



Fire Safety

Generic Emergency Evacuation Plan

Purpose

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors of the building with restricted mobility or those who may not be able to evacuate the building unaided to become familiar with the layout, evacuation procedures, available equipment, and communication devices.

The building

The Melting Pot comprises of 3 floors: ground, basement, and 1st. The 1st floor can be accessed by stairwell and lift, basement can only be accessed via internal stairwell. Emergency egress using the lift is not possible during an evacuation. Safe refuge areas are available on each floor of both fire escapes.

Action required on hearing the fire alarm

The Operations and Facilities Manager tests the fire alarm regularly, which the alarm will sound for a few seconds and stop.

If the alarm sounds for a longer period, on a different day or if you are advised otherwise, we will treat the fire alarm as the real thing.

If able, you should leave the building immediately by the nearest/safest fire exit and report to the assembly point at the car park uphill from the building. It is also particularly important that users of the coworking space DO NOT sign out when evacuating the building to enable a member of staff to make an accurate roll call.

If you are unable to or have any concerns about evacuating the building unaided in the event of a fire, please speak with a Host as soon as you can and we will create a Personal Emergency Evacuation Plan (PEEP), this will also be mentioned during your induction. We have also listed methods of evacuation for several different accessibility requirements in the table below.

We would also recommend that anyone with any access issues has a designated “buddy” to assist where needed.

Evacuation Plan

Accessibility type	Potential issue	Solution
Mobility issue (i.e. wheelchair user, has difficulty using the stairs)	As the lift should not be used in the event of an emergency, the stairwells are only means of escape	There is no emergency evacuation equipment available for anyone with mobility issues (e.g. evacuation chair). In the event of an emergency evacuation, the person should make their way to the nearest/safest fire exit and wait at the refuge point. THE MELTING POT also encourage a “buddy system” where a dedicated “buddy” will wait with the person until the fire service arrives. THE MELTING POT Hosts may also volunteer themselves as “buddy’s”
Sensory issue (i.e. sight, hearing or smell impairment)	Inability to see, hear or smell signs of a fire	It is the responsibility of THE MELTING POT’s Hosting team to ensure that everyone using the space is made aware in the event of an emergency. If a person is unable to evacuate the building via the staircases unaided, a Host will write up a PEEP during their induction which is to be followed.
Cognitive issue	Lack of understanding, may create panic	It is the responsibility of THE MELTING POT’s Hosting team to ensure that everyone using the space is made aware in the event of an emergency. If a person has specific communication requirements or is unable to evacuate the building via the staircases unaided, a Host will write up a PEEP during their induction which is to be followed.
Hidden disabilities (asthma, heart condition)	May cause an asthma/heart attack, or something similar	Where possible, please make a THE MELTING POT Host aware of any health issues you may have

		that could affect you evacuating the building safely so that a PEEP can be made. There are safe refuge spots on each floor on both fire exits if you require time to rest.
Latter stages of pregnancy	Crowded stairwell may harm unborn child/mother	Where possible, please wait for the majority of coworkers to head down the fire escapes first and calmly/safely make your way down the fire exit. If you require assistance, please speak with a Host who will assign a “buddy”.

Although it is the responsibility of all THE MELTING POT Hosts to ensure that everyone is made aware in the event of emergency, none of the Hosts are obliged to physically assist anyone evacuating the building and must always put their own safety as a priority.

Firefighting equipment

It is the responsibility of the Operations and Facilities Manager to provide and maintain appropriate firefighting equipment.

Equipment	Location	Purpose
Foam fire extinguisher	Platform toilet fire escape Ground floor kitchen	Wood, paper, textile, flammable liquids. NOT electrical or metal
CO2 fire extinguisher	Platform entrance Vestibule Executive Board Room Reception desk in Commons Ground floor kitchen Basement fire escape Basement kitchen	Metal and electrical fires
Water fire extinguisher	Platform entrance Vestibule Executive Board Room	Organic materials such as wood, cloth, paper and plastics. NOT electrical or metal

	Reception desk in Commons Basement fire escape Basement kitchen	
Powder fire extinguisher	Kitchen store/IT cupboard	Textiles, flammable liquids, metal, gas and electric fires.
Fire blankets	Basement kitchen Ground floor kitchen	Small kitchen fires
Fire doors	Every fire exit.	To prevent fire from spreading, must be kept closed
Smoke detectors	Throughout the building	To detect signs of fire

Using the firefighting equipment

You are in no way obliged to fight fires; your safety come first.

If you feel confident enough (and if the fire is small enough), here is a quick guide on how to operate the firefighting equipment

Fire extinguishers

- Each extinguisher will have a tamper proof tag, if this has been removed or broken try and find another suitable extinguisher (refer to the above table). If you are unable to safely obtain one, please raise the alarm and follow the fire evacuation procedure
- Pull the pin out from the top of the extinguisher
- Aim the nozzle towards the base of the fire. **If you are using the CO2 extinguisher, keep your hand as far away from the end of the nozzle as possible to prevent getting freeze burn**
- Slowly squeeze the levers and spray the extinguisher on the base of the fire and slowly make your way along the direction of the fire.
- If you are unable to control the fire, raise the alarm and follow the fire evacuation procedure

Note: Please be aware that the water fire extinguisher is very heavy, if you are unable to comfortably lift it, please do not attempt to fight the fire as you will be putting yourself and others at risk.

Fire blankets

- Firmly pull the 2 tabs hanging out the top of the casing to release the fire blanket
- From a safe distance, calmly place the blanket over the fire.
- Ensure the fire is completely covered to prevent any oxygen getting in
- Turn off the heat/power source and leave the blanket until cool

You must notify the Operations and Facilities Manager immediately if you use any firefighting equipment so that it may be replaced.