

## Evacuation Procedures (Fire and Security)

### Issue Control

This Safe Working Procedure is issued and controlled by Corporate Health and Safety

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## AIM

01. The aim of this guidance document is to consolidate all emergency evacuations into one document. This is to allow, Heads of Service, Head Teachers, managers and nominated Responsible Persons (RP) to create suitable and sufficient (site specific) procedures for the safe evacuation of personnel that the council has a duty to protect from harm. This will include fire, security and terrorist related incidents.

## EVACUATION

02. An evacuation is the removal of people from a specific area in a quick and orderly manner to escape a dangerous situation. Throughout West Lothian Council there may be many reasons to evacuate a premises, some of which will have a greater degree of likelihood than others but the council still has a legal obligation to consider and mitigate against all reasonably foreseeable reasons to evacuate people to safety. Consideration should also be given to an evacuation, when the threat is outside and personnel are deliberately kept within a secure building or split up using a buildings compartmentalisation.

03. All types of evacuation should be based on the fire alarm or verbal warnings. More than one type of alarm for situations that will rarely occur or are rarely practiced will lead to more confusion. Any emergency plan created must be based on the simplest of plans with minimal actions to be carried out on activation. Where possible, engineering methods must be used before human based procedures.

04. All evacuation procedures must be relative to the environment, practiced and documented. They must also take into account;

**People who may not be familiar with the environment i.e. visitors.**

**People who are in sleeping accommodation (residential units)**

**People accommodated through medical needs (day care units).**

**People with a disability or mobility issue;**

**Audio (they may not hear the alarm or voice commands)**

**Visual (they may hear the alarm but will not be able to identify a safe route)**

**Mobility (this could include wheelchair users, mothers with pushchairs or unconscious casualties)**

## Human behaviour

05. Human behaviour in an emergency evacuation situation has been studied with the view of identifying how people react when presented with a potential life threatening situation. Against popular belief, panic very rarely occurs unless faced with immediate danger. Research has also shown that most people will evacuate through the door in which they enter as it is known safe route.

06. When an alarm activates most people's reaction is to look for a second 'prompt' such as smoke, fire or being told to move before making their escape. At this stage, people such as managers, Head Teachers and department heads should be leading by example and encouraging others to move to a safe position as no task, job or position of employment takes priority over an emergency alarm.

## **Duties of the Responsible Person (RP)**

07. The RP has a legal and moral obligation to identify all reasonably foreseeable reasons for their subordinates and members of the public, lets and contractors, to evacuate their premises.

08. Whilst the building / location is occupied, an 'evacuation controller' must be present. This will likely be the RP or the person nominated responsibilities in their absence.

09. The RP has the following duties;

**To nominate enough competent people to assist in emergency situations (wardens) and that they have appointed deputies in their absence.**

**To allocate sufficient resources for emergency situations.**

**To train / inform staff to enable them to safely evacuate a location.**

**To train wardens, emergency equipment operators and first aiders so that they are fully conversant with their responsibilities.**

**To ensure all emergency equipment is serviceable i.e. evacuation equipment.**

**To call, liaise and brief emergency services on arrival at the location. This may also include an official 'handover of responsibilities' to the emergency services.**

**To act as an evacuation controller, taking charge at the assembly point and the only person confirming re-entry into the location after identifying the circumstances.**

**To investigate and report any activation of the alarm including Unwanted Fire Alarm Signals (UFAS) on Sphera.**

**To carry out disciplinary procedures for any individual identified as have tampered with emergency equipment or falsely activating an alarm signal.**

## **Information, training and rehearsal**

10. The RP must also ensure that all personnel within their area of responsibility are fully aware of the emergency procedures. This could be through induction, signage, formal briefings or leaflets. All training on emergency procedures must be rehearsed and documented. Fire awareness training should be conducted every three years. The level and detail of the training and information should be proportionate to the risk and include.

