

Title	EVACUATION PROCEDURE GLOVER STREET			Number	E22
Effective From:	16/11/2023	Duration:	12 Months	Review:	16/11/2023
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Version Control

(Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

DATE	CHANGE	CHANGED BY
16.11.23	Original Version	HA/Wirehouse

Emergency Evacuation Plan: Glover Street

Sound of the alarm.

The sound of the alarm will be a continuous warning siren.

Raising the alarm.

In the event of a fire being discovered the alarm should be raised by breaking the glass of the nearest red call point. If the fire is detected by automatic detectors, this will trigger the fire alarm automatically.



Action staff should take on hearing the alarm.

The following actions will be taken upon the fire alarm being sounded/raised:

- Employees, visitors, patients and contractors leave the building quickly and quietly and head for the evacuation point - **rear wall in car park.**
- The Lead Fire Marshal will take charge and manage the fire evacuation.
- Allocated marshals to;
 - provide assistance to colleagues or visitors if required, to leave the building
 - 'sweep' occupants from their allocated floors – checking toilets and side rooms
 - attend the fire panel to identify the location of the activation and investigate as per training – if the fire has not already been confirmed.
 - make way to car park to undertake a headcount.
 - take 'gab bag' (with first aid container, staff list, contingency plans, building floor plans) and defib to evac point.
 - pick up the visitor's book.



The senior person/lead marshal should call the fire and rescue service as and when a fire has been confirmed – or if one is suspected but cannot be located. Dial 999 – ideally from a mobile phone, give your full address.

(121 Glover St, Birmingham, B9 4EY)

- The first and second floors have an exit via the central stairs or via the external escape stair overlooking the car park – use the nearest exit to you.
- At the bottom of the internal stairs, there are protected exits routes left and right, depending where the fire may be.
- The lift is **NOT** to be used during a fire evacuation.
- You are requested to close windows and doors and turn off air con and fans etc if there is time.
- A full roll call will be undertaken at the evacuation point – stand in your department groups quietly.
- No one should re-enter the building until notified to do so by either the Lead Fire Marshall or the Fire and Rescue service.
- Lead Marshal (yellow bib) to liaise with the Fire and Rescue Service upon their arrival.

Fighting Fires - Extinguisher use.

Fire extinguishers are provided to help exit the building if all your routes are blocked. They can be used to extinguish a small fire – only if you are trained to do so, the alarm is sounding and you are not at personal risk.

In the event of the building becoming unavailable – the contingency plan will be followed.

