

Health and Safety Code of Practice

SCP2 Evacuation Procedures

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Relevant to:	University staff, students, users of and visitors to the University
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RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Fire Safety – an Employer’s Guide 1999
- BS5588 - 12: 2004 Fire precautions in the design, construction and use of buildings Part 12: Managing fire safety
- BS 5588 - 8: 1999 Fire precautions in the design, construction and use of buildings Part 8: Code of practice for means of escape for disabled people

RELATED POLICIES & DOCUMENTS

- Liverpool John Moores University Health and Safety Policy Statement
- MCP1 Organisation for the Implementation of the Health and Safety Policy
- MCP2 Arrangements for the Implementation of the Health and Safety Policy
- SCP1 Fire Precautions
- SCP37 Assisted Emergency Evacuation
- WCP3 No Smoking
- WCP6 Electronic Cigarettes
- Health and Safety Guidance: Emergency Planning
- Health and Safety Guidance: Fire Emergency Plan form
- Building Fire Safety Inspection Checklist

**THIS CODE OF PRACTICE FORMS PART OF THE UNIVERSITY'S HEALTH AND SAFETY
POLICY AND REPLACES ALL PREVIOUS ISSUES**

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NOTE: There may be occasions when it is necessary to evacuate buildings urgently other than for fire. They may be bomb threats, failures of services, or contamination of a building by some harmful substance. These circumstances are addressed in this Code of Practice, which should be read along with SCP1 Fire Precautions and SCP 37 Assisted Emergency Evacuation.

1. OBJECTIVE

1.1 Introduction

The objective of this Code of Practice is to provide the framework to ensure that buildings can be safely evacuated in an emergency, or for other reasons, and to ensure that building occupiers are aware of the procedures to be followed in the event of an evacuation becoming necessary.

The Regulatory Reform (Fire Safety) Order 2005 places the onus on employers to demonstrate that they have robust management systems in place, based upon fire risk assessments.

Included in the University's management system are appointed evacuation teams consisting of Building Fire Evacuation Coordinators, Fire Wardens, Evac+Chair Operators, Evacuation Lift Operators and Security Services, supported by other competent University staff.

1.2 Legal considerations

The following legislation should be considered in relation to evacuation procedures:

- Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Building Regulations and Approved Documents

The legislation places duties on the University towards employees and those who may be affected by its activities. It is the responsibility of the University to ensure that appropriate standards are met in relation to evacuation procedures.

2. ROLES AND RESPONSIBILITIES

2.1 Fire Evacuation Coordinators

Building Fire Evacuation Coordinators (Responsible Officers) will be appointed by the University to ensure, so far as is reasonably practicable, that a person with sufficient knowledge and understanding is present during the working day (i.e. whenever the building is being used) who is in a position to exercise the authority and take up the duties of the Fire Evacuation Coordinator. The main duties include the proactive role: coordinating Fire Wardens to undertake inspections, fire drills, supporting local inductions with information and facilitating Fire Evacuation Group meetings; and the reactive role: managing evacuations, liaising with Security Services and the Fire and Rescue Service and ensuring formal reports of the event are completed.

Full duties of the Fire Evacuation Coordinator role can be found in MCP1 Organisation for the Implementation of the Health and Safety Policy. The appointed Fire Evacuation Coordinators will receive training to help them undertake their duties. Such training will be the responsibility of the Health and Safety Unit.

2.2 Fire Wardens

The role of Fire Evacuation Coordinator is supported by the appointment of Fire Wardens. The Fire Wardens will be responsible for undertaking both the proactive role: local inspections, fire drills and supporting inductions with information and the reactive role: assisting the Fire Evacuation Coordinator to manage emergency evacuations.

Full duties can be found in MCP1 Organisation for the Implementation of the Health and Safety Policy. The appointed Fire Wardens will receive training to help them undertake their duties. Such training will be the responsibility of the Health and Safety Unit.

2.3 Evacuation Chair and Lift Operators

The main duty of an Evacuation Chair Operator and Lift Operator is to provide assisted emergency evacuations for people that have impaired mobility. They will undertake both the proactive role: regular training, partaking in fire drills, assisting with developing Personal Emergency Evacuation Plans (PEEPS) for individual staff and students and monthly inspections of the chairs and the reactive role: provide assistance using the chair or lift. Full duties can be found in MCP1 Organisation for the Implementation of the Health and Safety Policy.

The appointed Evacuation Chair Operators will receive training to help them undertake their duties. Such training will be the responsibility of the Health and Safety Unit. Lift Operator training will be delivered by the Estate Management Department and the relevant lift engineer.

2.4 Security Services

Security Officers will act as first responders when the fire alarm activates. Security Control will dispatch a team to the relevant building where they will manage the fire panel, undertake building searches and will manage the evacuation in the absence of the building Fire Evacuation Coordinator. Arrangements may differ for managed buildings, such as Exchange Station.

