

My Property

Emergency Procedure Overview & Evacuation Procedures

London



Emergency Procedure Overview & Evacuation Procedures

Responsibility for life safety belongs and rests with us all and only through strict adherence to the fire and safety rules can we ensure that the building is safe to occupy. Being prepared in an emergency is the best way of dealing with an incident in the building. The buildings have been designed and constructed to meet all statutory fire safety requirements. Many fire safety features have been incorporated into the building to safeguard its occupants against the danger of fire. Some of these systems are automatic and are designed to detect a fire in its very early stages, raise the alarm and tackle the fire thus preventing it from growing to life threatening proportions.

There are a number of options to consider for emergency response including:

- a full site evacuation
- a phased evacuation and partial (zonal) evacuation (consider if you require dedicated searchers to remain)
- a directional evacuation, in which staff, contractors and visitors are directed to specific exits and routes
- a full or partial invacuation to safer areas, including protected space(s), if available
- dynamic lockdown
- no action (a decision is made not to evacuate or invacuate)
- For all evacuation options, consider dispersal. Your communication plan for dispersal needs to be simple and effective.

Full site evacuation

Leaving the site will be directed by the building management team, police or security staff and it is reasonable to assume the attack or threat is credible and evacuation will move people towards a 'place of relative safety'. You may wish to 'evacuate to the nearest exit' or direct people to specific exits. Knowledge of the approximate time to evacuate (from testing and exercising and analysis including crowd modelling) and time for individuals to navigate the route should inform decision-making and instructions to staff.

Phased evacuation and partial (zonal) evacuation

Phased and partial (zonal) evacuation might be decided to give the priority to the people closest to or most at risk from the threat. This approach is similar to that in a fire scenario where typically the floor affected, and two floors above are evacuated in advance of other floors. In crowded places phased or zonal evacuation may be directed in order to control the number of people evacuating so as to not overload internal or external circulation routes, and thereby create further risks arising from moving high density crowds. These approaches will normally allow the minimum numbers of people to be evacuated for a given incident and allow the fastest return to normal operations.

Directional evacuation

A directional evacuation should be used if a specific area is currently, or may become, dangerous or a given route would result in people passing through or near to the area of the threat. Selection of this strategy might increase evacuation time but improve safety. It requires staff and visitors to know of the different routes, which in turn may require that the evacuation exits are labelled (such as, 'Exit A', 'Blue Exit, Floor 1') so as to be distinguishable from each other, and that there is a means of communication of choice of exits or routes.



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Property specific reports, financials and customer handbook documents.

Invacuation, including to protected space(s)

There are occasions when it is safer to move people away from the threat while remaining inside the property or estate. If the threat is outside your venue or the location is unknown, people may be exposed to greater danger if the evacuation route takes them past the threat (such as a suspect device, contaminated environment or attackers). Since glass and other fragments from an explosion may kill or maim at a considerable distance, moving customers inside the crowded place (including to protected spaces) is often safer than evacuating them onto the streets.

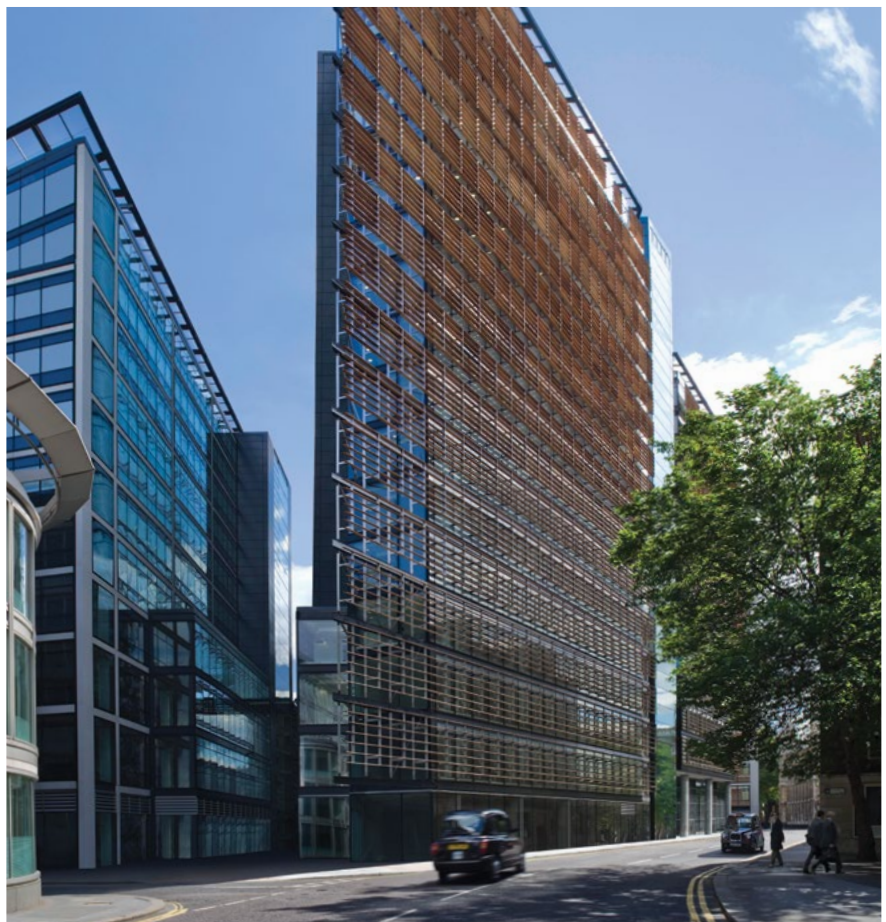
Dynamic Lockdown

If preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) and reduce the number of potential casualties can be greatly increased through dynamic lockdown. Advance planning is required to lockdown a site or event and flexibility in those plans may save lives.

Dispersal & Muster

So that you are safe from any potential danger and rather than create a large gathering close to the office, it is now recommended that people disperse until the threat has passed. The rationale will be for one Fire Marshall to report that a floor is clear to the Incident Control Officer (ICO) and wait at the dispersal point (at least 400m safe distance from the building) until the all clear is given. It will then

be the responsibility of the company (via whatever multi-address system they use) to inform their staff they can return to the building. In some instances, a customer may choose for their staff to not disperse in which case a designated muster point is used. At least one fire Marshall should wait with the ICO to pass on the all clear message.





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