FIRE SAFETY, PREVENTION & EMERGENCY EVACUATION POLICY

Introduction & Legislation

Lews Castle College acknowledges its responsibilities under the Fire (Scotland) Act 2006 and will ensure that fire safety risk assessments are carried out at all its premises to determine the fire precautions/preventative and proactive measures needed to comply with the Act.

Responsibilities

Lews Castle College will implement such general fire precautions that will ensure, so far as is reasonably practicable, the safety of its employees, students, contractors and visitors to its premises.

All Lews Castle College employees have a legal responsibility under Section 7 of the Health and Safety at Work Act (1974) to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer in regard to health and safety including fire safety matters.

Regulation 14 of the Management of Health and Safety Regulations (1999) requires all employees to bring to the employer's attention any situation they are aware of which could pose a risk to their health, safety or welfare or that of their colleagues.

This applies to any fire risks that they have identified.

Students, contractors and visitors should also bring to the attention of college management any situation that they consider a fire risk situation.

Responsibilities of Individual Employees and Students

All new staff members and students must participate in Fire Safety and Emergency Evacuation induction and this must be recorded and acknowledged as part of the Health and Safety Induction Checklist.

Heads of Department and line managers will be responsible for ensuring that a short fire safety and emergency evacuation briefing is carried out within the first day of new staff members and students arriving at College. They must then arrange for a full site specific H & S induction session to be carried out by the H & S Adviser for all new staff members as soon as practicably possible.

It cannot be guaranteed that the designated Fire Marshals will be in place whenever an emergency evacuation occurs, therefore, all staff members are required to act as basic Fire Marshals and have the following duties.
• If you are in charge of students or visitors you should direct them to the nearest exit and proceed to the pre-designated Assembly Point. Tutors in charge of students who have a Personal Emergency Evacuation Plan should co-ordinate their safe evacuation, however, only those who have received training in the use of emergency evacuation chairs are permitted to operate them.

• If you are not in charge of students or visitors, you should assist the Fire Marshals to ensure that persons leaving the buildings proceed to their designated Assembly Point and report to their course tutor or the duty Fire Marshal.

• Refectory staff are requested to assist in evacuating the Refectory during break times and times when students are not in class by ensuring that they are directed to the designated Assembly Point.

• Library staff are requested to co-ordinate the evacuation of Library.

**Competent Persons**

Lews Castle College will appoint competent persons to assist with implementing the requirements of the Fire (Scotland) Act 2006 including risk assessment, maintenance of fire safety equipment and systems.

A Fire Safety Competent Persons Register can be found at Annex A.

**Organisational Arrangements**

Lews Castle College will make and give effect to such appropriate organisational arrangements for effective planning, organisation, control, monitoring and review of its preventive and protective measures.

**Fire Log**

All relevant information regarding fire safety, prevention and emergency evacuation will be filed in a Fire Log. The Fire Logs will be kept in a safe and secure location at the following sites:

Main Administration Office, Lews Castle College, Stornoway;
Creche Office, An Cotan, Lews Castle College;
Reception Office, Lews Castle College, Benbecula;
Reception Office, Lews Castle College, Castlebay.
Fire Risk Assessment

Fire risk assessment will be conducted on a regular basis by the competent persons listed in Annex A. “Fire Safety Competent Persons Register”.

Additional “hot work” risk assessment will be conducted by competent persons within the respective Departments, as required and under the supervision of the Head of Department or managed areas.

All risk assessments will be formally recorded, endorsed by the Departmental Heads and heads of managed areas and filed in the Fire Log within the “Risk Assessment Section”.

The findings of risk assessments will be made known to all persons to which they apply.

Emergency Escape Lighting

All emergency and escape lighting will be tested on a regular basis and a record of all results logged. The function test must be conducted at least once per month and the discharge test at least once annually. This is the responsibility of the Estates and Maintenance Section.

The emergency and escape lighting must be maintained in accordance with the manufacturer’s recommendations and batteries replaced at recommended intervals.

Faulty consumable items such as lamps must be replaced immediately.

The competent persons responsible for conducting monthly and annual tests as well as maintenance work will be appointed and listed at Annex A - “Fire Safety Competent Persons Register”.