**Details on the reasons for evacuation, the alarm system and method of activation.**

**Emergency routes leading to a place of safety.**

**Information on signage including emergency lighting.**

**Locations of assembly areas and what to do once there.**

**Areas that are identified as higher risk, should have a specific evacuation plan.**

**The location and type of emergency equipment i.e. evacuation chairs or radios**

## **Duties of Wardens**

11. Wardens are delegated responsibilities from the RP. These individuals should be reliable and fully aware of their role and responsibilities, which are;

**To instigate the evacuation on alarm by encouraging others to evacuate via identified safe routes.**

**To assist in the evacuation of all personnel within their allocated area of responsibility and to ensure no one re-enters the building.**

**To check and report that their area of responsibility is clear of personnel.**

**To assist the RP in accounting for personnel at the assembly point.**

**To provide information to the relevant emergency service on their area of responsibility.**

**To assist with organising casualties in an emergency situation.**

## **Duties of employees**

**Not to intentionally interfere with or misuse any emergency equipment provided.**

**To understand the evacuation procedures including alarms, method of activation, routes and assembly points.**

**To promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk.**

**Only to deal with an emergency if they have been specifically trained.**

**To make their line management aware of any potential emergency situations.**

## **PROCEDURES**

12. Procedures for emergency evacuation must be thought through, take into account any 'knock on effect' and prioritise the preservation of human life. They must also be documented and brought to the attention of those who may be required to know them. Emergency procedures should include aspects such as;

**Being aware of the location of staff, visitors and contractors. This can be achieved through a booking in / out system.**

**The method of accounting for people at the assembly point. i.e. roll call or warden.**

**Are there zoned areas or staged evacuations (with plans to identify the areas).**

**Procedures or processes to shutdown machinery or services that may cause an increased danger i.e. who activates the gas shutdown on receipt of the alarm.**

**The arrangements for contacting emergency services and who will do it.**

## **Crisis team**

13. The level of risk and size of location may dictate the necessity for a crisis team. This should be formed from individuals with sufficient knowledge of the premises and have such authority as to be able to make 'on the spot' decisions that may affect the outcome of the emergency. Individual roles within a crisis team can cover areas such as facilities management, security, media and communications.

## **Assembly Points (AP)**

14. Assembly points are areas that are suitable in size and location to house all staff, visitors and contractors. Welfare arrangements i.e. toilets and shelter should be considered as staff may be there for some time. If they are unable to re-occupy the location, transport arrangements and safe routes should be also covered in any emergency plans.

15. In situations involving telephone threats or suspect packages any identified assembly point must be physically checked prior to occupation. Previous terrorist incidents have seen these assembly points containing secondary devices to inflict more casualties.

16. If vehicle borne devices are a threat then unsecured car parks should not be used as an assembly point.

## **Rendezvous Points (RVs)**

17. RVs should be established for emergency situations. They should be easily accessible by vehicle and large enough for over 10 vehicles to be parked in. Emergency services may use RVs as stand-off points until the situation has been assessed. As with assembly points, if a potential explosive device is the foundation of the emergency, RVs will need to be searched.

## **Incident Control Points (ICP)**

18. A suitable incident control point should be identified in emergency planning. Aspects to consider include;

**The distance from the emergency including line of site. Some incidents will require at least 500 meters.**

**Does it have good mobile phone or IT coverage?**

**Are there welfare facilities such as shelter from the elements and toilets?**

**Can emergency services easily reach it by vehicle.**

## **Alarms and emergency signs**

19. All emergency evacuations should be based on the activation of the fire alarm as any plan involving more than one alert system can be confusing. Fire alarms can be activated, in an emergency, by breaking the glass in the break glass call point, which is identified as a red, wall mounted box. Once the glass is broken this will activate the alarm / sounder. In the case of an evacuation due to an automatic fire detection system activating i.e. smoke detector, the fire alarm will automatically sound when smoke or heat is detected.

20. In the event of a power failure emergency signs will only last for a defined period. The building may have to be evacuated if these signs can no longer be illuminated.

## **Routes**

21. The emergency action plan will identify the most suitable route to a place of safety. These routes should be marked with signage and appropriate emergency lighting which will last for several hours in the event of a power cut. All personnel must be aware of this route and any alternatives in the eventuality that the quickest route is blocked.

## **Lifts**

22. Lifts should not be used in any emergency evacuation. Any mechanical failure could result in the lift trapping people with no form of escape. The only exception to this is by the emergency services.

## **Sleeping accommodation**

23. Areas that include sleeping accommodation require to have more detailed evacuation procedures in place. This is due to the occupants being disorientated when woken by an alarm and requiring a greater time to evacuate. The alarms in sleeping accommodation also require to be louder.

