

# **PAULSGROVE HOUSING OFFICE**

## **FIRE INSTRUCTIONS**

These instructions are written with the aim of achieving a safe fire emergency evacuation for all staff and visitors to the area office.

### **IF YOU DISCOVER A FIRE**

1. Break the glass at the nearest fire alarm point; this will activate the 'Fire Alarm'.
2. Dial 999 and inform the Fire and Rescue Service
3. Evacuate the building
4. Use the shortest route possible unless directed otherwise.
5. Do not use the lift.
6. Do not panic.
7. Assist any visitors in your area to leave the building.
8. Proceed to the assembly point on the

**CORNER OF THE GREEN  
IN FRONT OF THE OFFICE**

9. Do not return to the building until you are advised you can do so by the Fire & Rescue Service or coordinating manager.

### **ALL STAFF HAVE A PERSONAL RESPONSIBILITY TO UNDERSTAND**

1. What to do if there is a fire
2. How to raise the alarm
3. What the alarm sounds like
4. That extended sounding of the alarm during the weekly test time indicates a need to evacuate
5. Location of their nearest fire exit

6. Location of the assembly point

Team managers should be sure their team fully understand these points

### **Building Controller**

The Building Controller will be a manager from the Area Housing Team based on the ground floor (The duty cash supervisor will take up this role).

**Identified by: High Visibility Vest and Yellow Hard Hat - Stored in ground floor office under signing in book.**

The Building Controller should liaise with the Fire & Rescue Service to inform them of the status of the building. Inform staff when it is safe to return to the building.

### **DISABLED STAFF AND VISITORS**

Disabled staff and visitors unable to walk must be assisted by colleagues to vacate the building.

### **TOILETS, MEETING and INTERVIEW ROOMS**

Need to be checked to ensure nobody is left in these areas. The purpose of this activity is to 1) enable everyone to evacuate 2) prevent an unnecessary search of the building by the Fire & Rescue Service

#### **Ground Floor**

Checked by cash supervisor

#### **First Floor**

Runner sent by cash supervisor

#### **Second Floor**

Runner sent by cash supervisor

### **SIGNING IN/OUT BOOKS**

In the event of a fire, the coordinating manager will **not** rely on any signing in / out book but will need to physically check the building to make sure it's all clear. This will be achieved by having runners who are designated to check various parts of the building.

### **FIRE ALARM TEST**

The system will be tested at regular intervals each week. The test will be carried out between 10:00 and 10:30 on Friday each week. Sirens are sounded for a short period of time and then silenced. Staff are encouraged to reassure non-regular building users.

The fire alarm system is routinely maintained

# PAULSGROVE HOUSING OFFICE

Fire evacuation assembly point –  
**Paulsgrove Common**



PORTSMOUTH  
CITY COUNCIL

Title: Paulsgrove Housing Office  
195a Allaway Avenue

Prepared by: Health, Housing and Social Care  
Owen Backwell  
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Departmental Section: Technical Services Group  
On behalf of:



Drawing No:

Scale:

1:1000

Drawn by:  
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Date:  
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