

## Evacuation Procedure

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|---------------------|---|
| Organisation        | Institute for Education   |
| Location            | Martin Luther King road, Pembroke.  |
| Contact number      | <b>Fire Evacuation Officer – Assembly Point 1:</b><br><i>Ms Fiona Vassallo Medici – 25983621</i><br><b>Fire Evacuation Officer – Assembly Point 2:</b><br><i>Mr Geoffrey Tanti – 25982013</i><br><b>Fire Evacuation Officer – Reliever:</b><br><i>Mr Dominic Camilleri - 25982028</i> |
| Sound of alarm      | Continuous honking of air horns (interim measure)   |
| Procedure issued on | 15th July 2020  |
| Procedure review    | When Required   |
| Raising the alarm   | Upon discovering smoke or fire, the alarm will be raised by continuously honking fog horns available at fire stations (to be updated once refurbishing works are completed).  |

## Fire Evacuation Procedures

### Actions to be taken by the evacuation officer upon alarm being sounded

- The Evacuation Officer is to dial 112 and request log sheet from security.
- The Evacuation Officer shall communicate: his/her own name, name of the building, exact address of the building, give a contact number to emergency services (as detailed above), details of fire if possible.
- The Evacuation Officer shall wear a garment of identification which would be the hi-visibility belts, pick up the visitors' log sheet together with the employees' log sheet and walk towards the assembly point.
- The Evacuation Officer shall carry out the roll call of all the persons inside the premises.
- The Evacuation Officer shall liaise with the fire wardens once all persons are evacuated. If any person is reported missing at the roll call, the emergency services are to be informed accordingly by the evacuation officer.
- The Evacuation Officer shall instruct all personnel not to move from the respective assembly points and to stay calm.

### Actions to be taken by the fire wardens once air-horns are honked

- Encourage evacuation of all persons to be carried out in a calm and orderly manner.
- Windows and doors should be closed once all personnel have evacuated the areas.
- If a small fire is discovered, the fire warden can try to extinguish it if they feel comfortable and if it is safe to do so. No person shall use a fire extinguisher if not trained to do so.
- Fire wardens shall provide the necessary assistance to persons with disability to safely evacuate the building.
- Fire wardens shall sweep/make clear their respective assigned areas.
- All bathroom cubicles should be opened to ensure if there are any other persons inside and should be closed again.
- In case a person is found unconscious, they shall drag the person to a place of safety if it is safe to do so.

- Fire wardens should not feel obliged walk in thick smoke to rescue others if they are not equipped to do so.
- If a fire warden discovers a person trapped in a fire/smoky atmosphere he/she shall contact immediately (from a safe place) the evacuation officer and give him/her the exact location of the entrapped person.
- After exiting the premises, all fire wardens shall must go to the assembly point and follow orders given by the evacuation officer.

#### Actions to be taken by All personnel and visitors upon honking of air-horn

- All personnel that was not assigned with a specific evacuation task shall, leave the premises immediately from the nearest fire exit OR as instructed by the fire marshals/wardens.
- Personnel are to close any doors and windows on their way out.
- No person shall delay his/her evacuation to collect personal belongings or wait for others.
- All personnel shall evacuate in a calm and orderly manner towards their designated assembly point.
- Upon arrival at the assembly point, personnel are to provide their name and surname to the evacuation officer.
- No person shall leave the assembly point unless instructed to do so.
- No person shall return to the premises unless confirmed by the emergency services.
- While at the assembly point, all personnel must keep their voices low and noise to a minimum.

#### Evacuating people with mobility impairments

- Meetings with persons which have mobility impairments should be held at ground floor where possible.
- Wheelchairs or evacuation chairs are to be made easily accessible and available (which is located inside the First Aid Room).
- Designated persons are assigned to help these persons in case of evacuation.
- In the unlikely event of a person with mobility impairments getting trapped above ground floor, he/she shall be taken to a place of safety until emergency responders arrive and attend to him/her.

## Evacuating visitors and subcontractors

- All visitors and subcontractors must proceed to the security’s reception desk for the necessary log in details.
- All visitors and subcontractors should be accompanied by a responsible person.
- The responsible person shall ensure evacuation of his respective visitors or subcontractors accordingly.
- Sub-contractors are asked to turn off all power tools, put them aside and evacuate through the nearest fire exit.
- Sub-contractors shall ensure that no ladders or scaffolds are obstructing any door or way of exit.
- All visitors and subcontractors shall assemble at the assembly point and wait there for further instructions.
- Upon arrival at the designated assembly point, visitors and subcontractors shall give their name to the evacuation officer.
- Nobody shall leave the assembly point if not instructed to.

### Equipment needed to affect the emergency plan

Mobile phones

Two-way radio

Torches/Flashlights

High visibility belts

Megaphone

### Comments

Not recommended as fire wardens might phone evacuation officer at the same time, resulting in no communication available.

To be kept always charged and readily available.

Torches/flashlights shall be kept charged and readily available.

To indicate the role of the persons wearing them.

Unless deemed necessary for crowd control at the assembly point.

### Escape routes:

1. Stairs from upper floors.
2. Main door.
3. Side doors.
4. Back gates.

### Assembly points:

Assembly point 1. Is situated across the road in front of main door.

Assembly point 2. Is situated at the back of the building.

### Portable Fire Extinguishers

Fire extinguishers shall only be used where:

- Staff have received training and feel confident in their use.
- When it is deemed by the trained person to do so.
- When the fire is in its early stages.

Personal safety shall always be kept as priority, and if in any doubt, personnel shall not attempt to extinguish any fire.