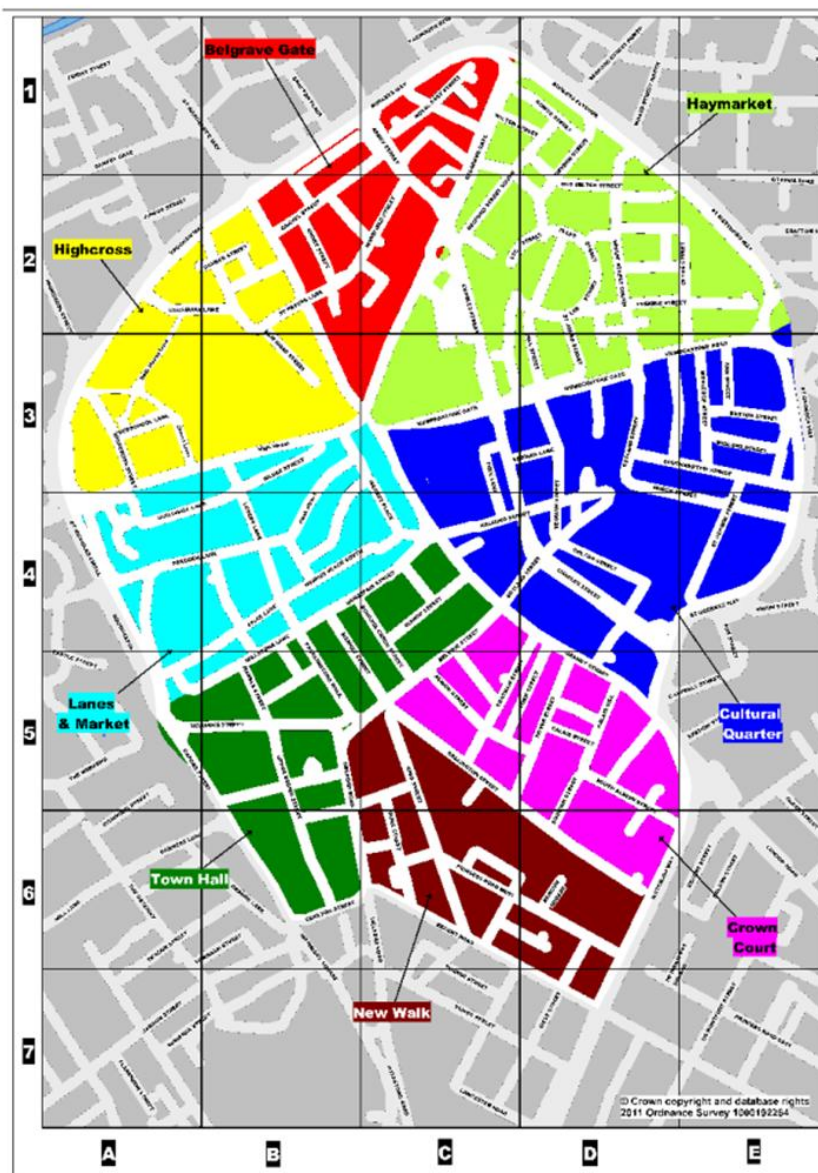




Leicester City Centre Evacuation Zones & Emergency Preparedness Advice





Emergency Management

Major emergencies requiring a partial or full evacuation from the city centre are rare but could happen at any time and it is important that we all avoid complacency by planning ahead and effectively minimising the risks to people and businesses in the locality. The Leicester City Centre Evacuation Plan includes this map which shows zones and a grid that have been commonly agreed for use in a major evacuation by all the emergency services as well as Leicester City Council through the Leicester, Leicestershire & Rutland Local Resilience Forum. By providing you with the map and the means to identify in which zone and grid your premises are located it is hoped that communications to you as to how to react in such a situation will be more effective and allow “informed self-help”.

Police officers will coordinate the evacuation with the support of other emergency services and Leicester City Council. However, it is vital that each individual and business within the City Centre also support the police by following any directions and advice given and thereby minimising the danger to themselves, their families, friends, neighbours, visitors, customers and staff. Security and building management staff are particularly important in this regard and should look to assist the police in any way they can.



Events That Might Result In Evacuation

Some examples of what might generate a need to evacuate include:
This is not a comprehensive list.