A co-ordinated and planned maintenance programme will be produced on an annual basis.

All tests and maintenance work will be recorded in the Fire Log within the Section “Escape Lighting/Emergency Lighting Maintenance Records”.

Fire Evacuation Drills

A fire evacuation drill will be conducted at the beginning of each semester. The Estates and Maintenance staff at respective sites will co-ordinate the fire evacuation drills. Prior to the fire evacuation drill being conducted, the Duty Receptionist will firstly ensure that no examinations are being held, thereafter, the duty janitor will be requested to inform the G4S Control Centre and carry out the fire evacuation drill.

Emergency Evacuation Procedures can be found at Annex B, “Emergency Evacuation Procedures”.

Fire Drills will be recorded in the Fire Log within the Section “Fire Drill Records”.

Prior to planned Fire Evacuation Drills taking place, all those who have identified the need to use an emergency evacuation chair within their Personal Emergency Evacuation Plan will be informed of the proposed drill.

Fire evacuation drills should be seen as staff training exercises.
Fire Alarm

The duty member of the Estates team will ensure that there is a mains electrical supply present on all Fire Alarm panels prior to buildings being occupied each morning. This will be formally recorded.

All fire alarm systems are to be maintained in accordance with the manufacturer’s recommendations and records logged of routine maintenance visits and remedial fault repairs.

Maintenance contracts have been awarded by Lews Castle College to the following external contractors:

Lews Castle College, Main Campus, Blocks A, B, C, D, E & F.

IRN Security
Unit 1
Highland House
20 Longman Road
Inverness
IV1 1RY

Lews Castle College, Main Campus, Blocks G, H, J (Crèche), L (Skills for Work)

Lews Castle College
Benbecula

Lews Castle College
Barra

Northern Security Alarms
15 Henderson Drive
Longman Industrial Estate
Inverness
IV1 1TR

Fire Alarm Service Maintenance Certificates will be inserted in the Fire Log within the Section “Fire Alarm Maintenance Records”.

Weekly Break Glass/Call-Point Check

Fire alarm break glass/call point checks will be conducted on a rotational basis each week in respective buildings at 08.45am on Tuesday’s. The break glass/call point used to initiate the test will be varied each week to ensure that all call points are checked during the course of a year. The Estates and Maintenance staff at respective sites will co-ordinate the weekly break glass/call point checks and arrange for the duty janitor to conduct the checks.

The checks will be recorded in the Fire Safety Log within the Section “Weekly Break Glass/Call Point Maintenance Record”. This check will also serve as a line check to ensure that the appropriate signal has been received by the G4S communication centre.
Fire Fighting Equipment

All fire fighting equipment including fire extinguishers and fire blankets will be serviced on an annual basis. A maintenance contract has been awarded by Lews Castle College to the following contractor who will conduct this work at all college premises:

Dion Fire Safety Security Ltd
The Safety Centre
Unit 1A1 Blariath Industrial Centre
Tain
Ross-shire
IV19 1EB

The “Certificate of Inspection-Fire Appliances” must be inserted into the Fire Log upon receipt by the Duty Receptionist for LCC, Stornoway and by the Staff at LCC, Benbecula and Barra.

Any member of staff or student discovering a discharged fire extinguisher at any time must bring it to the attention of the Estates and Maintenance staff who will provide a replacement extinguisher without delay.

Fire Extinguisher Monthly Checks

All fire extinguishers must be visually inspected on a monthly basis to ensure that they are in a serviceable condition, readily available for use and unobstructed.

All suspected faults or malicious discharges must be reported to the Head Janitor who will arrange for the defect to be rectified.

The results of the monthly fire extinguishers checks must be logged using the Fire Extinguisher Monthly Check Form and filed in the Fire Log.

External/Internal Routes Checks

All external and internal escape routes are to be checked on a daily basis prior to buildings being occupied by Duty Janitor and any results and defects entered in the Fire Log within the section “External Escape Route Checks”. The checks must be formally recorded.

Any obstructions must be removed and any remedial work concerning escape doors and walkways must be conducted without delay. Remedial work will be co-ordinated by the Estates and Maintenance section.

