

# EMERGENCY EVACUATIONS

## EVACUATION PROCEDURES

When the ALARM sounds

1. LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST EXIT
2. CLOSE THE DOOR OF THE ROOM YOU VACATE
3. DO NOT USE THE LIFT
4. DO NOT RE-ENTER THE PREMISES FOR ANY REASON
5. GO TO THE NEAREST ASSEMBLY POINT
6. DO NOT LEAVE THE ASSEMBLY POINT UNTIL THE ALL CLEAR HAS BEEN GIVEN – 3 blasts of Air-horn

All staff, including those in control of students and visitors, must instruct them to vacate the premises in an orderly manner, and direct them to the nearest assembly point, using the nearest available escape route.

- *Familiarise yourself with the green evacuation signs in the corridors and with the location of the various assembly points.*
- *Ensure that you are familiar with the fire exits*
- *Ensure that you are familiar with the assembly points as shown on the attached drawing.*
- *Keep the roadways around the building clear.*
- *Do not attempt to leave the grounds during the course of a drill/evacuation.*

Fire exits have signs designating which assembly point is to be used for that exit. Nobody, **Staff, Student or Visitor**, should leave the assembly point until the all-clear is given.

Fire Wardens have been appointed on each floor to ensure that all rooms have been cleared.

A control centre, with a designated Incident Controller (one of the caretakers), will operate outside the main entrance. The person that activates the alarm must report directly to the Incident Controller and they should ensure that the Emergency Services are contacted.

An Evacuation Report is to be subsequently completed by the Incident Controller.

**The silencing of the alarm does not indicate the all clear to re-enter the building. The All Clear is signalled by three blasts from an Air-Horn**

***Target evacuation time 2.5 minutes***

(ADDENDUM TO EMERGENCY EVACUATION PROCEDURES)

## EMERGENCY EVACUATION PROCEDURES

### FOR EVENING AND OTHER NON-STANDARD TIMES.

In the event of there being an emergency evacuation required during the evening, e.g. after the day-time classes are finished, or other such time when the "day time" wardens and controllers are not normally on duty, the following are the procedures to be followed in addition/substitution to day time procedures:

The caretaker on the desk will immediately on hearing the alarm ring security and require that the yard gate is opened and that the roadway is kept clear.

One caretaker will act as warden for the ground floor, ensuring that it is cleared in an orderly manner, and return to the front entrance as quickly as possible to act as controller.

The second caretaker will act as warden for both upper floors and as soon as they are cleared return to the front desk to assist the controller.

Lecturers to the part-time courses should take their class to the **designated assembly point**, by the most direct and safest route consistent with the condition prevailing. The main entrance should not be considered as the only route for egress. Assembly points are defined by which door is exited

People should not congregate around the main entrance under any circumstances, as this area must be kept free for the incident controllers and emergency services.

