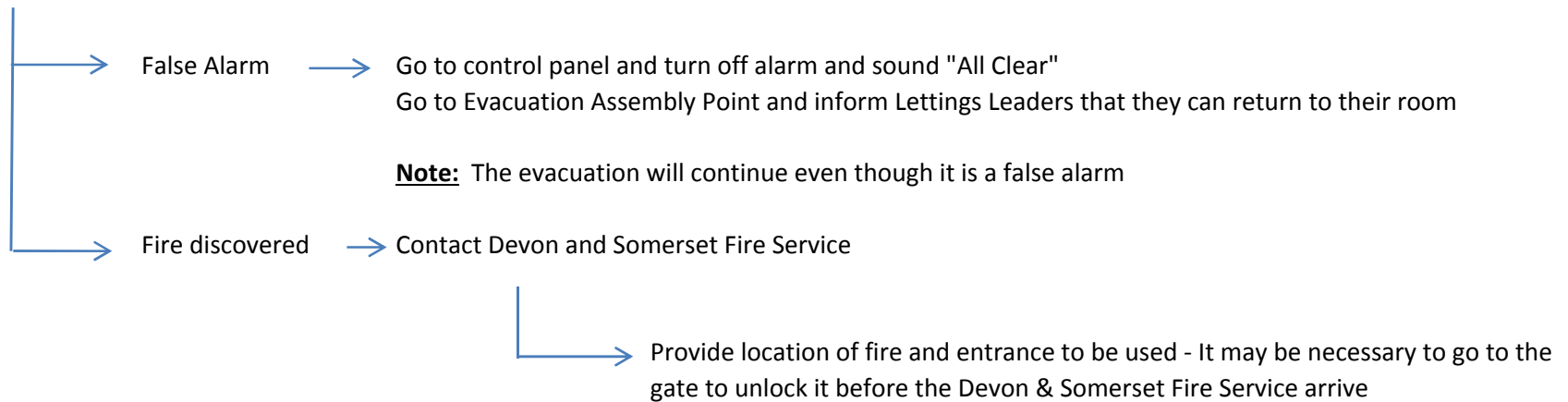


INITIAL RESPONSE

4 Duty Caretaker checks pager to identify the device that has been activated.

Note: During this period contact will be made with the college by the Alarm monitoring company

5 Duty Caretaker goes to affected block



Pick up an Emergency Box

Go to meet Devon & Somerset Fire Service as they arrive

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|---|---|---|---|
| 6 | Lettings Leader in other classrooms where Evacuation Sounder has been activated | → | If safe to do so close all windows and doors on your way out Make sure all those attending the activity are accounted for Evacuate classroom and go to the Evacuation Assembly Point and await the arrival of the Duty Caretaker (If on Gipsy Lane site the gates to the Large Astro Pitch may not be open. Wait outside the gates for the Duty Caretaker to arrive) Check the attendance register to see if anyone is missing Inform the Duty Caretaker that either everyone is accounted for or details of anyone who is missing |
| 7 | Lettings Leader in classrooms where the 'Alert' Sounder has been activated | → | Remain within the room and close all windows and doors until either the Evacuation Sounder is activated or the 'All Clear' is given Prepare to evacuate the building if the Evacuation Alarm is sounded |

EVACUATION ASSEMBLY POINT ESTABLISHED

Note: A formal Evacuation Assembly Point will not be established. All Lettings Leaders are expected to account for all those attending the letting session and for informing the Duty Caretaker of anyone who is missing.

Due to the priority of calling and greeting the Devon and Somerset Fire Service it may be some time before the Duty Caretaker can get to the Evacuation Assembly Point. Lettings Leaders are required to wait at the Evacuation Assembly Point until they are contacted by the Duty Caretaker.

DEVON AND SOMERSET FIRE SERVICE ARRIVE

8 Duty Caretaker

Greets Senior Fire Officer

Provides a site plan

Provides a block plan of the building/fire zone affected by the fire

Provides information regarding dangerous items within the fire zone affected (if any)

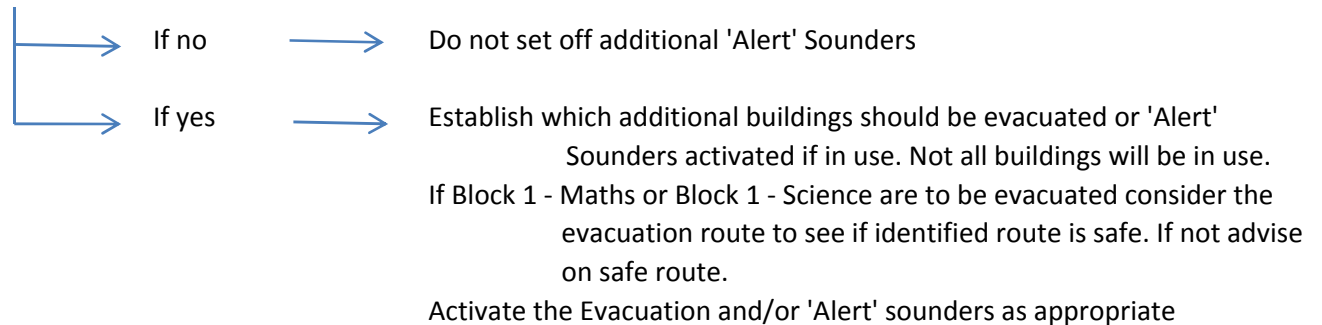
Provides details of students, visitors or contractors not accounted for

Provides details of any rooms not checked where they may be staff, students, visitors or contractors

Note: These last two items may not be possible until after the Devon & Somerset Fire Service arrive due to time constraints. Checks must be made with the Lettings Leaders as soon as possible following the arrival of the Devon and Somerset Fire Service and relevant information passed on to the Senior Fire Officer - all accounted for or details provided of missing people.

9

Liaise with Senior Fire Officer to determine whether nearby buildings should be evacuated



10

Liaise with Senior Fire Officer to determine when the site can be declared 'safe' and lettings returned to their classrooms

11

When advised that it is safe to do so by the Senior Fire Officer sound the "All Clear"

12

Go to the Evacuation Assembly Point and inform the Lettings Leader(s) it is safe to go back to their classrooms

Contact the Director of Finance and Resources at her home and inform her of the fire or false alarm