Dorgard Door Opening Devices

In order to comply with Disability Discrimination Regulation and to assist those who may have difficulty with mobility including wheelchair users, the college have fitted “Dorgard” units to fire protection doors that may otherwise have impaired access.

The “Dorgard” device is designed to hold open a fire door safely, automatically releasing upon the sound of the fire alarm. When the fire alarm sounds, however, the door will automatically close. This will provide compartmentation, thus reducing the spread of fire.
The “Dorgard” devices require to “listen” for the fire alarm for 14 seconds.

A weekly function test must be conducted for the “Dorgard” and the result logged as part of the “Weekly Break Glass/Call Point Test”.

**Personal Emergency Evacuation Plans (Peep’s)**

In order to comply with the Fire (Scotland) Act 2005 it is a general requirement that emergency procedure are pre-planned, and that planning should have regard to the needs of all occupants of buildings.

Lews Castle College will prepare Personal Emergency Evacuation Plans (PEEP’s) for all those who declare a disability at application stage or subsequently request a PEEP to enable them to safely leave College buildings in the event of emergency evacuation.

Staff members hosting those who require PEEP’s to be produced must inform the H & S Adviser.

The general procedure for producing a PEEP can be found at Annex C “Emergency Evacuation Plan for Disabled Staff and Students”.

All PEEP’s are to be entered in the Fire Log within the section “Personal Emergency Evacuation Plans”.

Emergency Evacuation Chairs have been made available within College premises where it may be necessary to transport persons with limited mobility to a place of safety. It is important that these chairs are only used and maintained by persons who have undergone specific product training.

A list of such persons will be recorded in the Fire Log within the Section “Emergency Evacuation Chairs”. The list will be updated as required and a copy posted on Health and Safety Notice Boards as well as the chair storage cabinets.

**Hot Work Risk Assessments/Permit to Work**

Specific risk assessment should be conducted prior to any hot work taking place. It may be necessary to instigate a permit to work system where it is considered that the degree of risk is high.

Hot Work is any process that:

- Generates flames, sparks or heat
- Use flame cutting apparatus
- Uses oxyacetylene welding apparatus
- Uses electric welding apparatus
- Uses blow lamps
- Uses grinding equipment
- Uses equipment producing flame, intense heat or sparks
- Work with bitumen boilers
- Sawing where heat is generated

The Head Janitor must ensure that all external contractors comply with the College’s Hot Work policy prior to commencement of work.

A copy of all Hot Work Risk Assessments should be filed in the Fire Log within the Section “Hot Work Risk Assessments”. These should be updated annually or following any change in the work process.

All “Hot Work” must have been completed at least 1 hour prior to closing time to enable staff and contractors to conduct a final check for smouldering fires prior to the building being locked at the end of each working day.

**Building Design**

The Board of Management of Lews Castle College will ensure that all new infrastructures, buildings and alterations to buildings are designed and built in accordance with Building regulations, current Health and Safety legislation and relevant British Standards in respect of fire safety. This function will be co-ordinated by Mr Iain Macmillan, Principal and Chief Executive.

**Control of Contractors**

It is important that all external contractors conducting work at sites under the control of Lews Castle College comply with the contents of the Fire Safety, Prevention and Emergency Evacuation Plan. The Head Janitor and H & S Adviser are responsible for liaising as necessary with contractors to ensure compliance with the Fire Safety Plan and ensure that the Contractors Questionnaire is completed prior to any work commencing.
FIRE PREVENTION MEASURES

Electricity

Neglect and misuse of electrical wiring, fittings and equipment can easily cause fires in the workplace. Overheating of electrical circuits, poor wiring connections, use of unauthorised electrical appliances, multi-point adaptors and problems with the use of extension leads are all hazards which frequently result in fires starting.

Please refer to the LCC Electricity at Work Policy which provides guidance on the use of electricity at LCC premises.

Precautions to be taken prior to, and during use of electrical equipment are:

- Conduct daily - before use, visual inspection of work equipment

- Ensure that the item of electrical equipment that you are using in the workplace has been inspected and tested for electrical safety on a regular basis. The inspection and testing must comply with the requirements of the Electricity at Work Regulations 1989 and the LCC Electricity at Work Policy. Please refer to the inspection labels on appliance to ensure that they have been inspected and tested.

