



Emergency Evacuation Procedures



Core Documentation Cover Page

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Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jan 2013 SMT	To set out the procedures for emergency evacuation of the Borough High Street (BHS) and Southwark Bridge Road (SBR) buildings.	HR Officer	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2015
V2.0	Mar 2015 SMT	Biennial Review Major Change to combine separate staff and student procedures.	Estates & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2017
V2.0	Feb 2017 PRAG Chair	Biennial Review No Changes Required.	Estates & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2019
V3.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	Head of Estates	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2019
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Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

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1. INTRODUCTION

- 1.1 This document sets out the UCO's procedures for emergency evacuation of the Borough High Street (BHS) and Southwark Bridge Road (SBR) buildings. This document should be read in conjunction with the UCO's Health and Safety Policy and Fire Risk Assessment.
- 1.2 All building users have a duty of care to ensure their actions minimise the risk of fire and to report any hazards immediately. No attempt should be made to repair or interfere with electrical equipment or wiring.

2. GENERAL FIRE SAFETY PROCEDURES

- 2.1 All building users should familiarise themselves with the location of the fire exits, assembly point and the fire alarm call points. Floor plans are displayed throughout the building highlighting the escape routes.
- 2.2 Fire doors should remain closed at all times and should not be propped or wedged open.
- 2.3 Do not store papers or combustible materials in corridors or stairwells.
- 2.4 Notices in stairwells or fire escape routes should be laminated or displayed in covered notice boards.

3. PROCEDURES ON DISCOVERING A FIRE

- 3.1 Operate the nearest call point and evacuate the building.
- 3.2 Only attempt to extinguish the fire if it is safe to do so and you have had the appropriate training.
- 3.3 Call 999 - in order to get an outside line from an office phone, an additional 9 will be required (9-999).

4. PROCEDURES ON HEARING THE ALARM

- 4.1 Leave the building immediately by the nearest fire exit.
- 4.2 Do not attempt to collect personal belongings.
- 4.3 Shut doors behind you and close windows if time permits.
- 4.4 Use green break glass units to release magnetic door locks.
- 4.5 Do not use the lift.
- 4.6 Walk, do not run.
- 4.7 Help escort disabled building users to the refuge points and alert the fire warden or fire brigade to their presence.
- 4.8 Listen to the fire wardens and follow their instructions (they will be wearing fluorescent jackets).
- 4.9 Once outside head to the assembly point (Cole Street for BHS and Store Street for SBR).
- 4.10 Move as far away from the building as possible and do not block the route of others.
- 4.11 Stand in a safe place away from the road.
- 4.12 Do not re-enter the building until told by the Fire Marshall that it is safe to do so.
- 4.13 The Fire Marshall will be at the assembly point coordinating with the fire wardens and fire brigade. Out of hours the Fire Marshall will have a register of who is in the building.