2.5 Staff

Under the Health and Safety at Work etc. Act 1974 Section 7 (employee duties), there is a duty for each employee to cooperate with the employer to ensure the employer fulfils its statutory obligation. As well as complying with evacuation procedures they are also required to:

- assist Fire Evacuation Coordinators and Fire Wardens with evacuations, ushering people out of the building as they leave, ensuring doors are closed behind them and reporting any problems to the evacuation team such as knowledge of the cause of the emergency, people who refuse to leave the building and people left in refuges
- ensure staff and students under their management/supervision are aware of and understand the procedures for evacuation in the buildings in which they work or visit
- not block or hold open fire doors by wedging or propping
- not store combustible items in corridors or underneath staircases
- comply with the University's No Smoking policy (which includes the prohibition of e-cigarettes in University buildings)

As with any breach of health and safety legislation and standards an investigation may be invoked and disciplinary procedures may be appropriate.

2.6 Students

Students who commit to undertake a University course are required to cooperate and follow all University policy and procedures that includes following evacuation procedures. All students, who would require assistance during an emergency evacuation, are obliged to

inform the relevant University staff prior to commencing their course in order that a personal emergency evacuation plan can be undertaken and implemented.

3. EVACUATION PROCEDURES

When the fire alarm sounds all building occupants must follow the University procedures to evacuate the building (see Appendix 1). The evacuation will be managed by the Evacuation Team and Security Services.

The Fire Evacuation Coordinator or Security Services or suitably competent member of the University staff present will take absolute charge and control.

If the fire alarm has activated, but there are no signs of fire, Security Services will investigate and if a non-fire event is identified then the Fire Evacuation Coordinator with Security Services will have the final decision if and when a building is re-occupied (see Appendices 2 and 3).

If there are signs of fire the Fire and Rescue Service will be called by Security Services. On their arrival, the Fire and Rescue Service will take charge and will have the final decision if and when buildings may be re-occupied.

IMPORTANT: the fire alarm, in most buildings, will automatically notify Security Services at the Control Centre at Byrom Street. If a fire is reported to you – you **MUST** ring **2222** immediately and notify the Security staff of this so that they can inform the Fire and Rescue Service. Failure to do so will mean the Fire and Rescue Service are delayed in arriving at the building.

3.1 After the incident

Once an incident is over, the lessons learned from the incident should be recorded by the Fire Evacuation Coordinator in the fire safety logbook and improvements in systems and procedures implemented as necessary. These should be communicated with the evacuation team, Security Services, other staff in the building and the Health and Safety Unit.

Information should be obtained from as many sources as possible to maximize the lessons learned. Sources of information can include:

- Interviews with persons involved in the incident
- Feedback from other members of the evacuation team
- Fire alarm panel display and printed information
- Logging systems used to record building information
- Security cameras

3.2 Fire drills

A fire drill should be arranged by the Fire Evacuation Coordinator at least twice a year. This is an opportunity to practice for a real emergency event and is a legislative requirement. People who require assistance should be included. It is good practice, prior to a drill and as part of the PEEP (Personal Emergency Evacuation Plan) process, to demonstrate the use of an evacuation chair, should one be required.

A report recording the findings of the fire drill should be prepared and sent to the Health and Safety Unit, relevant Health and Safety Coordinator, Fire Wardens and Health and Safety Officers. This can be, for example, by the Fire Evacuation Coordinator sending information via an e-mail. Conclusions reached from the experience that would improve

easy and clear understanding of escape instructions and signage and the process of evacuation should be incorporated in a revision to the written instructions.

By monitoring the reports, the Health and Safety Unit will be able to review its guidance and the content of training courses.

4. MEANS OF ESCAPE

Evacuation is supported by various measures to aid a means of escape. They include: evacuation teams, early warning automatic detection and alarms systems, fire protected and compartmented corridors, lobbies and internal staircases, external fire escape staircases, internal fire doors, final exit fire doors, evacuation lifts, evacuation chairs, refuges, intercoms, systems for people with hearing difficulties, emergency lighting, information and directional signage, fire fighting equipment and assembly points outside the building.

4.1 Provision for escape

The successful emergency evacuation of a building can be greatly assisted by comprehensive management procedures. This applies whether the occupants of a building require assistance or not. The management procedures need to include arrangements for assisting all persons with mobility difficulties or other impairments that impact mobility.

The Fire and Rescue Service will not assume responsibility for the evacuation of persons with mobility difficulties or other impairments that impact mobility. This is the responsibility of the building occupier. If people require assistance in evacuation involving the use of marked refuges on escape routes and support down (or up) stairways, or the use of suitable evacuation lifts, it should be identified in their Personal Emergency Evacuation Plan (PEEP). This process is detailed in SCP37 Assisted Emergency Evacuation.

4.2 Evacuation lifts

The provision of an evacuation lift reduces, but does not eliminate, the need to provide physical assistance for evacuation.

