

*During the current COVID-19 pandemic, the highest emergency priority will still be to evacuate the building if an emergency evacuation situation/event should arise. Evacuation should take place as quickly, efficiently and safely as possible. Social distancing should be observed as best possible after evacuation of the building. All personnel should take guidance from Fire Marshalls and remain close by at designated Assembly Points to await further instruction.*

### Non Fire Emergency Evacuation

- For a serious incident requiring an immediate emergency evacuation of the building, Security/Estates will activate the fire alarm system manually to alert as notification as a requirement for evacuation.
- All personnel are to evacuate the building following the procedure as detailed below for: *On the sounding of the alarm for full evacuation*

### Automated Fire Alarm Activation – Fire Panel Sounders Only (Security/Estates)

- On an initial automated activation of the fire alarm system Security or a member of Estates are to investigate the zone location of the alarm to determine if it is a true or false activation.
- Fire alarms should be fully activated immediately on discovering if the activated alarm is a true activation.
- An attempt to extinguish the fire should be made with the correct fire extinguisher – this should only be attempted where Staff are trained, confident to do so, and it is considered safe to do so.
- If the alarm is found to be a false activation, - i.e. ‘No Fire’, - ‘Silence’ all alarms and ‘Re-Set’ the fire alarm panel. Complete a ‘False Alarm’ report form.
- Monitor the area/zone for 30 minutes to fully confirm there is no fire active and all is safe.

### In the event of a fire being discovered with no automated activation;

- If fire alarm detectors have not automatically activated to alert of a possible fire, the person finding the fire should raise the alarm by verbally shouting ‘Fire, fire, fire’ repeatedly while activating the nearest fire alarm call-point.
- An attempt to extinguish the fire should be made with the correct fire extinguisher – this should only be attempted where Staff are trained, confident to do so, and it is considered safe to do so.
- If possible, Reception should be contacted to share early information of where the fire is.
- If safe to do so; the person should then proceed to Reception to give a full brief on the fire situation then evacuate the building to their relevant emergency assembly point.
- If Reception cannot be reached, - report to an Assembly Point and report to a Fire Marshall to update them with information on the fire. The Fire Marshall is to relay this information to the nominated person in charge of evacuation (nominated *Evacuation Coordinator*).

### On the sounding of the alarm for full evacuation;

- All personnel are to evacuate the building quickly without stopping to collect, or returning to offices/ lockers/class rooms etc. to collect, any personal items.
- All Fire Marshalls are to don their hi-visibility vest/jacket (if closely available) and assume their responsibilities. Commence a ‘sweep’ of designated areas – if safe to do so? Close all doors, windows and isolate any power and/or gas as instructed.
- Evacuation of the building is to be assisted with the direction of Fire Marshalls as required. All evacuating personnel are to comply with any instructions given by a Fire Marshall.

	<b>Title:</b> Fire / Emergency Evacuation Procedure Guidance During COVID-19 Pandemic	Health & Safety COVID-19 Procedures UCB-COVID H&S 002
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- All evacuating personnel are to be guided to meet at the correct designated Assembly Point.
- The person nominated as Evacuation Coordinator is to collect reports from each Fire Marshall that their areas are clear or reports any findings.
- On clearing their responsible areas and reports given to the Evacuation Coordinator; all Fire Marshalls are to check that evacuation routes are manned to direct Staff/Students on the correct route to their assembly points, - if these are all manned; to report to assembly points to assist in safe 'crowd' control of assembling personnel.
- Any persons requiring evacuation assistance should conduct procedures according to their PEEPs plan? As required; make their way to the 'fire lift' and call for assistance by way of the Lift or 'Safe Refuge' intercom systems. (Training to be given IAW PEEPs plan).
- A designated person is to be at the lift intercom system to await a call for assistance as required determined by any PEEPs plans held in the Security Fire Log.
- All personnel are to evacuate quickly and calmly and wait at their respective assembly points until they are informed they can re-enter the building again.
- No one is to re-enter the building without the 'All Clear' from the building Evacuation Coordinator (In the case of an evacuation exercise) or the attending Senior Fire Officer or attending Senior Emergency Services Officer (In the case of a real incident).
- Re-entry back into the building will be led firstly by all Staff, (to ensure the safe entry of Students and security of areas and class rooms) followed by Catering Students/those in designated uniform, and then Others.
- A safe and secured re-entry into the building is to be controlled by Fire Marshalls, Security and Estates.

### Personal Emergency Evacuation Plans (PEEP's)

- Any persons with mobility impairment and/or requiring assistance to evacuate are to make their requirements known to their Line Manager (Staff)/ Assistant Dean (Students) as their responsible person.
- The responsible person is to agree a personal evacuation plan fit the person's safe evacuation.
- A copy of the plan is to be given to:
  - ✓ the person for whom the plan is for (hard copy)
  - ✓ Security – for the Fire Log (hard copy)
  - ✓ Health & Safety Manager (electronically)
- Full training/instruction is to be given to the person on the use of the fire lift and intercom systems should these be identified as being required to be used in the PEEPs plan.
- Evacuation from the building is to be done in accordance with the agreed PEEPs plan.

### Visitors and Contractors

- All Visitors are to follow instruction from their Host or instruction taken from Reception.
- All Hosts are to ensure their Visitors are directed by the safest, nearest evacuation route and that they are all accounted for at the nominated Assembly Point.
- All Contractors visiting/working on site are to be fully briefed prior to any works being conducted of evacuation procedures and safe assembly points.
- Any 'long term' contract companies conducting major building works where health and safety is their responsibility are to coordinate personalised emergency evacuation plans in liaison with the Estates Department.