### What is all this about?

City of York Council and our partner agencies (North Yorkshire Police, North Yorkshire Fire & Rescue Service and Yorkshire Ambulance Service) have prepared a City Centre Evacuation plan.

For the purposes of this plan, the city centre is deemed to be the area within the ancient walls of the city. The plan is designed to ensure that any evacuation of this area is carried out speedily and efficiently.

Multi-agency working and its effectiveness is dependent on the ability of partner agencies to mobilise their resources to respond.



### How can I prepare?

You should prepare an evacuation plan for your own premises and consider:

- How you will ensure that all staff are aware of the plan
- Pre-identifying staff with specific responsibilities for building evacuation
- Pre-identifying appropriate fire assembly points a safe distance from your building
- Pre-identifying appropriate bomb assembly points in adjacent zones to yours and possibly outside the City Centre completely.
- Establishing how you are going to alert your staff and visitors/customers of the need to evacuate and how to inform them of the chosen assembly point.
- Establishing how you will account for your staff at the assembly point.
- Thinking about any special arrangements for staff or visitors/customers with physical or visual difficulties.
- Testing your plans regularly.
- Preparing a 'Grab Bag' to be held at a known location within your premises. The contents
  might include a torch, a transistor radio, a mobile phone and charger, a list of essential
  phone numbers (suppliers/major
  customers/senior staff of a parent company), essential information/documents, keys,
  bottled water and a first aid kit.

My business is in area (insert colour)	zone (insert number)
Important information & phone numbers	
Notes	
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## How will I know that an evacuation has been started?

Premises who are part of York Business against Crime or the Doorsafe scheme may receive information over the radio system which they can then pass on to staff, customers and members of the public generally.

Requests to evacuate may be broadcast using other public address systems within the City Centre and Police Officers, along with other emergency responders may pass messages on verbally.

# What should I do if an evacuation of my zone is required?

- Implement your appropriate building evacuation plan
- Inform others who do not appear to be responding to the evacuation request
- Use security of other nominated company representatives to escort everyone away from the area being evacuated
- Follow the advice of the Police



### Zones and areas

The city has been divided into small, numbered, zones within larger areas, identified by colours. These areas are based on the policing patrol areas within the city.

The incident which triggers an evacuation could be anything from natural causes such as flood or fire, to terrorist attack.

Whatever the incident is, the plan must be capable of moving a potentially large number of people to a safer place. Whether, after achieving this, the further step of temporarily housing or transporting those people elsewhere is necessary will depend on the type of emergency, its extent and the demographics of the population moved.

#### **Useful links:**

**NACTSO** - https://www.gov.uk/government/organisations/national-counter-terrorism-security-office **CYC website** - https://www.york.gov.uk/CCEP