## **Evacuation packs**

24. Evacuation packs should be considered as part of emergency planning. They should be small enough to be portable and accessible to grab in an emergency. Some items that may be worth including are;

**Additional first aid packs, stretchers, foil blankets and defibrillators.**

**Methods of communication i.e. mobile phones, radios and spare batteries.**

**Maps and plans indicating services, refuges, hydrants and higher risk areas.**

**Personal Protective Equipment (PPE) i.e. dust masks, hi-vis vests and warm clothing.**

**Emergency equipment i.e. megaphone, torches, glow sticks, whistles and signs.**

**Medication that cannot be accessed until the location is secured.**

**Personal information i.e. booking in sheets, phone numbers and next of kin details.**

**Keys or other means of access that emergency services may require.**

## **Information for emergency services**

25. On arrival at the site, the emergency services will require to be briefed on the situation. This brief can include;

**The location and quantity of flammable / combustible substances.**

**Any missing persons that are suspected as still being in the building.**

**Any additional hazards that they may need to know.**

**Information on alternative transport arrangements and routes.**

## **Passage of information**

26. A method of cascading information quickly should be devised. It may be to inform the Civic Centre of events taking place at a remote site or to warn other staff members not to report for work due to an emergency.

## **Search methods**

27. A method of quickly searching a specific area should be devised. This can be achieved by use of the warden system. Larger buildings may need to have schematics which can be included in the evacuation pack but in all cases any search must cover the entire location. Searches for secondary devices should include detailed checks up to 5 meters and general, visual checks up to 20 meters.

## **Personal Emergency Evacuation Plans (PEEPS)**

28. A PEEP is required for any person with any form of impairment including audio, visual, cognitive or mobility. Each case must be assessed on its own with suitable arrangements made for the safe evacuation of individuals with any impairment. Other staff may have to be 'on call' to assist if the plan requires it and information may be required in advance for visitors (hosts are responsible). Adequate information should be displayed for visitors. The plan should cover circumstances such as unsupervised toilet visits and sleeping arrangements. A template is provided at annex 2.

29. Evacuation equipment is provided to assist in the evacuation of personnel with mobility issues. Staff should be identified and trained in the use of this equipment.

30. Temporary waiting spaces are designed as a holding place for people to wait for others who will then help them evacuate. The specific actions to be carried out will be taught to the individual as part of the personal emergency evacuation plan (PEEP). There may be occasions when they are not appropriate to use.

## **First aid arrangements**

31. During emergency circumstances anyone can be used as a first aider, whether trained or not. If needed, one first aider can oversee 4 or 5 non-first aiders providing verbal guidance. All first aid kits should be assembled with blankets and fresh water. All defibrillators should be brought to the treatment area.

32. Any casualty involved in a bomb blast or shooting must be treated in order of priority. Walking wounded may be able to self-administer first aid.

**Non-breathing casualties should be treated as a priority. Cardio Pulmonary Resuscitation (CPR) should be carried out.**

**Casualties that are bleeding profusely must also be treated as a priority. The largest cause of death in bomb blasts is blood loss.**

**These casualties must be identified to emergency services immediately on arrival.**

**Items such as jackets can be rolled up and secured with trouser belts as a temporary measure in order to stem any blood flow.**

**Bleeding limbs should be elevated and monitored every 5 minutes and all other casualties should be treated in order of priority.**



## **TERRORIST THREATS**

33. All threats of terrorism must be taken seriously. In all cases the Police should be informed as they may be able to provide more specific advice and be aware of any increase in the threat level. In all terrorist attacks hard cover is defined as protective cover from fire or explosion. This must be differentiated from cover from view which means that fragmentation and / or ammunition can still cause injury.

### **Threat by phone**

34. All threats made by phone must be taken seriously until proven otherwise. The following actions should be carried out if a threat is made by phone.

