

Fire Evacuation Report

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| **Evacuation type (tick to indicate)** | 🞎 Unplanned | 🞎 Planned |
| **Building:** |  | |
| **Date and time of evacuation** |  | |
| **Length of time taken to evacuate** |  | |
| **Evacuation Co-ordinator** |  | |

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| **General observations on the evacuation:**  *Provide details of what went well and whether there are any areas for improvement e.g., alarm issues, training requirements, staff/student behaviours, Security issues/actions,* *FEM feedback/debrief outcome etc.* |
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| **What action/recommendations are there arising from this fire evacuation?**  *Describe the action required, (including who by and timescale if appropriate/known)* | | |
| **Action:** | **Due by:** | **Person responsible:** |
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| **In attendance** | **Tick all that apply** |
| University Fire Safety Officer or Representative |  |
| Safety Services Staff |  |
| Security Team |  |
| Estates Maintenance Services Team |  |
| Local Safety Advisor |  |
| Other |  |

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| **Red Box** | **Response** |
| Location of red fire box |  |
| Were the red box contents up to date? |  |
| Date red box contents last updated |  |

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| **Alarm system** | **Response** |
| Did the fire alarm activate properly? |  |
| Was the fire alarm audible in the main corridors? |  |
| Were any alarm sounders located in refuge areas that might affect communication? |  |
| Pre-evacuation - Were any alarm faults displayed on the fire panel |  |
| Describe number and/or nature of alarm faults pre-evacuation (if applicable) |  |
| Post-evacuation - Were any alarm faults displayed on the fire panel |  |
| Describe number and/or nature of alarm faults post-evacuation (if applicable) |  |

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| **Fire Evacuation Marshals** | **Response** |
| Number of FEMs observed during the practice |  |
| FEM numbers sufficient to support a safe and effective evacuation |  |
| There were sufficient FEMs to cover all exits |  |
| The FEMs were clearly visible |  |
| The FEMs were well organised |  |
| The FEMs prevented people re-entering the building |  |
| The FEMs maintained clear exits |  |
| The FEMs moved people to the assembly point |  |

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| **About Security and their role** | **Response** |
| Monitored the PEEPs panel |  |
| Made the building secure |  |
| Confirmed the alarm was received centrally |  |
| Authorised FEMs to allow people to re-enter |  |

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| **PEEPS:** | **Response** |
| Did any PEEPs work effectively? |  |
| What is needed to make PEEP(s) work effectively? |  |

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| **Computer Clusters** | **Response** |
| Are there any computer clusters in the building? |  |
| Did students evacuate promptly? |  |
| Did staff check the cluster? |  |

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| **Any further comments:** | **Response** |
| Overall were the arrangements suitable and sufficient for an effective evacuation? |  |
| Was a debrief held after the evacuation? |  |

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| **Who will receive a copy of this evacuation report?** |
| Head of School/Directorate  Head of Department/Institute  University Fire Officer  University Safety Coordinator  Faculty/Directorate Safety Lead  Local Safety Advisor  Other (Provide details) |