

Sample Assessment for Essential Skills Communication Level 1 (4800)

Emergency Evacuation

Source Documents

City & Guilds Level 1 Certificate in Essential Skills Communication



Sample Assessment 4

Source Documents for Section 1 Reading.

These documents are for Section 1 Reading. Please read the documents and then answer the 8 questions.

Use document 1 to answer questions 1 to 4.

Use document 2 to answer questions 5 to 8.

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.

FIRE SAFETY

Staff should make themselves aware of the location of all fire exits. Plans showing their location can be seen in every work area and office. Make sure that you familiarise yourself with them.

Fire doors are designed to prevent the spread of fire and smoke. 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.



Discovering a fire – what you must do:

- 1 Shout **FIRE, FIRE, FIRE!**
- 2 **DO NOT** attempt to put out the fire.
- 3 **ACTIVATE** the nearest fire alarm button to warn everyone in the building.
- 4 Alert the Chief Fire Warden by **CALLING 777** from a safe place, who will then manage the evacuation procedure.
- 5 **LEAVE** the building promptly, closing all fire doors behind you.



Use of fire alarm

The alarm is used for other emergencies, such as any spillage of the chemicals used in our factory, due to their dangerous nature. You may also hear it in the event of any gas leaks, as they carry the risk of explosion. 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**.
- **DO NOT** stop to collect belongings.
- **DO NOT** attempt to use the lift; it is automatically disabled when the alarm is activated.
- Once out of the building, proceed to the Fire Assembly Point
- **DO NOT** go back into the building until you are told to do so.
- Silencing of the alarm is not a signal to re-enter the building.

Document 2 – email. Use this document to answer questions 5-8.



From: **Nina Atwal** (Nina.Atwal@shalmar.co.uk)
Sent: 28 Nov 12:34
To: allfirewardens@shalmar.co.uk

Subject: Fire Warden Training Day

Dear Colleague

Thank you for agreeing to take on the role of Fire Warden following the retirement of Jane Conway. Training will take place all day on the 6th of December. Please notify Pat Currie from Catering if you have any special food requirements for the day. Report to reception on the day, where you will receive your high visibility jacket, which must be worn whenever a fire warden is on duty.

The training day will cover:

1. Essential Duties

As a Fire Warden, you will assist in emergency evacuations, and play a vital part in ensuring that employees work in a safe environment. You will work with the Chief Fire Warden, Dave Stokes, to ensure that all escape routes are kept clear and all fire safety equipment is working properly.

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 help they need. In addition, any special equipment needed, such as a wheelchair, will be listed on the PEEP. Each fire warden will be responsible for assisting one employee with a PEEP to evacuate the building along an appropriate escape route, which will be shown on the PEEP.

2. Daily Duties

Daily duties include ensuring the fire alarm buttons are fully visible and checking that emergency exit doors are unlocked.

3. Weekly Duties

Weekly duties include making a note of any faulty alarm buttons and reporting these to Marsha Davies in Maintenance immediately after the weekly alarm test.

4. During an Evacuation

When the fire alarm sounds, all staff must evacuate the building. You will be responsible for checking names on the list of employees at the Fire Assembly points.

If you have any questions, please reply to this message or email the Chief Fire Warden, Dave Stokes, at dstokes@shalmar.co.uk. We look forward to seeing you at the training day.

Yours sincerely

Nina Atwal

Health and Safety Department | T: extension 2975

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