- Faulty equipment and systems must be immediately taken out of service. Any faulty items of equipment are to be reported by firstly completing the Lews Castle College “Repairs/Maintenance Request Form” which should be handed to the Duty Receptionist for action

- Switch off all electrical equipment when not in use and particularly at the end of each working day

- All equipment must be used and maintained in accordance with the manufacturers Instruction Manual which must be available to operators at all times

- Personal electrical equipment can only be used on College premises if prior permission has been obtained and arrangements made for the equipment to be inspected and tested. Portable Appliance Testing can be requested by completing the Lews Castle College “Repairs/Maintenance request Form” which should be handed to the Duty Receptionist
Rubbish & Waste Materials

Rubbish and waste materials left to accumulate can easily contribute to the spread of fire; it is also an ideal material in which malicious fires can be started. All waste material must be removed from the workplace on a regular basis and placed in suitable containers/skips/bins in a safe location at a distance from buildings.

All containers must be suitable and sufficient for the specific type of waste materials and should ideally be fitted with a lockable lid.

Precautions to be taken in regard to rubbish and waste materials are:

- Combustible materials including paper products are to be removed from classrooms, workshops and kitchens on a daily basis by cleaning staff as directed by the Head Janitor and disposed off in a safe manner
- Rubbish must not be burnt on bonfires. Staff members and students are not permitted to start bonfires, even if thought safe to do so
- Skips are to be located at a safe distance from buildings in a pre-designated location and kept locked overnight. Rubbish bins must not be stored within buildings and are to be overnight in a locked compound at a safe distance from buildings. Rubbish bins are to be cleaned and disinfected on a regular, pre-planned basis
- Staff must check discarded rubbish to ensure that it is not smouldering

Smoking

By law, all smoking including the use of E Cigarettes is prohibited within public buildings including all premises under the control of Lews Castle College.

A designed smoking shelter has been provided to the east end of Block C (ground level). This is the only location at LCC Stornoway where smoking is allowed.

Additional precautions to be taken:

Smoking is not permitted in doorways or in the vicinity of emergency escape exits and other designated areas “No Smoking”.

Smokers are to ensure that disposal containers are not set alight and that all discarded smoking material is placed in the disposal containers located at the smoking shelter.

Heating Appliances

Portable heating appliances can be hazardous in the work environment, especially if placed too close to combustible furniture, fittings and materials.

Portable heaters should not normally be required in any Lews Castle College premises as there are automatic central heating systems already installed in the majority of buildings.

Portable heaters should only be used in emergency and exceptional circumstances in the event of failure of the installed heating system. A stock of portable heaters should be held under the control of the Head Janitor who will issue them when required.
When portable heaters are used the following precautions must be taken:

- Conduct daily before-use checks
- All heaters must be maintained and used in accordance with the manufacturer’s Instruction Manual which must be available to operators at all times
- If heaters are electrically powered they must have been inspected and tested to comply with the Electricity at Work Regulations 1989
- If the heaters use either flammable liquids or gas they must have been tested and maintained to comply with current relative legislation
- Ensure that heaters are securely guarded and properly fixed to prevent them from falling over
- Place them well away from any materials which could easily ignite
- Never stand papers or books on them or drape any clothing over them
- Do not allow ventilation grills to become obstructed
- Clean portable heaters on a regular basis
- Ensure adequate ventilation in any situation when exhaust fumes may be present

**Storage of Dangerous Substances**

The Dangerous Substances and Explosives Atmospheres Regulations 2002 (DSEAR) require employers to provide measures to eliminate or reduce risks from fire and explosion caused by the storage of substances that are explosive, oxidising or flammable.

The DSEAR apply to workplaces where a dangerous substance is present or could be present.

The main requirements of DSEAR are as follows:

- Carry out risk assessment of any work activities involving dangerous substances
- Provide measures, to eliminate or reduce risks, as far as is reasonably practicable
- Provide equipment and procedures to deal with accidents and emergencies
- Provide information and training to employees
- Classify places where explosive atmospheres may occur into zones and mark the zones as necessary
The presence of dangerous substances also requires notification to the Scottish Fire and Rescue Service. In areas where dangerous substances are stored and used the respective Head of Department will inform the College’s Health and Safety Advisor of the nature and location of dangerous substances who will collate the information and advise SFRS accordingly.