Unlike a normal passenger lift, it is essential that any evacuation lift can continue to operate safely when there is a fire in the building. Although it is not necessary to provide a lift for the evacuation of people who require assistance, a fire fighting lift (which is provided principally for the use of the Fire and Rescue Service in fighting fires) may be used for the evacuation of people who require assistance prior to the arrival of the Fire and Rescue Service. The Fire and Rescue Service may then assume responsibility for the evacuation of any remaining persons. Liaison with the Fire and Rescue Service to co-ordinate procedures for the use of a fire fighting lift for evacuation purposes is essential.

It is important that people who require evacuation assistance also have access to a staircase, which could be used if conditions in the lift lobby become untenable, to descend to the ground floor or to a lower level so they can take the lift to the final exit. For these reasons, it is essential that the use of stairs be considered even in buildings provided with an evacuation lift.

An evacuation lift should only be used by trained staff or the Fire and Rescue Service. Operation of lifts is usually by key and lift buttons. When operators take control of the lift they will take it to the relevant level to collect the person requiring assistance. A set of operating instructions should be bespoke to the individual lift and a copy must be kept in the log box. Training for use of the lift/s in this mode should be included in all fire drills.

4.3 Evacuation chairs

Use of evacuation chairs may be required to aid assisted evacuation in buildings that do not have an evacuation lift. They may also be required as an alternative if access to the evacuation lift compromises safety or is prevented.

Use of evacuation chairs should only be by trained operators. Training is provided only by the Health and Safety Unit.

Consideration should be made for those requiring assistance as not everyone is suitable to use the chair. If a chair is to be used it should be included in the PEEP. The person requiring it should be given the opportunity to see it demonstrated and/or try it out.

Evacuation chairs will be located in refuges usually found on alternate levels. There will be signage to indicate the location.

Evacuation chairs can convert into wheelchair mode and can be used in this way once they reach the ground floor. The operator can wheel it out of the building and the user can stay in the evacuation chair until a suitable alternative is found, if required, or until return to the building is permitted.

4.4 Refuges

Refuges that are provided should be located to meet current building standards, be on each level where possible, be clearly signed and provide a means of communication.

NB. Although wheelchair access lifts are suitable for access, they should not be used as a means of escape unless they have a back-up electrical supply. Wheelchair access lifts should not be installed within a means of escape staircase, unless that is the only practical option for providing access for disabled people to upper floors, providing it does not narrow the escape route. Decisions to install such a lift must include consultation with the Health and Safety Unit as it could affect the building's fire risk assessment.

People requiring evacuation assistance should be made aware, through induction and the PEEP, of the location of refuges in the building. They should also be shown how to use the refuge intercom system.

During an evacuation, Fire Wardens should check the refuges as they descend and report their status to Evacuation Chair Operators or Evacuation Lift Operators as the pre-determined assembly point. **All** staff have a responsibility to report persons left in refuges to members of the fire evacuation team, Security Services or other competent persons managing the evacuation.

4.5 Fire safety signs and lighting

Fire safety signage should be clear and unambiguous and provide information to assist an evacuation. Staff and students must be made aware of this signage and its purpose as part of the induction process.

The specification of information and directional signage required by fire safety legislation and standards is the responsibility of the Health and Safety Unit. The provision and installation of such signs is the responsibility of Estate Management or their authorised agents.

Emergency lighting that includes directional signage should be clear and unambiguous and guide people safely out of the building.

4.6 Fire alarm alert signals

Fire alarm alert signals must be clear, consistent, and unambiguous and other signals must not conflict with them and must meet the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996. Flashing beacons and Deaf Alerter systems should be installed where there is a need identified by the fire risk assessment. Persons requiring a PEEP should be made aware of which buildings flashing beacons and Deaf Alerter systems are located in.

5. MANAGING EFFECTIVE ASSISTED EVACUATION

5.1 General

Emergency evacuation procedures must form part of staff, student and contractor induction and information provided to visitors. Every effort should be made to identify any person who might have difficulty in evacuation, and/or might need assistance, and appropriate procedures should be put in place to assist in the event of a fire. First considerations should always be to locate persons at ground floor level where possible, particularly when they are unfamiliar with the building.

Visitors should be encouraged to identify themselves at the time of arrival if they are likely to require assistance in the event of an evacuation. Ideally, this should be done in advance of the visit. This is dealt with in more detail in the accompanying SCP37 Assisted Emergency Evacuation.

In the event of a large group of disabled people attending an event in a building, the organisers of the group are required to discuss emergency evacuation arrangements with the Fire Evacuation Coordinator, the local Health and Safety Coordinator and local Health and Safety Officer of the building prior to that attendance.

5.2 Provision for assisted evacuation

Emergency evacuation procedures should, where appropriate, make provision for people who may require assistance to make their way to a place of safety at the first sign of fire. If there is a need to make specific arrangements, especially in existing buildings, then consultation with the individual(s) or representative organisations should take place at the earliest opportunity. This is dealt with in more detail in the accompanying SCP37 Assisted Emergency Evacuation. People requiring assistance may include:

- Mobility-impaired people
- Sensory-impaired people

Management should ensure that staff designated to provide assisted emergency evacuation in the event of fire are fully trained in the appropriate techniques. The Health and Safety Unit provide training for the operation of evacuation chairs and Estate Management or their authorised agents provide training for operating evacuation lifts.

