

Academic Services: Standard Operating Procedure (SOP)

Key process	WBS Emergency Evacuation procedure (WBS Scarman Road). Noting that the Teaching Centre and The Shard have separate procedures.
Procedure owner	Emily Foster (Facilities Coordinator) Lisa Burton (Assistant Registrar (Operations & Planning))
Web link	Academic Services Website

Process overview (brief description)	Standard operating procedure for the evacuation of WBS Scarman Road.
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Version Control			
Version	Date	Author	Changes Description
1	31/08/2021	Emily Foster	Document Creation

STEPS

A. Members of Academic Services (AS)

Members of AS present in the building will act as Evacuation Coordinators and follow their own SOP.

In summary, in the event of a continuous fire alarm, AS will:

- Immediately head to the South or North reception areas;
- Act as liaison with Security and/or the Fire & Rescue Service, and also with staff/ wardens reporting their 'sweep results';
- Obtain and relay to Security and/ or Emergency Services, details of anyone trapped, at risk, or situated at a refuge point;
- Communicate an 'All-Clear' over the two-way radio once Security have confirmed, and perform checks of all fire exit doors.

B. All Other Members of WBS Staff

- Each section and area of the School should ensure that it has a minimum of two evacuation wardens; one for covering fire exit(s) and one for carrying out sweeps across the building. Extras should be arranged to cover staff absence/ illness/ hybrid working etc.
- It is recommended that as many individuals as possible in each Section/Group/area are ready to act as an evacuation wardens. This is for Section Heads (SH) and Heads of Group (HoG) to manage locally.
- SHs and HoGs will be reminded of this on at least a termly basis, by Academic Services, and will be provided with a two-way radio and charger (please keep this on charge), and an evacuation laminate. Each area already has one or more high-vis jackets to be worn by the 'sweeping' warden.

If you are not a member of the Academic Services team, and are not teaching when the continuous fire alarm sounds, please do the following:

1. One or two of your team should sweep your immediate office and allocated building area, asking everyone present to leave the building immediately. The areas you are asked to sweep and the locations of fire exits are shown on the laminates referred to in 3, below.

2. One warden should head straight to their designated, numbered fire exit to manage that exit. They will be responsible for helping people to quickly leave the building, stopping people re-entering the building, and asking people to disperse and move well away from the building.
 - If there is already someone staffing an exit when you get there, please go to another exit to help; most help is needed on the Gibbet Hill Road side of the building.
 - If you are stationed at a fire exit when the all-clear is given, relay the all-clear message to students and staff waiting to re-enter the building.
3. Remaining warden(s) take two-way radio and evacuation laminate and carry out sweep of designated area(s). The evacuation laminate contains:
 - Radio channel for comms on two-way radio;
 - Designated exit to cover and location;
 - Visual floorplan of sweep area;
 - How to report into coordination point and wording to be used.
 - You will not have the time to open every locked door. Raise your voice, knock on doors, and ask anyone in the area to leave the building immediately.
 - On completion of sweep, head to the designated exit and use the two-way radio to report in to South reception, confirming that sweep is complete, the fire exit is occupied and to report any issues (e.g. anyone trapped, unable to exit, or situated in Refuge Areas) to the Coordinator on Channel 1.
 - The Coordinator will tick sweep areas as they are confirmed, on a master floorplan, and will feed back relevant issues to Security/ Emergency Services.
4. At end of evacuation, return laminates, high-vis and two-way radio to storage location (ensure radio is on charge).

C. Staff Teaching at the Time of an Alarm

Staff who are teaching at the time of an evacuation should do the following:

1. Make all students you're teaching aware that the fire alarm is sounding, the building needs to be evacuated and that they are not to re-enter until the all-clear is given.
2. Direct students to the nearest fire exit and ask them to exit the building immediately.
3. Encourage students to be calm but quick.
4. Once all students you are teaching have safely left the classroom and are making their way to the nearest exit, exit the building yourself. If you encounter anyone as you leave the building, ask them to leave.

D. Other Building Users

Cleaners and external contactors will follow their own evacuation procedures.

E. When the All-Clear has been given

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/Security.

END