General precautions to be taken when dangerous substances are used in the workplace include:

- The amounts being brought into the premises should be kept to a minimum
- The amounts introduced to the place of use should be restricted to sufficient for the day’s work
- Bulk supplies of such materials should be locked in secure approved storage cabinets outside the main premises
- Where possible, safer, less flammable substitute substances should be sourced and used to reduce the risk of fire or explosion

**Specific Precautions Regarding Compressed Gases**

It is essential that the necessary precautions are taken to ensure that Lews Castle College complies with the relevant current legislation in regard to the storage, transportation and use of the following compressed gases in use at College premises:

- Acetylene
- Hydrogen
- Oxygen
- Liquified Petroleum Gas
- Bulk Liquified Petroleum Gas
- Propane

**Combustible Materials**

If combustible materials, such as packing materials, glues, solvents, flammable liquids or gases, are used or stored in the workplace then it is essential that additional care is taken to ensure that they do not contribute to fire occurring.

**Flammable Liquids**

Approved flammable liquids cabinets have been provided for the safe storage of flammable liquids and are the only means of storage to be used for such liquids.
Good Housekeeping

This is the term used for maintaining the workplace in a tidy, uncluttered and, hence safe condition. Observing good housekeeping includes the prompt removal of combustible waste, packing material and discarded furniture from premises.

All workshops and project areas must be maintained in a clean, tidy and uncluttered condition.

Deep cleaning to remove accumulated deposits of dust and waste products must be undertaken on a pre-planned and regular basis. This function will be co-ordinated by the Head Janitor.

Fire Marshals

Designated Fire Marshals should be appointed and receive training for the following duties:

- Monitor their allotted area and correct if possible, and report if not possible, any problems they note such as wedged doors, missing and defective fire fighting equipment and other defects.

- On hearing the fire alarm, to assist the evacuation of the premises and encourage occupants to move promptly and direct them to their allotted Fire Assembly Point.

- To complete the Checklist found in the Area Fire Box file and confirm or otherwise that the building has been cleared of all occupants. At LCC Main Campus, if problems have been encountered with the evacuation of the building it is important that this information is relayed via the 2 way radio found in the Area Fire Box File to the member of staff in charge of the evacuation.

- To ensure that occupants do not re-enter any buildings until the all clear is given.

Provision of Information To Fire Brigade For Use In An Emergency

A file of relevant information including plans and details of the locations of substances that are explosive, oxidising or flammable substances must be located at the respective Fire Alarm Panel for each area.

The Fire Brigade will have been previously made aware of this arrangement by the College’s Health and Safety Advisor.

Heads of Department are required to inform the Health and Safety Advisor when any such substances is introduced to their area of responsibility.

The updating of this file will be the responsibility of the Health and Safety Advisor.

Training

Training will be provided by Lews Castle College where the need for training has been identified by the Fire Risk Assessment process.

The College should endeavour to provide Fire Extinguisher familiarisation training for all staff but particularly for those employed in the higher fire risk areas.
Fault Reporting Systems

Faulty fire safety equipment and alarm systems must be reported without delay.

All faults are to be logged using the Lews Castle “Repairs/Maintenance Request Form” which should be handed into reception.

Any faults developing in the Fire Alarm Systems must be reported without delay to the designated Fire Alarm Maintenance Contractor.

Procurement of Hazardous Substances at Lews Castle College

Heads of Department and line managers must ensure that Material Safety Data Sheets (MSDS) are requested at the time of ordering substances for their respective area of responsibility.

This will ensure that all substances are added to the COSHH Inventory on arrival at Lews Castle College and that a decision can be made if a COSHH assessment is required.

External Events

When Lews Castle College premises are to be used by external agencies for the purpose of lectures, conferences and the like, it is essential that those responsible for organising the events are conversant with the Fire Safety, Prevention and Emergency Evacuation Policy and ensure compliance for the full duration of the event.