Where equipment is provided for assisted emergency evacuation, it is important to ensure that its operational capability is maintained. Responsibility for maintenance of such equipment rests with Estate Management.

5.3 Evacuation using refuges

During an evacuation, some people requiring assistance will temporarily rest in refuges while waiting for help to move them from the refuge to a final exit and safety. In this event, there are essential communication issues that the team managing the evacuation need to address. They should find out:

- a) how many people there are in refuges
- b) the nature of their mobility problems
- c) the refuge or refuges in which they are located

In addition:

- 1) People in each refuge should be assured that the team managing the evacuation knows of their presence.
- 2) In order to avoid anxiety and confusion, when possible, people in each refuge should be kept informed of the situation and told about the action that the team managing the evacuation is taking in order to effect their safe evacuation.

To address these issues there has to be a system of two-way communication between those temporarily waiting in each refuge and the team members who are organising the evacuation of the building. The two-way communication system needs to have operating instructions displayed, which are comprehensible and the intercom needs to be easy to operate. A person requiring assistance, where possible, should not be left alone in a refuge area.

5.4 Evacuation using stairs

Many people with mobility problems are able to descend (or ascend) a staircase, possibly with assistance. This may mean that they descend the stairs at a slower rate following others.

The method of evacuation should be discussed with the individuals concerned and, for staff and students, incorporated into their Personal Emergency Evacuation Plans (PEEPs).

Some people may require physical assistance to reach a final exit but may not have a physical mobility problem. Visually impaired people can best be guided on level surfaces by allowing them to take a trained helper's arm and follow the helper. On staircases the helper should descend first and the visually impaired person follow with a hand on the helper's shoulder. If a guide dog accompanies a visually impaired person, the person should be asked how best the animal could be helped. Some guide dogs follow their owner's command but generally, if a helper is leading a visually impaired person, the guide dog should be held by the leash, rather than by the harness.

5.5 Evacuation using lifts

A lift to be used for the evacuation of people requiring assistance should be either an evacuation lift or a fire-fighting lift and should be operated under the direction and control of the Fire Evacuation Coordinator or a delegated representative.

The lift car control should be switched on so that the lift car is under operator control, and the lift car should be taken only to those levels where a person is in need of assistance.

If an evacuation lift fails to arrive at a landing, or if the fire obstructs access to it at any level, a staircase should be used instead. Should the lift itself remain safe to use, it might only be necessary to descend to the storey below, using the staircase and from there continue the descent by lift. It is necessary, therefore, to determine the best method of negotiating stairs.

When the Fire and Rescue Service arrives, in the event of a reported fire, the Officer in Charge should be briefed by the Fire Evacuation Coordinator or the Security Officer on both the position and circumstances of the fire and the progress of the evacuation.

Subsequent priorities for use of evacuation lifts and fire-fighting lifts are then decided by the Fire and Rescue Service.

Immediately on receipt of a fire alert signal, the member of staff designated to take control of the evacuation lift should:

- a) Go to the pre-determined assembly point to gather information from the evacuation team in order to determine the levels and part of the building indicated as the location of the fire
- b) Gather information to determine the levels at which people are awaiting assistance
- c) Collect the lift keys to take control of the lift and proceed to move those people to the final exit level

At the same time, any member of staff assisting others should ensure that:

- a) People with mobility difficulties move to the lift lobby refuge, if it is safe to do so, to await the lift
- b) Information is provided to the person controlling the evacuation lift about any persons who are waiting for the lift. This may be via the intercom or phone

5.6 Use of Personal Emergency Evacuation Plans (PEEPs) and General Emergency Evacuation Plans (GEEPS)

Personal Emergency Evacuation Plans (PEEPs) are required for those people requiring assistance to leave the building. PEEPs are written by management in conjunction with the individuals concerned and are based on knowledge of the structural provisions within the building. They explain the method of escape to be used in each area of the building on an individual basis, and when agreed, are kept by the relevant parties. Where a building has many visitors, some of whom might be disabled, an acceptable option would be to provide standard General Emergency Evacuation Plans (GEEPS) that are available on request.

Through the recording of PEEPs, the evacuation management team should be made aware of the amount of staff support required for each evacuation.

See accompanying SCP37 Assisted Emergency Evacuation for the procedure to be followed in respect of PEEPs and GEEPS.

The University wishes, and will do what is reasonably practicable, to ensure that persons who have limited mobility i.e. wheelchair users and persons with other conditions which may affect their ability to use the building, are adequately protected during evacuations.

It must be made clear to staff who conduct interviews for people wishing to join the workforce and student body that the assessment of access to and exit from University buildings should be undertaken in advance and they should anticipate that persons with mobility problems may be applying.

Directors should follow the procedures in SCP37 Assisted Emergency Evacuation as soon as it becomes apparent that a member of their staff or student body may be at risk during emergencies, in order that a Personal Emergency Evacuation Plan is drawn up.

