

Fire Evacuation Plan

Emergency Evacuation Plan for :	QSC Systems, 1 st Floor
Premises address and contact number	1 st Floor, 150-152 Fenchurch Street, London, EC36BB
Plan date	30/04/19
Review date	30/04/20
Completed by	Kasia Majorek- Office Manager

<p>Sound of the alarm</p> <p>The sound of the alarm will be (tick as appropriate):</p> <p><input type="checkbox"/> A shouted warning/whistle sounding/air horn</p> <p><input checked="" type="checkbox"/> A continuously ringing bell, a continuous warning siren</p> <p>Other If other please specify:</p>
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<p>Raising the alarm</p> <p>In the event of a fire beginning (tick as appropriate):</p> <p>If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by:</p> <p><input checked="" type="checkbox"/> activation of the nearest call point</p> <p><input type="checkbox"/> commencing manual warning (whistle, shout etc)</p> <p>If fire is detected by automatic detectors, this will trigger the fire alarm</p>
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<p>Action staff should take on hearing the alarm</p> <p>The following actions will be taken upon the fire alarm being sounded/raised: (modify/delete as applicable to your site)</p> <ul style="list-style-type: none"> • Meeting facilitator will take charge and lead in the fire evacuation • Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire • Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating • Lifts are not to be used for evacuation. • Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out • If safe to do, electrical mains supplies should be switched off before leaving the building. The location of these are detailed below • Meeting facilitator to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service • Meet at assembly point and check all contractors and staff members are accounted for • Meeting facilitator to liaise with Fire Service upon their arrival • Do not go back to the building

Escape routes	
The escape routes from the building are: <ol style="list-style-type: none"> 1. QSC Systems office door 2. Main building stairway 3. Building front, main street doorway 	
Fire assembly point	
The assembly point is: Front of the building, Rood Lane- Fenchurch Street access	
Fighting fires – Extinguisher use	
Fire extinguishers will only be used where: <ul style="list-style-type: none"> • Staff have received training and feel confident in their use • Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small <p>Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire</p>	
Location of key safety hazards or other fire related equipment	
<ul style="list-style-type: none"> • Electricity supply shut off: First floor cupboard, next to QSC premises • Mains fuse box: First floor cupboard, next to QSC premises • Location of fire alarm panel: ground floor lobby 	
Number of staff needed to carry out evacuation plan	
<ul style="list-style-type: none"> • To implement the evacuation plan, 1 number of trained staff are needed on duty • Between 9:00 and 17:00 (time)/on weekends/during special events (see variations section below) etc, 1 staff need to be on duty at all times whilst any meetings are taking place. 	
Equipment needed to effect the emergency plan	
Mobile phone, fire extinguisher, fire exit route noticeboards	
Variations to plan	
In case of late openings or events, please follow the same evacuation plan as stated above. In case of lone working, please follow Lone Working policy guidance.	
Back up arrangements	
In case of fire alarm failure do not stop to collect your belongings, alarm those near you; evacuate using your nearest fire exit and gather at the assembly point	
Responsibilities	
For ensuring plan is up to date	Facilities Manager
For ensuring adequate staff are on duty to carry out the evacuation plan	Person assigned to facilitate each meeting
For training staff on the evacuation plan and in their roles and responsibilities	Facilities Manager

*All parties enquiring on using QSC facilities are required to follow all health & safety measures outlined in documents that have been shared with them whilst making their booking.