**Note: on hearing the alarm leave the building quietly and quickly.**

**Take only your immediate belongings.**

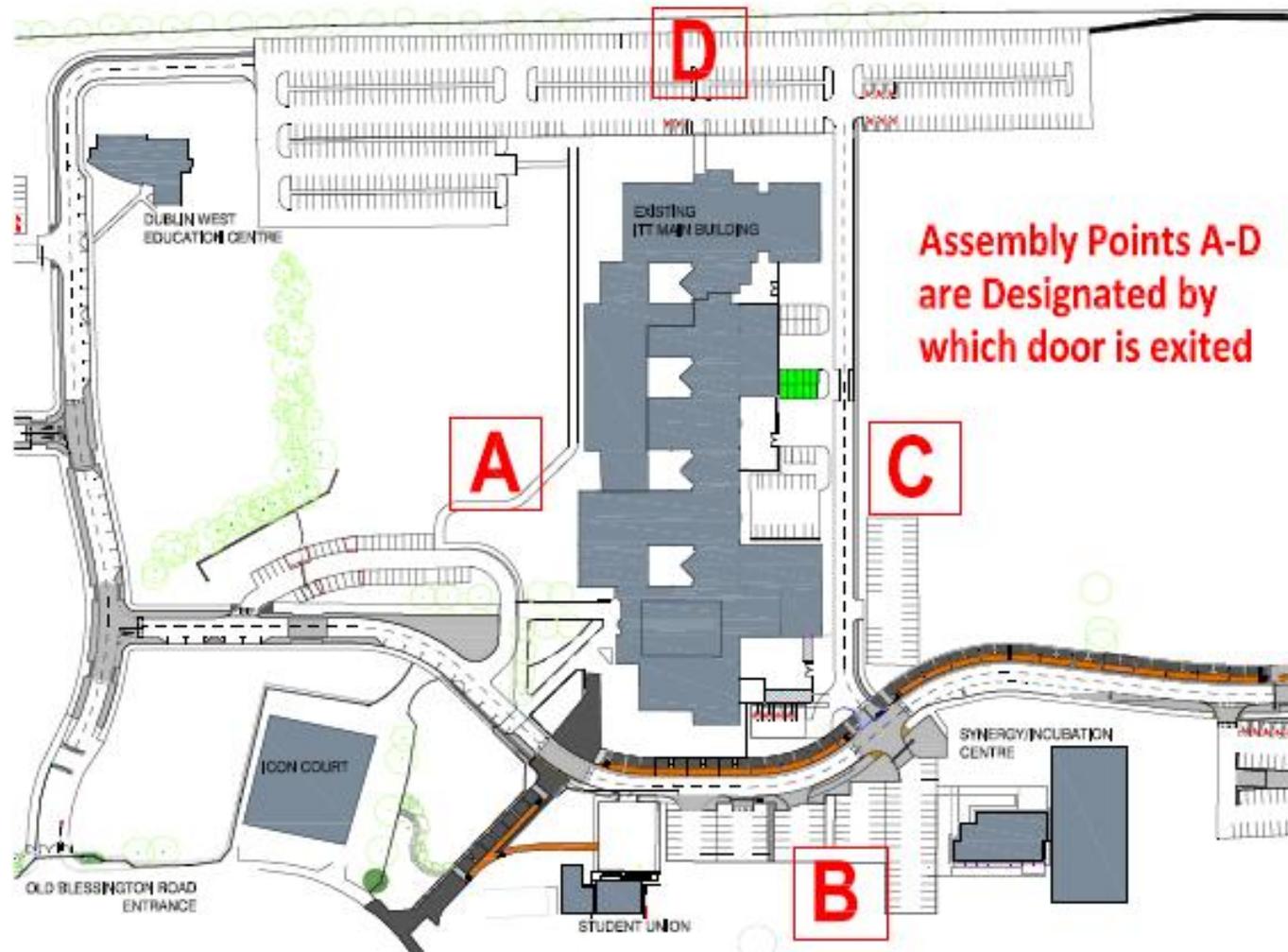
**Close the door to the room you are vacating.**

**Do not use the lift.**

**Assist anyone who may be disabled, but wheel chair users should park in the escape stairways one friend may stay with them, they will be assisted out of the building.**

The target time for clearing the building is 2.5 minutes.

## Location of Assembly Points



## DUTIES OF INCIDENT CONTROLLERS

1. Ensure that the fire brigade is called, giving an exact location of the building and any details of the incident which are available at that time. Then leave the building and take up a position outside the main front door of the institute.
2. Advise security to ensure that the roadway and access to all areas of the building is kept clear.
3. Do not permit any unauthorised persons to enter the building.
4. The Controller will be advised by the Wardens the status of their sections etc. and they **must** record this information.
5. The Controller should assist security to keep all unauthorised persons clear of the building and maintain access for the emergency services.
5. The Controller should remain on duty until the Fire Officer in charge takes command and give him/her any information available. Follow any instructions he might issue.
7. Controllers must know the locations of the fire hydrants and hose reels in order to advise the Fire Officer in charge.
8. The fire alarm may only be switched off on the instructions of the Estates Manager (Paul Campbell), or in his absence the Assistant Estates Manager (Mark Parle), Heads of School, Head of Development or the President. If all are absent, the caretaker acting as controller may issue this instruction. The silencing of the alarm does not indicate that it is safe to re-enter the building.
9. The all-clear signal to re-enter the building will consist of 3 blasts from an air horn and will be sounded by the Incident Controller.

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## DUTIES OF FIRE WARDENS

1. On hearing the alarm, they take charge of their section, ensuring the efficient escape of all persons. Fire wardens should direct people within their designated areas to the Assembly Point which is indicated at the exit leaving the building.
2. Check that all persons have left, close all doors and windows, switch off equipment if safe to do so (and if time permits) and leave all lights on.
3. Report to the "Incident Controller" (one of the caretaking staff), who will be located outside the main front doors of the Institute, that their section is clear.
4. If they know of anyone who is injured or trapped, they should inform the Incident Controller with maximum haste, giving all relevant information.
5. Wardens should be aware of any person who is a wheelchair user or has impaired hearing, in order to assist them to a safe place. **Wheelchair** users should be brought to the landings in the fire escape staircases. They may have one person remain with them until they are assisted from the building.
6. During fire drills, the Wardens should check that the alarm is heard throughout their section, noting any deficiencies in toilets, inner offices etc.
7. Make note of any problems/observations for later discussion.
8. On evacuating their area, the wardens will assist with the orderly and safe movement of personnel through the corridors, down the stairs and out of the building to the Assembly Points.
9. Wardens should be familiar with the names and areas of responsibility of their fellow wardens on the same floor as indicated on the list. They should take over the responsibility of another area if it is apparent that the warden for that area is absent.

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