Before making any offer of employment or student place to any person who is considered to be at greater risk in an emergency, the Director must consult with the Health and Safety

Unit, People and Organisational Development or Student Advice and Wellbeing on the safety of the individual concerned.

The Personal Emergency Evacuation Plans will include mechanical device procedures or other appropriate systems. This will be a matter of agreement between all parties concerned and must be in place or provided within 14 days of the commencement of the employment or period of study.

Note: All persons who have the responsibility for offering student places or employment to persons should be aware of this Code of Practice and should be aware that discrimination is not permitted on the grounds of disability. There are certain situations where it is not prudent to place persons with mobility problems. Advice and assistance should be sought from the Health and Safety Unit prior to offering a place to persons falling within this category.

6. EMERGENCY PLANS

Home Office Fire Safety Guidance states that, where more than five staff are employed, an Emergency Plan must be developed which describes the action that staff and others in the workplace should take in the event of a fire. Its purpose is to:

- ensure that the people in the workplace know what to do if there is a fire
- ensure that the workplace can be safely evacuated

The Emergency Plan should include clear instructions on:

- Action to be taken if a fire is discovered
- How the Fire and Rescue Service are notified and by whom
- Fire detection and fire warning
- Fire evacuation procedures
- Escape routes
- Fire assembly points and pre-determined fire assembly points
- Arrangements for the safe evacuation of persons especially at risk who require assistance
- Fire fighting equipment details
- Identities and duties of people with specific responsibilities in the event of a fire
- Arrangements for high risk areas
- Procedures for liaising with the Fire and Rescue Service
- Arrangements for training of staff
- Dissemination of information
- Information for isolation of power/services in the event of a fire

Fire Evacuation Coordinators are required to draw up Emergency Plans with the support and assistance of the Health and Safety Unit. The Emergency Plans must be made available to all staff, including other staff that may have accommodation in the building to which the plan refers.

7. FIRE RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999 made explicit the risk assessment requirements relating to fire safety. They directly require employers to take account of the general fire precautions requirements that are contained in the Regulatory Reform (Fire Safety) Order 2005. These concern fire fighting, fire detection, emergency routes, exits and their maintenance.

They include:

- a requirement for competent assistance to deal with fire safety risks
- a requirement to provide staff with information on fire provisions
- a requirement on employers and self employed people, in a shared workplace, to cooperate and coordinate with others on fire provisions and to provide external employers with comprehensive information on fire provisions
- a requirement to provide a means of evacuation for all, including persons that require assistance

The Health and Safety Unit undertakes the fire risk assessments. The responsibility for actioning recommendations identified in the assessment rests with the Divisions, Faculties or Estate Management, depending on the nature of the recommendations.

8. EVACUATION FOR REASONS OTHER THAN FOR FIRE

It may be necessary, on occasions, to evacuate buildings for reasons other than fire alarm actuation. This may include circumstances such as failure of services, threats from terrorists, or deliberate or accidental contamination of buildings by chemical, radiological, or biological agents.

As soon as any member of University staff becomes aware of any situation in the building that threatens its occupants, he/she should dial the emergency number 2222 and inform the Security Control Centre of the situation (see Appendix 1).

Security Control staff will contact University Senior Management, appropriate to the circumstances, as well as the relevant Emergency Services. The details of the situation will be relayed to other relevant staff at this point.

Evacuation in these circumstances will be based on advice from the Health and Safety Unit, Estate Management (including Security Services) and any other specialist, in making a decision whether to continue occupying the building.

8.1 Loss or failure of essential services

Essential services are defined as:

- (i) fire alarm system
- (ii) general heating
- (iii) water supplies to services such as toilets and washing areas
- (iv) general electrical supplies
- (v) any other service which is essential to the safe operation of any building

Whilst making the decision to cease the occupation of a University building, matters such as the length of the likely disruption, the severity of disruption, and the consequences of failing to maintain the service should be considered, together with the disruption likely to occur as a result of the evacuation of the building e.g. using alternative accommodation.

As soon as it becomes apparent to any member of University staff that any essential service within the building has failed (other than localised failures) or there is a threat to the building occupants' health, safety and welfare, then the Health and Safety Unit, Estate Management and the Fire Evacuation Coordinator should be informed.

The parties referred to above will call on necessary expertise within or outside of the University to decide whether conditions are reasonable to continue occupancy. The decision will rest with Estate Management in consultation with Health and Safety Unit staff.

NB. Emergency lighting systems are not designed to allow continued occupancy.

8.2 Suspect packages and written notes

If any member of staff, a student or a visitor finds a written note that indicates a threat, or becomes aware of any package or container (e.g. explosives) that may present a threat, **under no circumstances** should the package or container be touched.