All items of electrical equipment taken onto College premises must have undergone PAT testing and evidence must be provided to substantiate this.

When items of gas fuelled equipment are taken onto College premises a current test certificate must be produced prior to the event taking place.

Hired Premises

When external premises are being hired by Lews Castle College it is important that the premises are suitable and provides a safe environment for staff and students. It is therefore necessary to carry out simple checks to ensure that the premises are fire safety compliant. The respective staff member responsible for hiring premises is responsible for ensuring that the LCC Hired Premises Safety Checklist is completed at the time of hiring and that they are confident that the premises are fit for the purpose and suitable for the activity.
## ANNEX A

### Fire Safety Competent Persons Register

#### Fire Risk Assessments

<table>
<thead>
<tr>
<th>Location</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lews Castle College, Stornoway</td>
<td>Health &amp; Safety Adviser</td>
</tr>
<tr>
<td>An Cotan (Crèche)</td>
<td>Health &amp; Safety Adviser</td>
</tr>
<tr>
<td>Lews Castle College, Benbecula</td>
<td>Health &amp; Safety Adviser</td>
</tr>
<tr>
<td>Lews Castle College, Barra</td>
<td>Health &amp; Safety Adviser</td>
</tr>
</tbody>
</table>

#### Emergency Escape Lighting Monthly/Annual

<table>
<thead>
<tr>
<th>Location</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lews Castle College, Stornoway</td>
<td>Estates &amp; Maintenance Team</td>
</tr>
<tr>
<td>An Cotan (Crèche)</td>
<td>Estates &amp; Maintenance Team</td>
</tr>
<tr>
<td>Lews Castle College, Benbecula</td>
<td>Duty Janitor</td>
</tr>
<tr>
<td>Lews Castle College, Barra</td>
<td>Duty Janitor/Handyman</td>
</tr>
</tbody>
</table>

#### Emergency Escape Lighting Routine Maintenance (Including Battery Replacement)

<table>
<thead>
<tr>
<th>Location</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lews Castle College, Stornoway</td>
<td>Estates &amp; Maintenance Team</td>
</tr>
<tr>
<td>An Cotan (Crèche)</td>
<td>Estates &amp; Maintenance Team</td>
</tr>
<tr>
<td>Lews Castle College, Benbecula</td>
<td>Estates &amp; Maintenance Team</td>
</tr>
<tr>
<td>Lews Castle College, Barra</td>
<td>Estates &amp; Maintenance Team</td>
</tr>
</tbody>
</table>

#### Fire Evacuation Drills

<table>
<thead>
<tr>
<th>Location</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lews Castle College, Stornoway</td>
<td>H &amp; S Adviser/Estates &amp; Maintenance Team</td>
</tr>
<tr>
<td>Lews Castle College, An Cotan (Crèche)</td>
<td>Mrs Erica Gearty</td>
</tr>
<tr>
<td>Lews Castle College, Benbecula</td>
<td>Ms Archina Maclellan</td>
</tr>
<tr>
<td></td>
<td>Ms Suzanne Simpson</td>
</tr>
<tr>
<td></td>
<td>Mr Alan Buchannan</td>
</tr>
<tr>
<td>Lews Castle College, Barra</td>
<td>Ms Irene Donnelly</td>
</tr>
<tr>
<td></td>
<td>Mr Iain Macneil</td>
</tr>
</tbody>
</table>
ANNEX B

Emergency Evacuation Plan for Lews Castle College, Stornoway

1. On hearing the fire alarm all personnel must leave the building by the nearest signed designated emergency exit.

2. Follow instructions on fire action signs posted throughout the buildings.

3. Close all doors within the building behind you.

4. Report to the following Assembly Points:

<table>
<thead>
<tr>
<th>Location</th>
<th>Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block A</td>
<td>Assembly Point 2 (Block A Sign)</td>
</tr>
<tr>
<td>Blocks B &amp; C</td>
<td>Assembly Point 2 (Block B &amp; C Sign)</td>
</tr>
<tr>
<td>D &amp; E</td>
<td>Assembly Point 2 (Block D &amp; E Sign)</td>
</tr>
<tr>
<td>Block F</td>
<td>Assembly Point 3</td>
</tr>
<tr>
<td>Blocks G &amp; L (Construction Skills)</td>
<td>Assembly Point 4</td>
</tr>
<tr>
<td>An Cotan (Creche)</td>
<td>Assembly Point in College Foyer</td>
</tr>
</tbody>
</table>

