# Fire Evacuation Tabletop Exercise: 25 Cabot Square

**Scenario Overview:**

- Location: 25 Cabot Square, Canary Wharf
- Building Description: 17 storey office building (lower ground, ground, and 15th floors)
- Muster Point: Cabot Square Fountain

**Exercise Objectives:**

1. Test the effectiveness of evacuation procedure.
2. Ensure employees are aware of all fire exit routes.
3. Assess the coordination with the Landlord Security Team and the Building Management Team

**Scenario:** A red BGU was activated on the 6th floor. The fire alarm system has been activated.
Actions to be Taken:

1 **Immediate Response**:

- Deploy site staff as per daily fire evacuation roster
- Notify emergency services
- Initiate building wide evacuation
- Inform Canary Wharf Control room that the building is evacuating

**2 Evacuation Procedure**

- Building fire alarm system operates on a phased evacuation programme, the system will automatically inform staff via Public Address System when to evacuate their floors.
- Ensure that the fire lifts are used appropriately for mobility impaired individuals
- Evacuate 14th floor using the Red and Yellow Staircases
- Evacuate all floors above 10 to 12 floors using the Red, Brown and Yellow Staircases.
- Evacuate floors 4 to 10 using Red, Yellow, Brown and Green Staircases.
- Evacuate floors Ground to 3 using Red, Yellow, Brown, Green and Purple Staircases.
- Evacuate basement using Red, Brown, Yellow and Purple Staircases

**3 Special Considerations:**

- Green stairs fire lift serves floors Ground to 7th floor.
- If a Fire Lift is required, please use fire phone located in refuse area to request a lift to your required floor.
- During a fire evacuation, avoid using passenger lifts.

4 **Muster point and Accountability**:

- All fire wardens should assemble at the Cabot Square fountain to confirm staff have evacuated the nominated floor
- Designated personnel to perform a headcount to ensure all employees are accounted for.

**5 Communication:**

- Use internal communication system to inform and direct landlord staff.
- Keep emergency services informed of the situation inside the building

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**6 Debrief:**

- Post-evacuation, conduct a debrief to assess the effectiveness of the exercise
- Identify areas for improvement (if required), and update evacuation plans accordingly.

**7 Roles and Responsibilities:**

- Security Team: Assist with evacuation, while remaining at designated post until stated otherwise
- Building Management Team: Coordinate with emergency services and Tenants Facility Management Teams, oversee evacuation procedures.
- Floor Wardens: Ensures all staff members on their floor are aware of evacuation procedures and lead them to the muster point. “Reminder” Ensure all toilets have been checked and cleared before leaving you’re designated floor
- Tenants: Familiarise themselves with fire exit routes and follow instructions from floor wardens and the security team.

**8 Observations and Feedback:**

- Monitor flow of evacuation
- Note any bottlenecks or confusion in evacuation routes
- Monitor and manage reoccupation process
- Gather feedback from participants for improvements

This tabletop exercise is designed to test the buildings emergency response procedure and should be conducted in a controlled environment. Regular drills and updates to the evacuation plan are essential for ensuring the safety of all tenants in case of an actual emergency.