- Fire
- Building collapse or serious structural damage
- Flood
- Severe weather
- Gas leak
- Chemical leak
- Other airborne hazard
- Serious public disorder
- Bomb threat
- Other terrorist incident

Evacuation – Immediate Actions

Implement your building evacuation plan. Be a good neighbour (if time allows) and inform others who do not appear to be responding to the evacuation request. Use your security staff to escort other staff / public away from danger. Do not allow any person to return to a building unless authorised to do so by the emergency services. Follow emergency services advice which may be for you and those in your building to stay there or take shelter deep within your building rather than leaving it in a conventional evacuation. It will have been decided by a commander in full knowledge of the facts that it is safer for you to stay where you are (potentially locking the access to your building) if such a message is sent. If remaining in situ tune in to your local radio station to receive emergency service updates on the situation outside.



Effective Communication

This is absolutely vital to a successful evacuation and as detailed above there are a number of ways that messages can potentially be passed. Communications relating to an incident that may require some kind of evacuation can come from a number of sources including:

- Directly from emergency responders (the police)
- Messages from public address systems like those located in shopping centres, individual stores, pubs, clubs, industrial premises, bus station, railway station, police vehicles and the police helicopter (“Sky Shout”)
- Local radio stations
- The City Watch and Pub Watch radio system
- The Big Screen in Humberstone Gate
- The Police Neighbourhood Link system and other new media feeds like Twitter, Facebook & RSS that can send messages via e mail or mobile phones if you have requested and signed up to them.

“**City Watch**” & “**Pub Watch**” members’ radios: Membership and the radios have a far wider application than just evacuation. If you require further information or wish to join the scheme then contact:

graham@citywatch-leicester.org or telephone 0116 2628788

If you are interested in becoming a recipient of police neighbourhood messages then contact your local neighbourhood team or sign up directly via the Leicestershire Constabulary website at: **www.leics.police.uk**

How Can I Prepare

Prepare and test an evacuation plan for your building. Make sure your staff members are aware of the plan and their responsibilities within it. Identify and train staff with responsibility for building evacuation. Pre-identify potential evacuation routes and assembly points a safe distance from your building. These are in addition to those designated for fire alarms which are likely to be unsuitable for a wider evacuation. Be aware and make your staff aware of your zone and surrounding zones. Establish how you will alert staff and visitors of the need to evacuate and the route and assembly points dynamically selected at the time. Create specific procedures to assist staff with disabilities or other special needs. Establish how you will account for



all your staff and visitors at the designated assembly point. Decide in advance how you will communicate with your staff whilst they are outside of your premises (mobile phones may not work in an emergency due to an over-used network). Identify potential safe areas inside your building where staff and visitors could shelter away from windows and doors with substantial walls between them and danger. Have in place well prepared and tested business continuity plans.

Additional information training and support to assist in the preparation for a major incident or building evacuation is available free of charge from:

Leicestershire Constabulary Counter Terrorism Security Advisers contactable at: CTSA@leicestershire.pnn.police.uk or secure information directly via the main national website www.nactso.gov.uk

Leicester City Council Emergency Management Unit contactable at: emergency.management@leicester.gov.uk or telephone 0116 238 5007

Leicester, Leicestershire & Rutland Local Resilience Forum website at www.localresilienceforum.org.uk

Emergency Grab Bag

When an emergency requiring evacuation occurs it is extremely useful to have access to some basic equipment and information whilst you are away from your premises. For that reason consider providing an easily accessible and portable bag containing some essentials.

For businesses this might include:

- Copy of current business continuity plan, including responsibilities of members of staff.
- Copy of building plans including the locations of fire equipment, water stop cocks, isolation switches etc.
- Telephone numbers for key suppliers, customers, stakeholders & partners etc.
- Spare torch and useable batteries
- Notepad & pen / pencil
- Spare mobile phone with charger
- Staff contact list



- First aid kit
- Wind up radio with card recording local radio frequencies
- Laminated action cards for management and staff members
- Foil blankets
- High visibility vests
- Cash for emergency transport and / or subsistence

It is of course important that an individual is clearly allocated to take the grab bag at the time of the evacuation.

For vulnerable people this bag may include:

- Details of any equipment and / or medication that they need as a matter of routine
- A small supply of any vital medication that they need to take regularly
- Contact details of trusted family, friends, carers and other relevant services
- Set of warm & waterproof clothing

Business Continuity

Do you have a business continuity plan?

Would your business / organisation be able to recover if your organisation suffered a major disaster or protracted disruption?

The objective of a business continuity plan is to provide an effective response to and recovery from a serious interruption to normal business. It can help in minimising the impact of such an event on operations, employees, customers, suppliers and ultimately the organisation's reputation and future prospects. All emergency responders are committed to promoting good resilient business continuity planning and if you require help and advice in this area it is available free of charge by contacting Leicester City Council:

For Leicester City business continuity free advice contact: riskmanagement.insuranceservices@leicester.gov.uk or telephone 0116 238 5007