



SOP 27 - Fire Evacuation

February 2018

Edited by: The Health, Safety & Environment Team

**Read it.
Live it.
Best it.**



What should you do if you discover a fire?

Break the glass on the nearest manual fire alarm point (normally found near exit doors) and tell anyone else working close by to get away from the area.



...or contact the Control Room immediately by dialling: **x888 / x290**

When a device (detector head or manual call point) is activated, our Security team are automatically alerted in the Control Room. You won't hear the alarm straight away as the system has the following delays built into it to allow the G4S / SEC team to investigate the cause of the activation (we don't want to waste our lovely Fire Service's time unnecessarily):

- SEC Centre 90 seconds
- SEC Armadillo 90 seconds
- SSE Hydro 3 minutes

What happens when the fire system is activated?

- Our Security team broadcast a **Code 4** message across all SEC radio channels to alert team members when a fire detector head or manual call point is activated
- This is the cue for Operations team to investigate the activation and decide whether an evacuation is needed or not.

If an evacuation is needed:

- Our Security team will call 999 and broadcast a **Code 1** message across all SEC radio channels confirming that an evacuation is about to take place
- The Public Announcement Voice Alarm (PAVA) will broadcast the following message:

ATTENTION PLEASE, ATTENTION PLEASE

THIS IS AN EMERGENCY

**PLEASE LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT.
DO NOT USE THE LIFTS.**

In the unlikely event of an evacuation please remember to take any visitors or customers with you!

If an evacuation is not needed:

- Our security team will broadcast a **Code 10** message across all radio channels to confirm that it's ok to stand-down, breathe again and return to your work.

What do you need to do when the alarm goes off?



- Leave the building immediately by your nearest available exit – don't sit and wait to see if it's a test as fire will spread quicker than you think!
- Do not use any of the lifts – if you think that you'll need help getting out of the building quickly get in touch with our Health & Safety team as soon as you can to agree your very own PEEP (Personal Emergency Evacuation Plan)
- Do not return to your desk to collect personal belongings – this is wasting valuable time
- Do not try to fight the fire if you are not one of our fab SEC Fire Wardens (they've been trained so know what they can and can't do!)

Where should you go?

There are 3 Assembly Points on the campus

1. SEC EAST: SSE Hydro Hospitality Car Park 1
2. SEC WEST: Walkway between Car Parks 5 & 7
3. SSE HYDRO: SSE Hydro Service Yard



- SEC team, partners & contractors – you should leave by the nearest exit and make your way to the SEC EAST assembly point using the safest external route. You will be met and looked after by the SEC Incident Officer or an appointed member of the Operations team – they will make themselves known to you (they'll probably be in a hi-vis vest!)
- SEC Customers – should be directed to the nearest exit and make their way to nearest assembly point (SEC EAST or WEST) where they will be met and looked after by a member of our security team (again in a hi-vis vest).

Please Stay at your Assembly Area until you have been told it is safe to go back in to the building by the Fire Service or the SEC Incident Officer.

The SAFE Team will be in contact to make sure you're well looked after while the Operations team respond to the fire.

Customer Group	Assembly point
SEC & Partner team members	SEC EAST
SEC Armadillo - delegates & customers	<ol style="list-style-type: none"> 1. Consider DISPERSAL 2. Secondary – SEC EAST
SSE Hydro – customers	<ol style="list-style-type: none"> 1. Primary – DISPERSAL 2. Secondary – SEC EAST
SEC Centre – Lomond Suite delegates	<ol style="list-style-type: none"> 1. Consider DISPERSAL 2. Secondary - SEC EAST
SEC Centre – delegates & customers	<ol style="list-style-type: none"> 1. Consider DISPERSAL 2. Secondary - SEC EAST or SEC WEST
SEC Centre – Clydebuilt customers	<ol style="list-style-type: none"> 1. Consider DISPERSAL 2. Secondary - SEC EAST
SEC – Artists / VIPS	<ol style="list-style-type: none"> 1. Pre-agreed SAFE EXIT ROUTE from campus 2. Secondary – pre-agreed SAFE AREA within campus
SSE Hydro – Production & SEC Event Team	<ol style="list-style-type: none"> 1. SSE Hydro Service Yard

What do Fire Wardens do?

Fire Wardens are volunteers who have been trained to help the SEC prevent fires happening within the campus and to help clear the venue in the event of an evacuation. They will:

- Help team members and customers to leave the building by the nearest safe route. They will also guide you to alternative exits if the fire is blocking your normal exit route
- Check your work area to make sure all your team members have left (including toilets, meeting rooms & storerooms) before leaving the area themselves, collecting the Zone Card as they leave
- Meet you at your Assembly Point to check if any known team members are missing.

What about the Fire Service?