**The person receiving the call must collate as much information as possible.**

**The priority is to identify where the device is. Any questions should be aimed at this.**

**If the location of the device is divulged, pass the information on as a priority, even if it means hanging up on the caller. The preservation of life takes priority over capture.**

**If there is any doubt or if the call is ambiguous, keep calm, then ask for clarification from the caller.**

**If possible, identify if there is a time limit on any threat i.e. a device will detonate on a timer.**

**If a code word is used this must be recorded accurately. A checklist is at annex 1**

**The Police should be informed of any calls of this nature to verify the credibility of the threat.**

**The responsible person or crisis team should be notified.**

**A search of the area should be carried out to ascertain if the threat made is valid.**

**Searches should include any car parks, assembly points or emergency service rendezvous points. People familiar with the area should do this.**

35. Searches should be conducted in a methodical manner and recorded if clear. The following should be reported if found;

**Baggage or cases left unattended or appears out of place.**

**Protruding wires from bags, boxes or objects that would not normally have this.**

**Strange smells i.e. marzipan or ammonia.**

36. If a device is found then the zone should be evacuated immediately in a controlled manner.

## **Suspect packages (IED)**

37. Explosive devices are placed for a number of reasons but mainly to disrupt, cause damage or to harm. These devices are more commonly termed Improvised Explosive Devices (IED). In previous years terrorist attacks were preceded by telephoned warnings. Due to the change in terrorist groups, motives and ideology, this is no longer likely to happen but cannot be ruled out, however, the threat of hoax calls made by phone does still exist.

38. The council requires to have procedures in place to deal with incidents of this nature. Buildings should not be evacuated until a suspicious or unidentified object is confirmed as evacuation cannot safely happen until the location of a device (s) is known. If a suspect device is found the following should take place.

**The Responsible Person will assume the position of Incident Commander until a formal hand over to the emergency services.**

**The person finding the device should be kept at hand and not involved in any further tasks. They may also be required by the emergency services to describe the item**

**If possible, a sketch should be made at the earliest opportunity to include the 4 'Ws':**

**Where - the location of the device. This includes routes and obstructions.**

**What - that the device looks like i.e. in a bag and how large.**

**When - the time of the find.**

**Why - Why is it suspicious i.e. does it look out of place or have suspicious wires?**

39. The procedure used to mitigate the effects of a possible IED or suspect package are the four 'Cs' (Confirm, Clear, Cordon and Control).

### **Confirm**

**If tasked to search an area or you find something suspicious or unidentifiable that could be a device, do not touch it. Some devices can be activated by movement.**

**Warn others in area and move back to a safe area at least 20 meters away behind hard cover.**

**It may not be possible to positively identify a device at this stage but if several factors lead to the conclusion that a device is likely i.e. unattended baggage or a suspicious object, the Incident Commander may then be required to make the decision to escalate the situation on the available information.**

## **Clear**

Once the decision has been made to evacuate, the area should be cleared.

Evacuate away from the device, making maximum use of hard cover and do not go past the device to evacuate.

The clearance will probably require more than one person as the area will have to be cleared systemically as quickly, but as organised, as possible

Confirmation of each cleared area should be recorded and taken to the ICP.

These actions should be done in a calm reassuring manner. Panic at this stage may be more dangerous than the device.

Floors above and below must be cleared immediately around the device

The method of clearing a building is to activate the fire alarm via the nearest break glass call point. This should only be done when a cordon is situated around the suspect device to prevent evacuees inadvertently entering a danger area.

Doors should be left open, where possible, to allow Explosive Ordinance Disposal (EOD) access to the device more easily.

## **Cordon**

Once clear, the area should be cordoned with tape or physically barrier. No one should re-enter the cleared zone inadvertently.

The cordon should be clearly marked and out of line of sight of the IED and monitored by a person (only if the cordon is out of line of sight of the device).

Cordon distances are;

100m - This is for small items such as day sacks and shoe boxes.

200m - This is for large items such as large bags and cars.

500m - This is for vans and larger vehicles.

## **Control**

People monitoring a cordon point should have communication to the Incident Commander. All form of radios should be at least 25 meters from the device.

A log of everyone entering the cordon should be taken along with the time and details of the task.

An ICP should be established in order to co-ordinate the response.

Other considerations such as gas pipes, petrol, power cables etc, should be looked at. If these are present, information should be passed onto the Incident Commander.

A rendezvous (RV) point should be identified and searched for secondary devices.

## **Detonation**

40. If a detonation of an IED occurs either after it has been discovered or unexpectedly, the priority is to clear the immediate area. Structural damage may mean the immediate area becomes untenable for use. Any clearance should involve the removal of casualties and at this stage a decision must be made where to treat casualties. It may be safer removing a casualty from a structurally unsound area and then assessing the first aid requirements. Treatment areas should be cleared of secondary devices prior to use and ideally have vehicular access for emergency services. The emergency services should be provided with as much accurate information as possible.

