

Key process	Temporary Emergency Evacuation procedure (COVID-19)
Procedure owner	Lisa Burton/ Michelle Sidhu
Web link	N/A

Process overview (brief description)	SOP for temporary evacuation procedures for WBS Scarman Road during the COVID-19 pandemic, noting the significantly reduced staff presence in the building.
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Version Control			
Version	Date	Author	Changes Description
1	27/11/20	Marc Robinson	SOP creation
2	01/12/20	Lisa Burton/ Dan Pearson	Minor edits to retain AS as Coordinators and simplify
3	13/04/21	Lisa Burton	Reviewed for building re-opening plans April 2021

STEPS

During periods of reduced building occupancy, in the event of an emergency evacuation at WBS Scarman Road, the below steps should be followed by staff present in the building.

1. Members of Academic Services present in the building will act as Evacuation Coordinators and in the event of a continuous fire alarm, will head immediately to the South and North reception areas to collect a two-way radio (Channel 1 – WBS).

They will act as a liaison with Security and/ or the Fire & Rescue Service, but also with staff/ wardens located at fire exits, and will help disseminate the ‘all-clear’ message at the appropriate time.

The WBS Facilities team will help coordinate the North entrance and Reception staff will help coordinate the South reception entrance.

2. All members of staff present in the building when a continuous fire alarm sounds, are asked to sweep their immediate office/ area, asking everyone present to leave the building quickly, and to ask the same of anyone they encounter as they travel to their nearest fire exit. It is accepted that reduced staff numbers present may not be able to sweep all areas of the School; Security understand that we have a reduced presence in the building.
 - If you are the first person to emerge through a fire exit, please stay there to help people exit, and prevent them re-entering until an all-clear has been given.
 - If there is already someone staffing an exit when you get there, please proceed to another exit to assist and prevent re-entry, noting that most help is needed on the Gibbet Hill Road side of the building.

3. All one-way systems should be disregarded during an emergency evacuation.
4. If any building occupants are found to be trapped, unable to exit or situated in Refuge Areas, whoever finds them should communicate this to the Coordinator at either end of the building, as they exit the building.
5. Section Heads, Heads of Group and Group Administrators should take responsibility, either on the day but particularly beforehand, for advising staff working in their areas to leave the building immediately, carrying out a sweep of their immediate office/ corridor/ area, and then continue to sweep areas they pass through as they travel to their closest fire exit.
6. Teaching Centre: Staff and students should follow the current advice regarding emergency evacuation in that building as this aligns with the Radcliffe procedures.
7. Staff who are teaching face-to-face at the time of an evacuation, should make sure that they and their student group(s) leave the building quickly using the nearest exit(s).
8. Once staff are stationed at a fire exit, they should:
 - Keep people moving away from the building;
 - Ask people to disperse, to NOT congregate in Radcliffe Car Park, and to NOT gather in groups to wait for the all-clear;
 - Stop anyone trying to re-enter the building until the all-clear is given;
 - Judge if their broad exit area is staffed already, and move to other, more vulnerable exit areas (e.g. Gibbet Hill Road) if they can be of more help there.
9. Once Security have confirmed the all-clear, the Coordinator(s) will communicate the message over the two-way radio, and walk the building perimeter to advise staff stationed at the fire exits, returning the two-way radio to the North or South reception.
10. Staff stationed at the fire exits are asked to assist relaying the all-clear message to students and staff waiting to re-enter the building.
11. WBS Facilities team will carry out a full sweep of the building perimeter, to further communicate the all-clear, check and close off fire exits and note any issues to report to Estates.

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