



## emergency evacuation plan

The Bridge, 73-81 Southwark Bridge Road, London, SE1 0NQ  
updated July 2023

### if you discover an emergency, such as a fire

- immediately operate the nearest alarm call-point.

Call-points are located beside each fire exit door.

### how people will be warned of a fire or other emergency

- the fire alarm system will sound; on hearing it, you should leave the building immediately;
- don't stop to pick up personal possessions;
- ensure all doors are closed behind you;
- **don't use the lift.**

### equipment

#### extinguishers

- if it's a small fire, you can try to put it out with the appropriate extinguisher available, without taking personal risks and only if you feel confident doing so;
- if you choose to do this, **make sure you've a clear exit behind you.** Aim the extinguisher at the base of the flame. Fire extinguishers are designed for fires that are no larger than a wastepaper bin; don't try to put out large fires as extinguishers are not suitable for this. NB. they're useful for creating an exit route through a small fire.

#### evac sledges

- evacuation sledges are lifting aid mattresses, designed to facilitate assisted emergency evacuation in line with a person's PEEP;
- the sledge can be operated by one or two people, with a person that cannot leave the building via the emergency stairs lying inside the mattress;
- the sledges are located by the fire escape staircases on floor 3, 4 and 5;
- you'll receive training on how to use these; additionally, the instructions for use are on the mattresses themselves to act as a reminder in an emergency situation.

### how to evacuate the building

Everyone in the building should leave by the nearest exit; there are two fire exits on each floor – the staircase by the lift and the external fire escape stairs that exit by the garden gates.

Fire exits are marked with signs and exit routes are lit by emergency lighting if the power shuts down.

After leaving the building, report immediately to the assembly point (turn left out of the building and walk under the railway bridge). It's important not to stop or wait outside the building.

### **gym fire marshal floors 4 & 5 (and 3, 2 & 1 in the evenings and on weekends):**

- as the member on duty in the gym, ask everyone to evacuate the building immediately; direct them to either the internal or external stairs;
- check both floor 4 & 5 (and 3, 2 and 1 in the evenings and on weekends) are completely cleared by doing a sweep as you exit, if you can;
- close all doors and windows behind you;
- once outside, take the sign in sheets from the receptionist and go to the assembly point;
- once at the assembly point, conduct a roll call;
- liaise with the Fire Brigade (who and where anyone is left in the building, giving as much detail as possible, etc.).

### **floor 3 fire marshal (monday-friday during the day):**

- it's the responsibility of the most senior staff member present to ensure everyone evacuates the building immediately using either the internal or external stairs;
- check all the meeting rooms and toilets are cleared on floor 3. Close all doors behind you;
- when you've reached the ground floor, assist the reception fire marshal, if necessary, and evacuate.

Floors 1 and 2 have their own fire marshals to evacuate their floors when the fire alarm goes off. They should take their own signing in/out book, if safe to do so, and gather at the assembly point at the Audrey's café and make sure everyone is present. If anyone is missing, the fire marshal should notify one of The Bridge staff or a member of the Fire Brigade, if present.

### **reception fire marshal (ground floor):**

- if it's safe to do so, check the fire alarm panel to find the location of the fire;
- **at no point silence the alarm yourself;**
- dial 999 immediately, and ask for Fire Brigade and other emergency services as appropriate;
- take the white fire folder and all signing in books and exit the building;
  - if floors 1 and 2 haven't collected their signing in books by this time, you must also collect these;
- if safe to do so, stand outside the building and make sure everyone is directed to the assembly point;
- pass the signing in/out books collected above to the gym staff on their way to the assembly point as they are required to take a roll call;
  - if signing in/out books have been collected for floors 1 and 2, pass these to their fire marshals;
- give the fire folder to the Fire Brigade representative;
- once the building is empty, stand at the junction of Southwark Bridge Road and Southwark Street, watching to make sure no one enters or re-enters the building until safe to do so.

**note: if the fire alarm goes off, it's important to treat it as a real fire.**

### **café staff (if present):**

- should make sure the café and toilets are cleared on the ground floor;
- one person should stand outside the front door of the café directing people to the assembly point and a second person should stand outside the back gates to direct people leaving by the fire escape.

## arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, visitors, disabled people and other members of the public

- **visitors:** the meeting host/employee must take responsibility for any visitor 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. All contractors to be provided with a copy of the Emergency Evacuation Plan. Contractors have responsibility for informing any sub-contractors working for them on the premise on the evacuation procedures for the building.
- **accessible evacuation for staff:** if a person working at The Bridge is unable to exit their workspace in the event of an evacuation (this may be due to a number of things, including mobility, panic disorders etc.), a Personal Emergency Evacuation Plan (PEEP) will be developed with them on their induction to the workspace. Please speak to your line manager if this could apply to you.
- **accessible evacuation for people using the building on an occasional basis:** The Bridge reception staff should be informed prior to the arrival of any person who would be unable to leave the building in the event of a fire due to their mobility or other restriction. The responsibility of informing The Bridge lies with the host of the meeting room event, or the individual in all other cases. A PEEP plan will be prepared with visitors requiring accessible evacuation support in advance, or can be done on site with a member of the staff team.

In the event of an evacuation, staff will follow PEEP plans and will assist those who require support to evacuate, wherever possible. The evac sledge may be used to facilitate safe evacuation.

- **casual staff:** must be given the Emergency Evacuation Plan as part of their General/Health & Safety Induction. It's important that casual staff understand their responsibilities in relation to the procedure.

## training

The following arrangements and training is given to staff:

- **fire drill:** building wide; a minimum of once a year
- **fire warden training:** for designated fire marshals - once a year
- **evac sledge training:** all staff; a minimum of once every two years
- training will be reviewed on an annual basis and planned into the budget.
- records of training are kept on the r:drive.

\*please note that this evacuation plan could be used in any evacuation situation, which includes but isn't limited to fire evacuation. Any queries, please speak to your line manager immediately.

version number	author	purpose/change	date
v1.0	SH	final version approved	30.06.21
v2.0	SH	reviewed: no changes made except to style & updated name of restaurant at the assembly point	05.07.22
v3.0	CH	reviewed: updated description of assembly point	10.07.23

**this plan has been in place for some time: version control was introduced in 2021**