The following procedure will be followed:

- (i) Security Services should be notified immediately on extension 2222 providing them with as much information as possible. These events should prompt Security Services staff to follow standard procedures for notifying the Incident Management Team.
- (ii) People in the immediate area should evacuate notifying others by verbal communication (i.e. the person finding the suspect package should initially tell people in the immediate vicinity and ask others to assist by telling people as they leave the building).
- (iii) Where possible, Security Services should notify the Fire Evacuation Coordinator and/or other members of the evacuation team. The Fire Evacuation Coordinator or other competent person should seek advice from the Health and Safety Unit and Estate Management about operating the fire alarm, or other means of requesting staff to leave. The Security Services team will have control of the building/site until such time that the emergency services arrive and take over this role.
- (iv) If the activation of the fire alarm is necessary, the Fire Evacuation Coordinator must be aware that people may enter an unsafe area whilst evacuating. This would need to be managed by Fire Wardens or other staff. Staff should identify themselves when they sweep through the building asking people to leave.
- (v) People leaving the building/site should be directed clearly away from that building/site to avoid injury, should an explosion or contamination occur.

N.B. All staff are expected to cooperate during the evacuation.

APPENDIX 1

EMERGENCY EVACUATION PROCEDURES

Security Services and the building Evacuation Team will manage building emergency evacuations.

Legal duty

The University is required to fulfil its statutory obligations. The Health and Safety at Work etc. Act 1974 section 7(b) and the Regulatory Reform (Fire Safety) Order 2005 section 23(1)b places a legal duty on employees that requires **cooperation** which includes following the emergency procedures.

In the event of a fire alarm activation

- All members of staff, students and visitors are required to evacuate the building promptly in the event of the fire alarm activating
- All members of staff, students and visitors should leave via the nearest safe escape route and exit
- If you know that a person/s has been left in a refuge and requires assistance you **MUST** report this to a member of the Evacuation Team
- **All** doors must be closed when leaving the building. If doors have been wedged open, **CLOSE THEM!** This will reduce the spread of smoke and fire
- All members of staff, students and visitors should make their way to the assembly point away from the building
- All staff are expected to assist with ushering students and visitors out of the building
- You **MUST NOT** return into the building until you are officially told that it is safe to do so by Security Services or the Evacuation Team
- The silencing of the fire alarm is **NOT** a signal to return into the building

On discovery of a fire

- Activate the alarm at the nearest manual call point 
- Close **ALL** doors on the way out. This will reduce the spread of smoke and fire
- Contact Security Services as quickly as possible on **2222** from a safe location (N.B. incorrect information about the building location may delay the arrival of the Fire and Rescue Service)
- Provide Security Services with information about the location of the fire e.g. building name, floor and nearest room number. If you have specialist knowledge of the area/room, contents, cause of fire, you must relay this information to both Security Services and the Evacuation Team
- Relay any relevant information to Fire Wardens when you leave the building, such as information about people left in refuges, people refusing to leave and uncertainty as to whether people remain in unchecked locations

Other emergencies

As soon as any member of the University becomes aware of any situation in the building that threatens the safety of the occupants, he/she should inform the Security Control Centre via the emergency telephone number **2222**. It may be necessary, on occasion, to evacuate a building for reasons other than fire such as failure of services, chemical spills and terrorism threats.

Suspect packages

If anyone in the University discovers or becomes aware of any package or container that may present a threat, the following procedure should be followed:

- Evacuate the immediate area, notifying people quickly by verbal communication
- Call Security Services as quickly as possible on **2222** and provide information

Security Services or the building Fire Evacuation Coordinator will seek advice about operating the fire alarm because it may not be safe to activate as it may send people towards the suspect package. Security Services will have absolute control of the affected area or building until the emergency services arrive.

- If activation of the fire alarm is necessary, the Fire Evacuation Coordinator should ensure that the evacuation is managed by Fire Wardens and other staff. An alternative would be for staff to quickly walk through the building identifying themselves and asking people to leave via a safe route away from the unsafe area
- **Under no circumstances** should the package or container be moved or touched
- **Written notes, electronic messages, telephone calls** issuing threats of any kind should be reported to Security Services immediately on **2222**