## **Proxy / Vehicle Bourne IED (VBIED)**

41. Proxy bombs are delivered by a person, usually in a vehicle. This differs slightly from a suicide bomber in that the person driving the vehicle is doing so under duress. In most cases their families will be held hostage while the device is delivered. Some drivers will be tied to the vehicle and others may be given the opportunity to flee. If the driver delivers the vehicle and flees then it must be assumed that a detonation will follow. The driver should be taken into refuge and indicated to the Police on their arrival.

42. The proxy bomb (vehicle) should then be treated as an IED and the clearance measures described for an IED are carried out. Due to the fact that it is now a Vehicle Bourne Improvised Explosive Device (VBIED), the distance for clearance is increased to 500 meters and out of line of sight.

43. If the driver is tied to the vehicle, do not try to open the doors to help. Proxy bombs have been known to be activated when the door opens. The area needs to be cleared and the information regarding the still present driver needs to be passed to Police.

## **Suicide bomber**

44. Suicide bombers are an extremely difficult situation to deal with. Suicide bombers can deliver their payload by either vehicle or on their person or both. There are several ways to identify a potential suicide bomber.

**An individual that is about to commit a suicide attack may be extremely anxious prior to detonation. They may show signs of this by sweating and appearing nervous.**

**In most cases they will be wearing a heavy jacket to hide the explosive charges.**

**Some bombers may recite a prayer before detonation.**

45. Due to the manoeuvrability of a dedicated terrorist using this method, it is highly likely that a vast amount of casualties and damage would result from this type of attack. It is worth remembering the main aim of a suicide bomber is to cause as much death, injury and damage as possible. Mitigation measures should be based on these aims.

**A suicide bomber will try to detonate the device in the most densely populated area.**

**Individuals should scatter away from a suicide bomber and find hard cover.**

**Do not try to tackle them to the ground as the device may also include a tilt switch.**

**If the device detonates then the drills for an IED explosion should be carried out**

## **Marauding Firearms attack**

46. This type of situation, as with a suicide bomber, can be very difficult to prevent. It may be carried out by an individual or a group and in most cases will continue until they either; run out of ammunition, stop of their own accord or are stopped by force. Shootings are often accompanied by words or statements by the perpetrators. The detail of what is said may give an indication as to the motive of the attack and whether it is terrorist or non-terrorist in nature. This distinction between terrorist and non-terrorist can influence police actions and note should be taken if possible. In this situation the following actions should be carried out;

### **Run**

**Attempt to flee the situation as quickly as possible. This will likely be the natural reaction to a marauding firearms attack. Look for hard cover.**

**Try to separate from 'the pack'. An attacker is more likely to fire into the largest group visible and it is much harder to hit a single moving target.**

**If in an open area, try to 'zig zag'. It is easier to hit a target moving in a straight line.**

### **Hide**

**Find hard cover from fire. Be aware that hard cover is something that will not allow the ammunition to penetrate. Doors and plaster walls are not hard cover.**

**If hard cover cannot be found, find cover from view (hide).**

**Be aware of all exits and do not get trapped.**

**Lock yourself in a room away from the door and try to find an inconspicuous place to hide.**

**Lock doors if possible but try not to barricade. A room that is barricaded confirms occupation.**

### **Tell**

**Dial 999 when safe to do so, giving location, description of attacker and direction of their travel and stop others from entering the area if safe to do so.**

**Advise Police of numbers of attacker(s), if they are communicating with others, what kind of weapons were used or if they are carrying other equipment.**

**Inform of any casualties or blocked access routes.**

47. Armed Police may be dressed differently from other police units and will treat everyone as hostile until proven otherwise. Try to remain calm and co-operate and your hands should be visible at all times. People will be evacuated when the threat has been neutralised, this may take a long time.

## **Chemical, Biological, Radiological (CBR)**

48. Chemical, Biological, Radiological attacks are extremely uncommon due to the restrictions on hazardous substances. We should, however, still be prepared for such an event. The most likely means of a CBR attack comes in the form of an Improvised Explosive Device (IED) or by mail. Delivery from water or food contamination cannot be ruled out.

