

# **Evacuation Scheme for the St Columba Centre**

## **Introduction**

An emergency can strike at any time. It will be sudden and unexpected. It will disrupt the routine of business and it will demand immediate action by individuals within the building.

In the event of a fire or other emergency that prompts the evacuation of name, the prime consideration shall be to protect staff, clients and visitors from injury or death.

Therefore, a prompt, safe and orderly evacuation of the building must be executed. All staff, clients and visitors must adhere to the following requirements of this Evacuation Scheme.

As an illustration of the evacuation process, when a fire occurs the smoke detectors will normally generate an early warning by activating the fire alarm. If a detector does not function as designed and a fire is discovered, the nearest (safe) manual call point must be operated to activate the fire alarm system. All occupants will evacuate the building by the nearest safe exit and gather at the nominated Assembly Point, as stated on the Fire Action Notices.

The Building Warden will check the building has been evacuated or delegate this duty to a Floor Warden and proceeds to the designated reporting point wearing the correct identification. This Warden coordinates the evacuation of the building; ensures that the emergency telephone call (111) has been placed, and conveys pertinent information to the first arriving fire appliance.

The Floor Warden(s) shall ensure the complete evacuation of the building and then report the evacuation status to the Building Warden. The Building Warden records this information and relays it to the Fire Service on their arrival.

Note: The Building Warden is normally the Centre Manager. However if he or she is not on duty then the Person in Charge of the Group at the time must assume the role.