5. Class lecturers must take roll call of their respective class and report class present to the Fire Warden.

6. The Fire Evacuation Box Files must be collected by any member of staff leaving the building and on arrival at the respective Assembly Point the box file should be handed over to the senior staff member present who will act as Fire Warden and can be identified by reflective waistcoat.

7. Class lecturers are requested to make themselves known to the Fire Warden who will complete the tick list contained in the box file and will report the building clear.

8. When Fire Wardens are satisfied that their area is evacuated they should then notify the member of the Estates Team in charge of the fire panel by means of the 2 way radio stored in the box file who will be the point of contact for the Fire and Rescue Service.

9. The main fire panel is located in Block A, Janitors Base.

<table>
<thead>
<tr>
<th>Location</th>
<th>Fire Panel Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block A</td>
<td>Fire Panel (Level 0)</td>
</tr>
<tr>
<td>Blocks B &amp; C</td>
<td>Reception</td>
</tr>
<tr>
<td>Blocks D &amp; E</td>
<td>Block E Fire Panel</td>
</tr>
<tr>
<td>Block F</td>
<td>Block F Fire Panel</td>
</tr>
<tr>
<td>An Cotan (Creche)</td>
<td>Fire Panel</td>
</tr>
<tr>
<td>Block L (Construction Skills)</td>
<td>Fire Panel</td>
</tr>
</tbody>
</table>

10. Personnel must not return to buildings for any reason until authorised by the person in charge of College on the day.

11. In the event of adverse weather, fire wardens are requested to direct personnel to refuge areas only when they are satisfied that their area has been evacuated.

<table>
<thead>
<tr>
<th>Location</th>
<th>Refuge Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block A</td>
<td>Refuge in Block F</td>
</tr>
<tr>
<td>Blocks B &amp; C</td>
<td>Refuge in Block F</td>
</tr>
<tr>
<td>Blocks D &amp; E</td>
<td>Refuge in Block F</td>
</tr>
<tr>
<td>Block F</td>
<td>Refuge in Block E</td>
</tr>
<tr>
<td>Blocks G &amp; H</td>
<td>Refuge in Block F</td>
</tr>
<tr>
<td>An Cotan (Creche)</td>
<td>Refuge in College Foyer</td>
</tr>
<tr>
<td>Block L (Construction Skills)</td>
<td>Refuge in Block E – Shared project area</td>
</tr>
</tbody>
</table>
ANNEX B

Emergency Evacuation Plan for Lews Castle College, Benbecula Centre

1. Follow instructions on Fire Actions signs posted throughout the buildings.

2. On hearing the Fire Alarm all personnel must leave the building by the nearest signed designated routes.

3. Close all doors behind you.

4. Report to Assembly Point located at front of building.

5. Class Lecturers must carry out a head count of their respective class and report class present or otherwise to senior member of staff present.

6. The emergency evacuation tick list located at Reception must be completed by the senior member of staff present who will report the building clear on arrival of Fire Brigade.

7. The senior member of staff present can be identified by reflective waistcoat.

8. Personnel must not return to buildings for any reason until authorised by senior members of staff present.
ANNEX B

Emergency Evacuation Plan for Lews Castle College, Barra Centre

1. Follow instructions on Fire Actions signs posted throughout the buildings.

2. On hearing the Fire Alarm all personnel must leave the building by the nearest signed designated routes.

3. Close all doors behind you.

4. Report to Assembly Point located at north end of building.

5. Class Lecturers must carry out a head count of their respective class and report class present or otherwise to senior member of staff present.

6. The emergency evacuation tick list located at Reception must be completed by the senior member of staff present who will report the building clear on arrival of Fire Brigade.

7. The senior member of staff present can be identified by reflective waistcoat.

8. Personnel must not return to buildings for any reason until authorised by senior members of staff present.