APPENDIX 2 AUTOMATIC FIRE ALARM PROCEDURE AND FIRE PANEL INFORMATION

All emergency calls to Merseyside Fire and Rescue Service should be via Security Control
<p>1) Control Room: Automatic fire alarm received on alarm monitoring system.</p> <p>a) Despatch all available Security Staff to site: Supervisor, Mobile, relevant Campus Security Officers. b) On approach to building be alert for signs of fire. c) On arrival at site liaise with building Fire Evacuation Co-ordinator, if no Evacuation Co-ordinator present, the first Security Officer to arrive should assume the role and ensure building is evacuated.</p>
Panel Investigation
<p>2) Fire Alarm Panel FIRE Mode</p> <p>Has the fire alarm been activated by any of the reasons below?</p> <p>a) Manual Call Point (MCP) + detector/s or b) 2 or more detectors c) 2 or more manual call points</p> <p style="margin-left: 350px;">YES – Contact Control Room and request they call out Merseyside Fire & Rescue Service</p>
Silence alarm only when evacuation is complete and on instruction of Merseyside Fire & Rescue Service They will inform the evacuation team when the building is safe to reoccupy
<p>3) 1 Detector only activated</p> <p>a) Are there any signs of fire? NO b) Is there a reported accidental activation? NO c) Following a completed evacuation wait for 5mins before proceeding with a physical investigation. d) Has any further detection equipment activated the alarm within the 5 minutes and/or are there signs of fire? YES - Call Merseyside Fire & Rescue Service e) Has any other detection equipment activated the alarm within the 5 minutes and/or are there signs of fire? NO f) Proceed with the search for the source of the activation.</p>
The Search
<p>a) Note location of the detection equipment in alarm mode b) Commence a search for the source of the activation, a minimum of 5 minutes from the start of the activation (2 people, one with building knowledge and one with a communication handset) c) A Security Officer with communication handset is assigned to monitor the fire alarm panel while the search takes place. d) In the event of any further detection activating contact “the search team” and terminate search - Call Merseyside Fire & Rescue Service e) Are there signs of fire during search? YES - terminate search and Call Merseyside Fire & Rescue Service f) On the return of the Search Team, does the search confirm a false activation none fire event? YES g) Reset the fire alarm panel.</p>
IF ALL PARTIES INVOLVED AGREE THERE IS NO FIRE AND THE BUILDING IS SAFE THEN REOCCUPATION CAN OCCUR.
<p>4) 1 Manual Call Point only activated</p> <p>a) Are there any other signs of fire? NO b) Is there a reported accidental activation? NO c) Following a completed evacuation wait for 5mins before proceeding with a physical investigation d) Keep checking the fire panel for information e) Has any further detection equipment activated the alarm within the 5 minutes and/or are there signs of fire? YES - Call Merseyside Fire & Rescue Service f) Has any other detection equipment activated the alarm within the 5 minutes and/or are there signs of fire? NO g) Proceed with the search for the source of the activation.</p>
The Search
<p>a) Note location of manual call point in alarm mode b) Commence a search for the source of the activation, a minimum of 5 minutes from the start of the activation (2 people, one with building knowledge and one with a communication handset) c) A Security Officer with communication handset is assigned to monitor the fire alarm panel while the search takes place. d) In the event of the fire panel indicating further detection equipment activating contact “the search team” and terminate the search - Call Merseyside Fire & Rescue Service e) Are there signs of fire during search? YES - terminate search and Call Merseyside Fire & Rescue Service f) On the return of the Search Team, does the search confirm a false activation non-fire event? YES. g) Reset the Manual Call Point. (The glass may need replacing.) h) Reset the fire alarm panel.</p>
IF ALL PARTIES INVOLVED AGREE THERE IS NO FIRE AND THE BUILDING IS SAFE THEN REOCCUPATION CAN OCCUR.

5) Reported accidental activation of the fire alarm e.g. by a contractor

- a) Check fire alarm panel information to confirm the report and note the location of activated detection equipment in alarm mode.
- b) Following a full and complete evacuation commence search for source of the activation (2 people, one with building knowledge and one with a communication handset)
- c) A Security Officer with communication handset is assigned to monitor the fire alarm panel while the search takes place.
- d) In the event of any further detection equipment activating contact “the search team” and terminate the search - **Call Merseyside Fire & Rescue Service**
- e) On the return of the Search Team, does the search confirm a false activation non-fire event? **YES**
- f) **Reset** the fire alarm panel

IF ALL PARTIES INVOLVED AGREE THERE IS NO FIRE AND THE BUILDING IS SAFE THEN REOCCUPATION CAN OCCUR.

6) Fire Alarm Panel FAULT Mode

- a) Has the fire alarm panel displayed fault **or** has the fire alarm been activated by a fault? **“YES”**
- b) If a fault causes the alarm to activate resulting in an evacuation it must be completed
- c) Commence search for source of the fault/activation (2 people, one with building knowledge and one with a communication handset)
- d) A Security Officer with communication handset is assigned to monitor the fire alarm panel while the search takes place.
- e) On the return of the Search Team, does the search confirm a fault? **YES**
- f) **Reset** the fire alarm panel
- g) If the fault continues after reset raise emergency call out to fire contractor (Grainger’s) via Help Desk in normal hours or via Security Control out of hours.

IF ALL PARTIES INVOLVED AGREE THERE IS NO FIRE AND THE BUILDING IS SAFE THEN REOCCUPATION CAN OCCUR.

Panel Reset

Re-activation following a reset

- a) If the panel is reset and it reactivates indicating the same detection is still in alarm mode then assume it is a fault and **silence the sounders.**
- b) Raise an emergency call out to fire maintenance contractor (Grainger’s) via Help Desk in normal hours or via Security Control out of hours.
- c) Consult with all parties and agree or otherwise whether building can be re-occupied.
- d) If the original activation has been fully investigated and no signs of fire have been found it is safe to assume that this is a fault and the building can be re-occupied. **If there is any doubt then do not re-occupy** until Grainger’s have investigated the fault and given the all clear.
- e) While the alarm panel is in silenced mode a Security Officer is assigned to monitor the panel until attendance by the fire maintenance contractor.
- f) In the event of further activations by any other detection equipment, the building should be re-evacuated and the investigation procedure should be re-initiated.

