

Sample Assessment for Functional Skills English Reading Level 1

Emergency Evacuation

Source Documents

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2015

3748-010
Level 1 Functional Skills English
Reading
Sample Assessment 6



Emergency Evacuation

Source documents

Do not write your answers in this booklet as this will not be marked.

All answers should be written in the space provided on the question paper.

EMERGENCY PROCEDURES



FIRE SAFETY

Staff should make themselves aware of the location of all fire exits. Fire Assembly Points are clearly displayed in the car park. Plans showing their location can be seen in every work area and office. Make sure that you familiarise yourself with them. Whenever visitors are on site, it is important that they are made aware of emergency exits and assembly points.

Fire doors are designed to prevent the spread of fire and smoke. **DO NOT WEDGE FIRE DOORS OPEN.** Inform the Duty Manager if you notice a problem with a fire door not closing automatically. It is vital that they work properly in order to provide protected routes to safety in the event of fire. Fire drills are practised twice a year to test the effectiveness of our evacuation procedures. There are fire alarm buttons and fire extinguishers throughout the site. As staff, you should make a mental note of their whereabouts. Visitors should also be informed of these.



Discovering a fire – what you must do:

- 1 RAISE THE ALARM - Shout FIRE, FIRE, FIRE!**
- 2 ACTIVATE the nearest fire alarm button to warn everyone in the building.**
- 3 CALL 777 from a safe place. This will be answered by Security Staff who will then contact the emergency services. Telephones are located in every office.**
- 4 DO NOT search for the source of the fire.**



Use of fire alarm

The alarm may sound for reasons other than fire, such as any spillage of the chemicals used in our factory, or in response to a phone call that is later found to have been a hoax. Hoax calls are a matter for the police. Gas is used throughout the site. The alarm is sounded for any gas leaks as they carry the risk of explosion or poisoning. Fire doors are effective at stopping the spread of gas so must be closed at all times. The weekly testing of the system is the only time you should not respond to the alarm. Please inform any visitors if a test is planned during their visit. Any employee who activates the fire alarm as a prank will face disciplinary action.



Evacuation procedure

ON HEARING THE FIRE ALARM:

- ☐ **Leave the building PROMPTLY. DO NOT WAIT TO BE TOLD TO LEAVE.**
- ☐ **Close doors and windows behind you if there is time.**
- ☐ **Walk quickly.**
- ☐ **DO NOT stop to collect belongings.**
- ☐ **Use your nearest Fire Exit. Fire Wardens will give directions.**
- ☐ **DO NOT attempt to use the lift; it is automatically disabled when the alarm is activated.**
- ☐ **Move away from the building and keep the entrances clear for the Fire Service.**
- ☐ **Once out of the building, proceed to the Fire Assembly Point and listen to the instructions given by the Fire Wardens.**
- ☐ **DO NOT go back into the building until you are told to do so. It may be the Fire Warden who gives this instruction.**
- ☐ **Silencing of the alarm is not a signal to re-enter the building.**
- ☐ **The Fire Service Officer in Charge may give permission to re-enter the building when it is safe to do so.**

Document 1 – Email. Use this document to answer questions 9-15.

SUBJECT: Fire Wardens needed



Nina Atwal

From: **Nina Atwal** (Nina.Atwal@shalmar.co.uk)

Sent: 6 March 12:34

To: allemployees@shalmar.co.uk

Dear Colleagues

We have reviewed the Emergency Evacuation Procedure in order to ensure that we have the best possible cover. We would like to appoint more wardens and are encouraging employees to consider taking on the role. Fire Wardens receive 2 days paid training per year to become skilled in evacuation procedures.

The Role of Fire Wardens

Fire Wardens play a vital part in ensuring that employees work in a safe environment. They work with the Chief Fire Warden, Dave Stokes, to ensure that all escape routes are kept clear and that all equipment associated with fire safety is fully functioning. Part of this training includes learning how to operate a fire extinguisher.

A very important part of the role is making sure that any person with mobility difficulties has a Personal Emergency Evacuation Plan (PEEP), which includes the employee's work location and the specific assistance required. In addition, any special equipment is listed and it may detail a particular escape route. All this will be covered during training. Reception staff will notify a Fire Warden if any visitor needs a PEEP assessment.

Daily Duties

Daily duties include ensuring the fire alarm buttons are fully visible and checking that emergency exit doors are unlocked and that fire extinguishers are in position with their seals unbroken. Wardens must make sure that all escape routes are clear and that no combustible materials are left along these routes or are obstructing the fire doors, where they could present a fire hazard.

Fire Wardens make sure that fire safety signs are in position throughout the building and check that all fire-resisting doors are fully closed and functioning properly.

Weekly Duties

Weekly duties include recording any faulty alarm buttons and reporting these to Marsha Davies in Maintenance immediately after the weekly alarm test. Similarly, if faults on the emergency lighting are found, Maintenance needs to be informed in order to arrange repairs.

Emergency Evacuation Duties

- Fire Wardens wear high visibility jackets and ensure the building is evacuated.
- Checking names on the list of employees at the Fire Assembly points.
- Working under the supervision of the Chief Fire Warden.
- Assisting in the evacuation of those employees and visitors who have a PEEP.

If you would like more information about becoming a Fire Warden, speak to Des Clarke, who has agreed to share his experiences of the role. If you wish to apply, please reply to this message or contact dstokes@shalmar.co.uk. We will invite all interested staff to attend a briefing session at 2pm in the canteen on the last Friday of the month.

Yours sincerely

Nina Atwal

Health and Safety Department | T: 0303 552 9757 | E: [follow this link to our website](#)

Sources

Doc 1 www.ncl.ac.uk/healthandsafety/fire_evac_plan

www.thefpa.co.uk 321 × 321 [Search by image](#)

www.freesignage.co.uk 213 × 297 [Search by image](#)

www.fsanp.ro 1000 × 1000 [Search by image](#)

www.vecteezy.com 800 × 560 [Search by image](#)