

ECD-HS-PR-351-02-13

ECD ACTIONS ON HEARING THE MAIN BUILDING, NORTH or SOUTH WINGS EVACUATION ALARM + ACTIONS WHEN OTHER BUILDINGS ARE EVACUATED. - (Reviewed May 2017).

On the occasion of the Main Building Evacuation Alarm being sounded, The Actions below are to be undertaken by the Essential ECD Management and Operatives. All other ECD staff are to evacuate the main building and make their way to the Fire Assembly Point. (This is at Car Park 12).

In the event of Evacuations and Emergencies in other Campus Buildings there are other actions for some essential staff to undertake to ensure that safety of the ECD Contractors.

MAIN BUILDING, NORTH WIND & SOUTH WING ALARM.

Chief of Operations and Estates; - Attend at Security for advice and assistance with the ECD response team.

Director of Estates; - Undertakes the Main Building 7th Floor E Corner Fire Warden duties. Attends Security to advise and assist with Technical Issues and to co-ordinate the ECD Dept. response.

Deputy Director of Estates; - Attends Security to advise and assist with and to co-ordinate the ECD Dept. response.

ECD Engineering Manager; Attends Security to advise and assist with Technical Issues.

ECD Engineering Officer; Attends Security to advise, assist with Technical Issues.

ECD Health & Safety Advisor: - If in the vicinity of the Maintenance & Facilities Offices;

- 1/. Picks up the Contractor Signing-In/Out Log from the Maintenance Office and is to take to Security.
- 2/. Check that the ECD Maintenance Section Offices and Workshops have been evacuated. - To be recorded on the A Corner check sheet.
- 3/. Check the designated Lower Ground areas have been evacuated and are clear in as with the Fire Warden Training provided for A Corner Lower Ground. - To be recorded on the A Corner check sheet.- (this is to include the Basement areas as necessary when indicated on the Confined Space Board in the ECD Office or at A Corner access door).
- 4/. Attends Security to advise and assist with Technical Issues and the deployment of ECD Maintenance Staff.

ECD Maintenance Officer; - If in the vicinity of the Maintenance & Facilities Office;

- 1/. Picks up the Contractor Signing-In/Out Log from the Maintenance Office and is to take to Security.
- 2/. Check that the ECD Maintenance Section Offices and Workshops have been evacuated. - To be recorded on the A Corner check sheet.
- 3/. Check the designated Lower Ground areas have been evacuated and are clear in as with the Fire Warden Training provided for A Corner Lower Ground. - To be recorded on the A Corner check sheet.- (this is to include the Basement areas as necessary when indicated on the Confined Space Board in the ECD Office or at A Corner access door).
- 4/. Attends Security to advise and assist with Technical Issues and the deployment of ECD Maintenance Staff.

ECD Facilities Officer; - If in the vicinity of the Maintenance & Facilities Office;

- 1/. Picks up the Contractor Signing-In/Out Log from the Maintenance Office and is to take to Security.

- 2/. Check that the ECD Maintenance Section Offices and Workshops have been evacuated. - To be recorded on the A Corner check sheet.
- 3/. Check the designated Lower Ground areas have been evacuated and are clear in as with the Fire Warden Training provided for A Corner Lower Ground. - To be recorded on the A Corner check sheet.- (this is to include the Basement areas as necessary when indicated on the Confined Space Board in the ECD Office or at A Corner access door).
- 4/. Attends Security to advise and assist with Technical Issues and the deployment of ECD Maintenance Staff.

ECD Energy, Environment & Sustainability Manager; -

Undertakes the Main Building 7th Floor E Corner Fire Warden duties.

ECD Maintenance Administrator;

Reports to the Security Office to answer the Refuge Phones and assist Security as required.

For any Emergency or Evacuation in any other University Building they are to;

- **Inform the ECD 7th Floor Office PA of the incident.**
- **Check the Contractor Signing Log and if any ECD Contractors are logged on site for the effected building, they are to inform Security by any means of who and where the contractors are working.**

ECD Helpdesk Operator;

Reports to the Security Office to answer the Refuge Phones and assist Security as required.

For any Emergency or Evacuation in any other University Building they are to;

- **Inform the ECD 7th Floor Office PA of the incident.**
- **Check the Contractor Signing Log and if any ECD Contractors are logged on site for the effected building, they are to inform Security by any means of who and where the contractors are working.**

ECD Personal Assistant to Senior Managers;

On receiving notification of an Emergency or Evacuation of any University Building is to inform the Project Managers of the incident.

ECD Project Managers;

On receiving information of any emergency or evacuation in any other University Building, are to check the Contractor Signing Log and if any ECD Contractors are logged on site for the effected building, they are to inform Security by any means of who and where the contractors are working.

Academic Services Assistant;

Reports to the Security Office to answer the Refuge Phones and assist Security as required.

Works 4 (Shift Engineer); on receiving the Radio Call from Security, - Reports to Security having made safe any item that they are working on, to assist with Mechanical/Electrical Isolations, Plant Control, Access to areas and Technical Issues as required by ECD Management or the Emergency Services.

On receiving the call of Fire in any building on site; Makes Safe what they are working on and reports to the outside of the effected building and reports to the Senior Security Officer to assist as required with Mechanical/Electrical Isolations, Plant Control, Access to areas and Technical Issues.

Works 1 (Radio Electrician); on receiving the Radio Call from Security, - Reports to Security having made safe any item that they are working on, to assist with Mechanical/Electrical Isolations, Plant Control, Access to areas and Technical Issues as required by ECD Management or the Emergency Services.

On receiving the call of Fire in any building on site; Makes Safe what they are working on and reports to the outside of the effected building and reports to the Senior Security Officer to assist as required with Mechanical/Electrical Isolations, Plant Control, Access to areas and Technical Issues.

ECD Head Porter; Reports to the Security Office to undertake tasks as directed by the Security Shift Supervisor.

All Other ECD Maintenance Trades Staff; are to evacuate the Main Building, North /South Wings but are to monitor their radios and react to any request from Security or the ECD Management.

All Other ECD Staff; On Hearing the Evacuation Alarm, are to evacuate the Main Building, North /South Wings and attend the Fire Evacuation Point. (This is Car Park 12 – (by the Campus Lake).

NOTE:-

The nearest Fire Exits for the ECD 7th Floor Offices are; E Corner Stairs or via D Lift Lobby to South Wing Stairs. The nearest Fire Exits for the ECD Maintenance Workshops are; A, C, D or H Stairs or Via East Yard if the Roller Shutter Doors are open.

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This Policy is to be reviewed every 12 months or when regulations and circumstances change.