### **Chemical agents;**

**Can be delivered as solids, liquids, gases, vapours, mists, dusts, and aerosols.**

**The agents persistence will depend on its volatility, the prevailing weather conditions and if released indoors.**

**Some chemicals may have characteristic odours, for example, freshly mown grass or garlic, but others may be odourless and tasteless.**

### **Biological agents;**

**Biological agents are normally in solid or liquid form but may be delivered as dust, powder, liquid or aerosol. Powders will usually be white to brown in colour.**

**The effects of most biological agents do not usually become apparent for several days because of an incubation period.**

**The toxic route for biological agents is usually inhalation, although ingestion and absorption are also potential routes.**

### **Radiological agents;**

**Radiological agents may be in solid or liquid forms, the most probable form of delivery being by dispersal using fire or explosives.**

**The radiation emitted by such materials is odourless and invisible.**

**Low radiation doses from a letter or package will have no immediate ill effects and people would not necessarily be aware that they had been exposed.**

49. Some warning signs that CBR materials may be present include:

**People becoming nauseous, fainting, convulsions having difficulty in breathing, disorientated, immediate skin and / or eye irritation and blisters.**

**Unexplained or unexpected droplets of oily film or stains on surfaces.**

**Strong smells of noxious fumes or unusual odours or unusual or unexplained liquid sprays, vapours or powders.**

**Warnings given on letters on a letter or package**

50. If a suspect package or device is found or detonated the immediate action is to evacuate the area. An unexploded device containing CBR material should be treated in the same manner as an IED. The following actions should also be carried out:

**If the device detonates then the area should be cleared and any casualties should be handled with care. Provide equipment to brush themselves down.**

**Anyone in contact with CBR material should be directed to a separate assembly area for decontamination. Wind direction should be considered.**

**First aiders treating casualties may require PPE. Any open wounds or cuts should be covered as soon as possible.**

**All air conditioning should be switched off and doors and windows closed.**

**The fire alarm should be activated; this will close all automatic fire doors and prevent contamination. All doors should remain closed.**

**Assembly areas must be kept away from drains that could spread contamination.**

## **DANGEROUS SUBSTANCES**

### **Gas leak**

51. If any gas leak is identified or Carbon Monoxide (CO) alarm is activated the following actions should be carried out

**Evacuate the immediate area.**

**Isolate the gas supply. Gas shut off switches are usually located in areas where there this risk is present.**

**Ensure all forms of ignition and naked flames are extinguished and prevented and ventilate the area by opening doors and windows.**

52. Carbon Monoxide is a colourless, odourless gas that is potentially fatal. Symptoms can include headaches, drowsiness and being dizzy or nauseous. If any of these symptoms occur in an enclosed area burning organic fuels such as gas, coal or charcoal, immediately evacuate the area and seek assistance.

53. Other alarms such as Chlorine or Carbon Dioxide, found in swimming pools, will require having similar, documented procedures in place. All emergency procedures must prioritise the preservation of life.

### **Chemical spill**

**Evacuate the immediate area considering the potential for toxic fumes.**

**Collect any spillage kits available and soak as much as possible if safe to do so.**

**Control direction of flow away from drains.**

**Personal / Respiratory Protective Equipment (PPE /RPE) may be required.**

## **FIRE**

54. Fire is the most likely reason to evacuate any West Lothian Council building, therefore most of the emergency evacuation procedures lean heavily towards this. The Emergency (Fire) Action Plan for the building should contain the appropriate procedures and actions necessary in the event of fire. Fire evacuation procedures should be documented, practiced and communicated to everyone who could be affected and include;

**The duties and responsibilities of those individuals delegated to assist in a fire.**

**Individual emergency evacuation plans created for staff and members of the public with a disability or impairment.**

55. The actions to be carried out if a fire is detected are;

**On discovering a fire:**

**Immediately raise the alarm by; shouting “FIRE”, activating the nearest call point or calling the designated emergency number.**

**Only attempt to extinguish the fire if it is safe to do so.**

**Evacuate the location via the nearest safe route.**

**If you are on fire:**

**Drop to the ground and roll to smother the flames.**

**On hearing the alarm:**

**Stop what you are doing and calmly evacuate the building via the nearest designated route.**

**Do not gather personal belongings and do not use any lifts within the building.**

**Where possible ensure windows and doors are closed and isolation procedures are activated i.e. gas shut-off procedures are carried out.**

**Collect any firefighting equipment, first aid kits, defibrillators, essential medication and emergency ‘crash’ packs if tasked to do so in the emergency action plan.**

