

Humanity Manse

Fire Evacuation Procedures

1) Introduction

- A) When the Fire Brigade arrive at a building they will ask four questions
1. Who is in charge?
 2. What has happened?
 3. Is there anyone still in the building?
 4. If fire fighters go into the building, are there any special dangers that they might encounter?
- B) To enable us to answer these questions we must ensure that we have procedures so that when the fire alarm sounds
- Everyone immediately leaves the building and assembles at a designated assembly point
 - To the extent possible, all areas of the building are checked to confirm that everyone has left
 - We have up to date plans of the building showing the location and nature of any significant quantities of hazardous materials.
 - A senior member of the University staff takes charge of the evacuation and meets the Fire Brigade and is ready to answer their questions
- C) Jon Cameron is the Evacuation Co-ordinator for this building and is responsible for maintaining these procedures.
- D) Individual groups are responsible for implementing these procedures on their own floor of the building.

2) Responsibilities of Departments

Groups must

- A) Ensure all their staff know what to do if the fire alarm sounds
- B) Co-operate with the Evacuation Co-ordinator to implement these procedures (e.g. by providing a sufficient number of floor-checkers to check that all parts of the building have been evacuated).

3) “In event of Fire” notices

Copies of the yellow University “In event of Fire” notices should be posted throughout the building to provide instruction for staff and visitors. (The location of the assembly point for the building should be entered after the word “assemble” under item 6 of the notice).

The assembly point for this building is the car park at the front of the building

4) Checking the building has been evacuated.

Staff and students often move between different University buildings during the day. It is therefore very difficult to carry out an effective role call as part of an evacuation. The best way to confirm that everyone has left a building is to assign people to check each part of the building.

(This procedure will only apply during the normal working day).

- A) The building is split into areas. Each area can be checked in a few minutes (Appendix 1).
- B) Sufficient people are assigned to check each area so there is a reasonable chance that one of them will be present in the area at any time. (Only one person need actually check each area.)
- C) If the fire alarm sounds checkers should check that their area has been evacuated. They should close all doors behind them and then go to the assembly point.
- D) At the assembly point they should report to the person in charge (wearing yellow jacket) and confirm that their area is clear.
- E) A checker should only check an area if they are in that part of the building when the alarm sounds. Otherwise they should immediately leave the building by the nearest exit route.
(It may not always be possible therefore to check all parts of the building.)

5) **Person in Charge**

The following staff will form a pool. If the fire alarm sounds, the first person in the pool to reach the front of the building will become the person in charge of the evacuation

1. Jon Cameron
2. Cairns Craig
3. Patrick Crotty
4. Michael Brown
5. Marjory Harper

(The pool contains sufficient people such that there is a good chance that at least one person will be present in the building during normal working hours. The pool contains non academic as well as academic staff)

If the fire alarm sounds the person in charge will

- A) Collect a yellow high visibility jacket and clipboard with emergency instructions from fire box in reception on the ground floor
- B) Put on the high visibility jacket to identify themselves as the person in charge
- C) Follow the procedures on the clipboard (Appendix 2)

6) **Plans of the building and location of Hazardous Substances**

- A) Plans of the building are kept in the fire box in reception on the ground floor showing the layout of the building and the location and nature of any significant quantities of hazardous substances.
- B) The plans should be kept up to date. Plans should be reviewed for accuracy at least every six months. (Ensure that each page is marked with the date when it was last revised or reviewed.)

Note: When marking up the plans with details of hazardous substances remember that someone unfamiliar with the building might have to refer to them in poor light and bad weather. (e.g. A fire fighter might need to look at them at 9 pm on a Sunday night in late November in torrential rain!). The plans should therefore be kept relatively simple and be clearly legible.

7) Duties of the Evacuation Co-ordinator

- A) Maintain effective procedures for the evacuation of the building
- B) Ensure that all departments in the building have copies of the latest versions of the procedures and have made necessary arrangements to implement them.
- C) Ensure an adequate number of floor-checkers are appointed for the building. Ensure that they know what they must do if the fire alarm sounds. Maintain an up to date list of floor-checkers for the building
- D) Maintain an up to date list of the people who form the pool of senior people who will take charge of an evacuation
- E) Ensure that up to date plans are available that show the location and nature of significant quantities of hazardous substances.
- F) Ensure the clipboard for the person in charge is up to date (checklist and plans of the building) and available for use along with a yellow hi-visibility jacket.

Appendix 1

Floorcheckers should report to the Evacuation Co-ordinator at the assembly point (the car park at the front of Humanity Manse) on departure from the building

Basement (level 0)

Floorcheckers:

- **All postgraduate students**

When the alarm sounds, *where your life will not be put in danger*, ensure at least one person checks to confirm no one is left on the level – please do NOT assume someone else will do it.

Ground floor (level 1)

Floorcheckers:

- **Jon Cameron** (Main ground level rooms)
- **Postgraduate Students** (Postgraduate room only)

When alarm sounds, *where your life will not be put in danger*, ensure at least one person checks to confirm no one is left in the area – please do NOT assume someone else will do it.

1st floor (level 2)

Floorcheckers:

- **Cairns Craig**
- **Patrick Crotty**

When the alarm sounds, *where your life will not be put in danger*, ensure at least one person checks to confirm no one is left on the level – please do NOT assume someone else will do it.

2nd floor (level 4)

Floorcheckers:

- **Marjory Harper**
- **Michael Brown**

When the alarm sounds, *where your life will not be put in danger*, ensure at least one person checks to confirm no one is left on the level – do NOT assume someone else will do it.

Appendix 2

Person in Charge, Evacuation of Humanity Manse

CHECKLIST

- 1) Wear Hi-Vis Jacket
- 2) Ensure Alarm has been sounded
- 3) Ensure Fire Brigade and/or other emergency services have been called
- 4) If possible, without endangering own life, ascertain location and extent of fire. (Check fire alarm panel)
- 5) Go to assembly point. Take charge. Ensure people gather at assembly point only
- 6) Send someone to each exit from the building to prevent anyone re-entering the building
- 7) Receive confirmation from checkers that building is evacuated

Area	Clear (tick)	Comments
Basement (level 1)		
Ground floor (level 2)		
First floor (level 3)		
Second floor (level 4)		
Third floor (level 5)		

- 8) Meet Fire Brigade and provide information about
 - Location and nature of fire
 - Any injuries
 - Anyone still in the building
 - Layout of the building and location of hazardous substances (see plans on clipboard)
- 9) Do not permit anyone to re-enter the building until the Fire Brigade give the OK and the alarms have been silenced. (Call Security Ex 3939 for attendance of an electrician to silence alarms.)