Security Officers should remain on site until the fault is rectified by the fire maintenance contractor and the panel fully reset.

Silencing the Alarm Signal

The alarm is silenced **only** if:

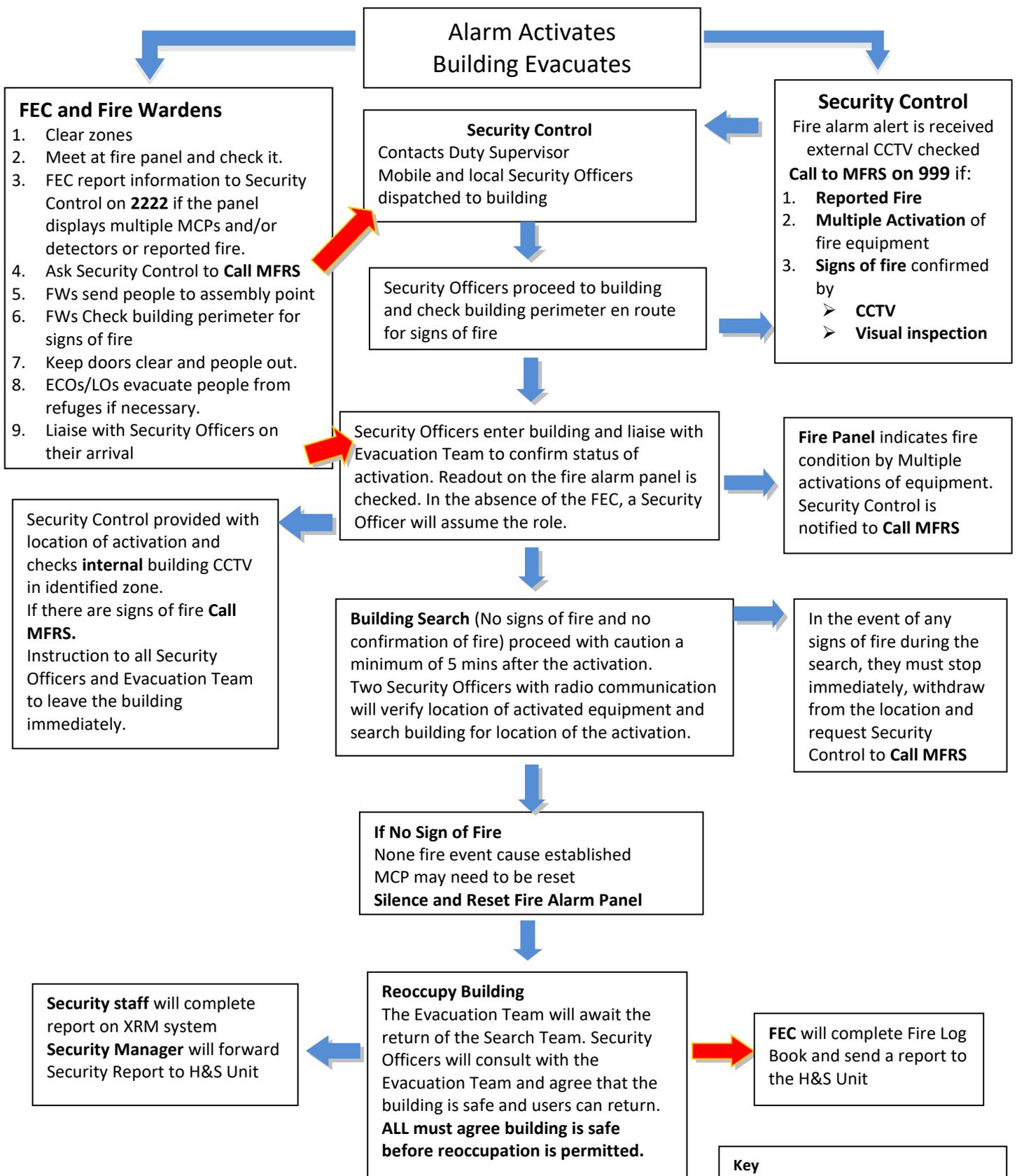
- a) Evacuation is complete and a search has confirmed false activation, or
- b) Merseyside Fire & Rescue Service requests it is silenced on their arrival (and evacuation is complete) or
- c) If a building is completely unoccupied (out of hours, mothballed) or
- d) Panel re-activates on re-set with previously investigated detector.

XRM Report

Once the alarm activation has been resolved a Security Incident XRM Report, detailing the incident, should be completed. The report should be forwarded to the relevant parties the next working day, including the Health and Safety Unit.

APPENDIX 3

Fire Alarm Investigation Procedure



Key
MFRS – Merseyside Fire and Rescue Service
MCP – Manual Call Point
FEC – Fire Evacuation Coordinator
CCTV – Closed Circuit TV
ECO – Evacuation Chair Operator
LO – Lift Operator