

## Clervaux Exchange Emergency Instructions

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### **1 Action for staff and visitors should they discover a fire**

- Immediately operate the nearest alarm call-point
- Attack the fire if possible, with appliances available, without taking personal risk

### **2 Warning if there is a fire**

The electrical fire alarm system will sound on operation of the manually operated alarm call-point

### **3 Evacuation of the building**

Everyone in the building should leave the building by the nearest exits and report to the designated assembly point:

**EPINAY SCHOOL CAR PARK (outside of Café Epinay)**

### **4 Escape routes**

- All exit doors can be used as escape routes
- Routes leading to the front doors are protected routes
- See attached – diagrams of escape routes**

### **5 Firefighting equipment provided**

Fire extinguishers are located in circulation areas and near fire exit doors

## **6 Duties and identity of those with specific responsibilities in the event of fire**

### **On hearing the alarm:**

All staff, pupils and visitors to leave the building via the nearest fire exit and assemble at the assembly point which is Epinay School car park

**-On way out Epinay Staff to collect Clervaux signing-in sheet from front reception desk and take to assembly point**

**-Epinay Staff, on main school site, to be informed and instructed to bring out class registers to assembly point**

**-Epinay Class Teacher to carry out roll call and make sure everyone is out**

**Allocated fire officers for Clervaux - Christine Patterson & Dianne Mountain**

### **The Clervaux Exchange Fire Warden will ensure:**

-the areas are cleared of people

-the Fire Brigade is called

## **7 Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, contractors, members of the public and visitors.**

**Pupils and visitors: Epinay staff must ensure they sign-in and sign-out when entering and leaving Clervaux building and take responsibility for any pupils and/or visitor(s) they may have and ensure they leave the building by the nearest exit.**

**Contractors:** must be given information about fire procedures and leave the building at the nearest exit.

**People with disabilities:** Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser.

## **8 How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this**

-On hearing the alarm The Clervaux Exchange Reception will Dial 101 and ask for the Fire Brigade or other emergency service as appropriate

-Clervaux Fire Wardens will call the Fire Brigade in the absence of The Clervaux Exchange Reception (this may be best achieved using a mobile phone)

**9 Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, eg the location of highly flammable materials**

-Clervaux Exchange Fire Wardens will liaise with the Fire Brigade on their arrival

**10 The following arrangements and training is given to staff at The Clervaux Centre:**

- All Clervaux Exchange staff and residents: Fire drills three times a year
- All Clervaux Exchange staff: Fire briefing once a year (may be in conjunction with fire drill)
- Fire Warden training: for designated Clervaux Exchange fire wardens
- Record of training to be kept within The Clervaux Exchange Fire Manual
- Training to be reviewed on a yearly basis and planned into budget

**Note it is the responsibility of all The Clervaux Exchange residents to keep their own Health and Safety Policy and to be responsible for the safety of their employees and visitors when on-site at The Clervaux Exchange**

**Mark Black, Director, on behalf The Clervaux Exchange**

**Chris Rue, Head Teacher, on behalf of Epinay Business and Enterprise School**

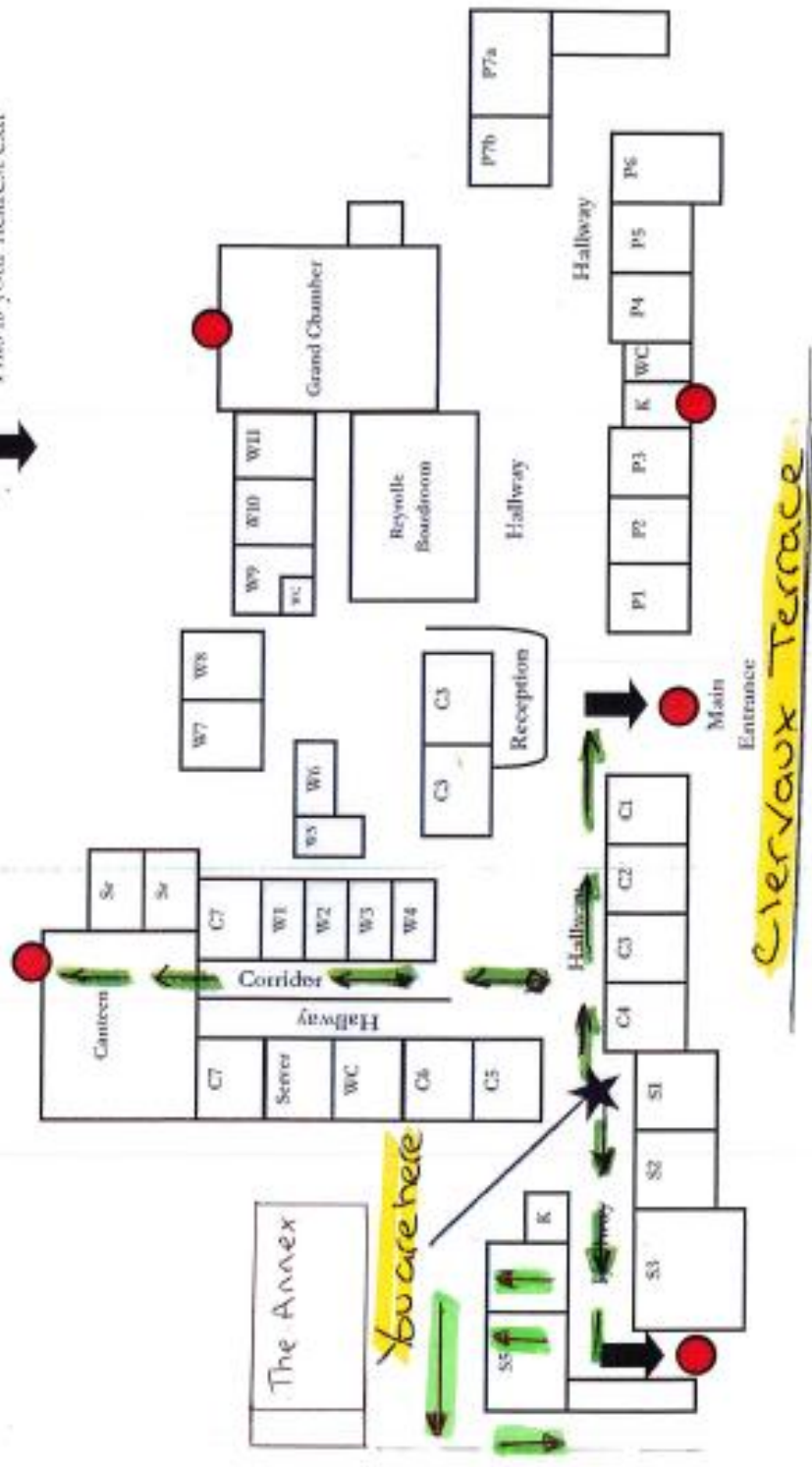
Policy approved by Governors: Nov 2021

Date of next review by Governors: Nov 2022

**Fire Evacuation routes – ground floor**

# The Clervaux Exchange Fire Evacuation - Ground Floor

**KEY**  
★ This is your location in the building  
● Fire Exits  
➔ This is your nearest exit



Cafe  
Epinay

EPINAY  
MEETING  
POINT

**Fire Evacuation routes – first floor**

# The Clervaux Exchange Fire Evacuation - 1st Floor

- KEY**
- ★ This is your location in the building
  - Fire Exits
  - ➔ This is your nearest exit



Cafe  
Epinaay

EPINAY  
MEETING  
POINT

Clervaux Terrace