**Listen to any directions and information from nominated fire wardens.**

**Encourage others who don’t want to leave the vicinity or stop the task they are doing to leave.**

**Take note of the location of anyone not evacuating and report this at the assembly point.**

**Do not re-enter the building until told to do so.**

**Be aware of other hazards on evacuation i.e. traffic movement**



56. If you are unable to evacuate do to an unforeseen eventuality, the following actions should be carried out;

**Call 999 and identify your exact location.**

**Try to identify an alternative escape route or find a refuge point**

**Try to make others aware of where you are i.e. shout from a window**

**If the area begins to fill with smoke, drop to the floor**

## **STRUCTURAL COLLAPSE**

57. Any structural collapse could lead to casualties. For emergency contingency planning the following points should be considered.

**Accounting for individuals is a priority. Completing a head check may be more difficult as booking in records may be inaccessible.**

**The isolation of services such as gas and electricity.**

**The speedy treatment and evacuation of casualties.**

## **REVIEW**

58. The guidance for each situation described must be tailored for each location. There may be additional aspects not covered in this document that require mitigation measures to be considered. Any emergency evacuation procedures should be reviewed;

**At least annually, more frequently if required.**

**If the threat assessment to the specific location is increased.**

**Any alterations or changes to the structure of the building.**

**If there is a reason to suspect that the procedures are not suitable.**

**If an unforeseeable reason for evacuation becomes foreseeable i.e. by observing current events in other regions.**

**Annex 1 to Evacuation procedures**  
IED phone threat check list

***Stay calm. The priority question to ask is; WHERE IS THE DEVICE? All other information can be completed later. Don't hesitate to pass the information on.***

**TO BE COMPLETED IMMEDIATELY (IN ORDER)**

**WHERE IS THE DEVICE:**

**IS THERE A CODEWORD:**

**TYPE OF DEVICE**      Incendiary                      Explosive                      Timer

**TIME OF DETONATION:**

**WHAT WILL CAUSE IT TO EXPLODE:**      Radio      Mobile phone      Command wire

**WHY HAVE YOU PLANTED THE DEVICE:**

**WHO ARE YOU :**

**TO BE COMPLETED ON COMPLETION OF THE INCIDENT**

**EXACT WORDS USED.**

<b>ORIGIN</b>	Internal	Local	Mobile	International
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<b>CALLER</b>	Male	Female	Adult	Juvenile
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<b>VOICE</b>	Loud	Soft	High	Deep
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	Angry	Accent	Disguised	Intoxicated
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<b>SPEECH</b>	Fast	Distinct	Slurred	Lisp
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	Stutter	Nasal	Distorted	Broken
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	Reading from Text
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<b>LANGUAGE</b>	Good	Poor	Abusive
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<b>ACCENT</b>	Local	Region	Foreign
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<b>MANNER</b>	Calm	Rational	Coherent	Deliberate
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	Angry	Laughing	Emotional	Incoherent
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<b>BACKGROUND</b>	Factory	Music	Airport	Trains	Animals
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<b>NOISES</b>	Quiet	Loud	Traffic	Office
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Approximate age of caller:

Name of person filling out this form:

**Annex 2 to Evacuation procedures**  
**PEEP Template**

<b>Name</b> <i>(of person requiring plan)</i>				
<b>Department</b>				
<b>Building</b>				
<b>Name of person creating PEEP</b>				
<b>Date created</b>				
<b>Names of those tasked with assisting.</b> <i>These individuals must be aware of the plan and its duration. They may also require additional training.</i>				
<b>Reason for PEEP</b>	Visual	Audio	Mobility	Other
<b>Equipment provided for evacuation.</b> <i>This equipment will be required to be maintained and regularly inspected.</i>				
<b>Additional alarms</b> <i>i.e. are vibrating alarms required for audio impairments</i>				
<b>Description of evacuation plan</b>				
<b>Additional requirements of evacuee.</b> <i>i.e. is medication or specialist transportation required to be arranged on evacuation.</i>				
<b>Date to be reviewed.</b> <i>If applicable</i>				
<b>Signed by person creating the PEEP</b>	<i>I declare that those responsible of implementing this plan are aware of the requirements and their duties.</i>  Signed:			
<b>Signed by person requiring the PEEP</b>	<i>I declare that I am aware of the measures provided for me and the actions that I am required to carry out in the event of an evacuation.</i>  Signed:			