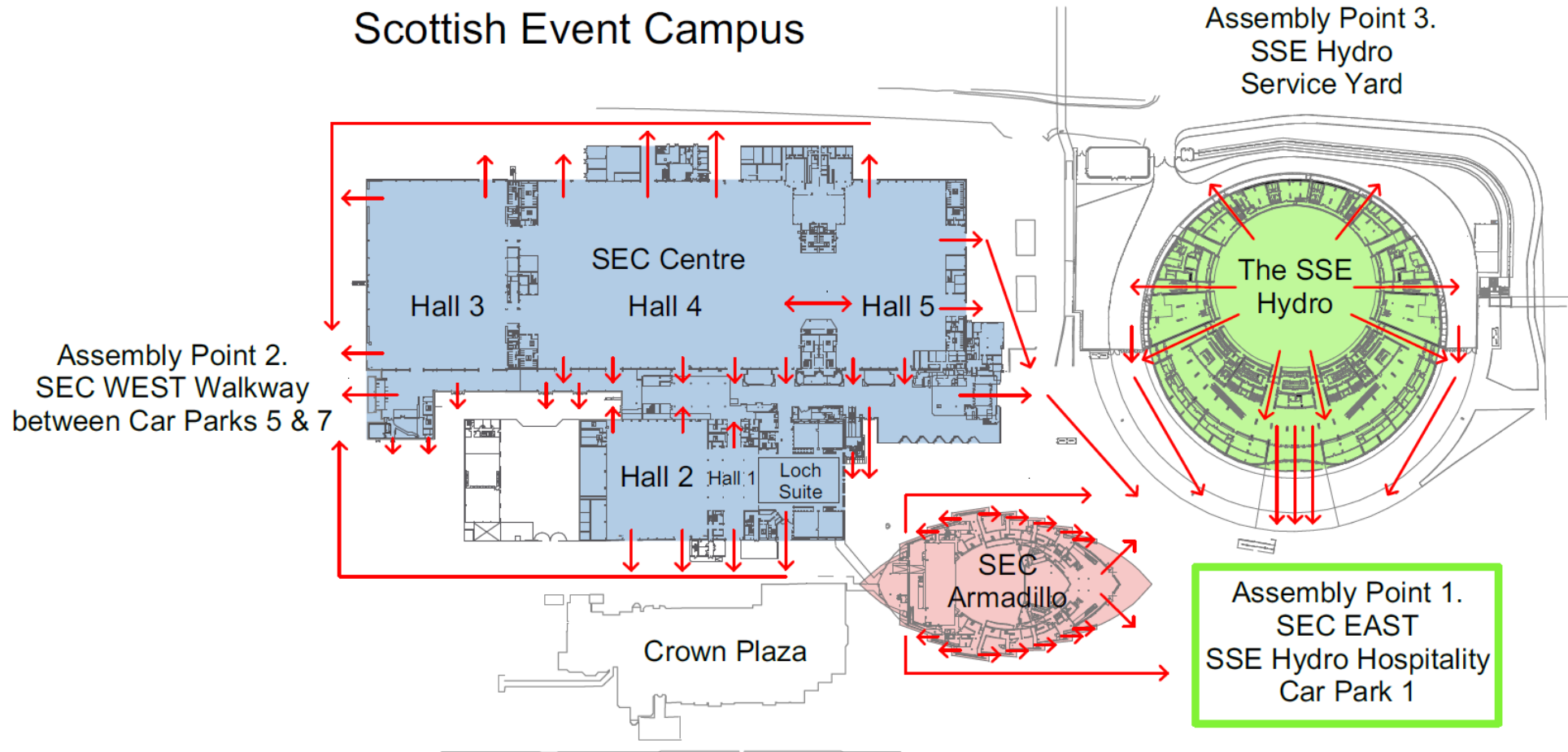
- Our Security Team will call the Fire Service for ALL confirmed fires on the campus
- They will also be automatically notified by the fire system and will be on their way while we are evacuating.



Fire Escape Routes &

Assembly Points

Scottish Event Campus



Fire Warden Zones

Zone	Description	Fire Warden
1	<ul style="list-style-type: none"> • Live Entertainment Office (Ground Floor) • Ground Floor Meeting Room 	Lisa Forbes
2	<ul style="list-style-type: none"> • Operations Office (1st floor) • Reception 	Derek Morgan
3	<ul style="list-style-type: none"> • Sales Office (Mezzanine level) 	Breda Cruickshank
4	<ul style="list-style-type: none"> • Corporate Services Office (2nd floor) 	Fiona Tague
5	<ul style="list-style-type: none"> • SEC Control Room • SEC Centre First Aid Room • SEC Centre Box Office • Honeywell Room • Concourse Meeting Rooms 	George McLaren Etienne Kennedy Stephen Lawrie Christine McLaren Lynda Gibb David Backus James Girvan
6	<ul style="list-style-type: none"> • Bothy • Medical Centre (Portacabin) 	Barry Young
7	<ul style="list-style-type: none"> • QDE Office 	Lyndsey McElwee
8	<ul style="list-style-type: none"> • SEC Food offices 	
9	<ul style="list-style-type: none"> • SEC Food Production Kitchens 	
10	<ul style="list-style-type: none"> • SEC Armadillo G4S Office 	Chris Burr Joanne Burke
N/A	<p><u>Event space</u></p> <ul style="list-style-type: none"> • SEC Centre (Halls, Loch Suite, Lomond, Meeting Academy, Clydebuilt) • SEC Armadillo • SSE Hydro 	G4S Event / In-house Security Team

Reference Documents

Doc Ref	Title
09 MGT	Emergency Preparedness and Response\ 09 Incident Response Plan
Forms	Title
FRM 16	Fire Assembly Point Checklist

Amendment Record

Rev	Date	Brief Description of Change	Section(s)
R01	02/2018	Revised full document	All