

School of Chemistry, Food and Pharmacy

Evacuation Plan



October 2013
(Revised May 2015)

SCFP Buildings W006 – Chemistry & W047 – Food Bioscience

1. Information for all occupants

All staff, students and other building-occupants must comply with the building emergency procedures, both during a 'real' incident and during practice drills. Any staff member or student who fails to do so may be subject to disciplinary action. Contractors who fail to do so may be excluded from University premises.

A building evacuation can be initiated for a variety of reasons e.g. fire, bomb threat or hazardous leakages.

1.1 Actions in the event of a fire

- Operate the nearest fire alarm call point and dial 6300 on a University internal phone OR dial 0118 378 6300 on a mobile phone OR dial (0) 999 for the Fire Brigade.
- Only attempt to fight the fire if it is safe to do so. Use an appropriate fire extinguisher.
- On hearing the fire alarm, leave the building by the nearest available exit. Close all doors and windows as you leave. DO NOT stop to collect belongings, DO NOT use the lift, DO NOT re-enter the building until instructed to do so by the Senior Fire Officer or the Evacuation Officer.
- Go immediately to the assembly point in Car Park 10 OR outside RSSL. The University Fire Procedure notice in your work area will inform you of which assembly point to report to.

1.2 Visitors

All staff members are responsible for ensuring that visitors and students are instructed to leave the building when the alarm sounds and to report issues to the Evacuation Officer, who will be located in the centre of Car Park 10, dressed in an orange high visibility vest.

1.3 Fire Fighting Equipment (FFE)

FFE should only be used by trained personnel and only if safe to do so.

Any person who intentionally and wilfully misuses or interferes with fire extinguishers and other equipment provided for alerting building occupants to serious and imminent danger (e.g. fire alarms) may be subject to disciplinary action.

1.4 How are occupants accounted for?

Fire Wardens sweep their designated area ensuring all occupants leave the building in a safe and organised manner. Once complete, they are to hand the Fire Warden instruction card for their area to the Evacuation Officer, indicating their area is clear and occupants are accounted for (to include any occupant in a refuge).

1.5 Evacuation Drills

The University Health & Safety committee has agreed that the frequency of drills will be two fire drills each academic year. If the response by occupants to these drills is considered inadequate, then the Fire Officer will consider additional drills. This frequency will apply to all Schools, Directorate buildings and Halls of Residence. A record is kept of all drills.

The drill scenario is to test the reaction of staff, students and visitors to the alarm signal. The key points to test are:

- Recognition of the alarm sound and its audibility.
- Timely response of occupants (evacuation in a calm and orderly manner) and use of the most appropriate evacuation routes.
- Assistance to mobility impaired persons to escort them out of the building or to a Refuge Area.

1.6 Initiating the fire alarm

All call points are 'break glass' initiated.

1.7 Mobility Impaired Persons

A plan of action for a member of staff or student with mobility impairment - Personal Emergency Evacuation Plans (PEEPS) - should be completed at the earliest opportunity upon joining the University. This plan will take account of the type of assistance required, type of mobility aid in use, life support systems, normal place of work, and the availability of staff working in the immediate area.

Where a person requires assistance to evacuate, as a general rule they and a "buddy" or other responsible person should go to a refuge area and remain there. A refuge is a location where people who need assistance to evacuate, or who may need to delay their evacuation until other building occupants have preceded them, can wait for assistance. Fire Wardens should check refuge areas as they 'sweep' the building and evacuate. Occupants of refuge areas should tell the Fire Warden that they need assistance; Fire Wardens must then notify the Evacuation Officer at the Assembly Point. In the absence of a Fire Warden, any other responsible person should be asked to relay a message to the Assembly Point. The refuge Emergency Voice Communications equipment can be used to keep in contact with the University Security Control room (Tel. 0118 378 6300 if using a mobile telephone). Wherever possible the person with mobility impairment should not be left by themselves.

2. Evacuation Officers

Building	Base	Name	Tel No.	Email
W006	LG12	Andy Whittam	6065	a.w.whittam@reading.ac.uk
W006	G19	Judith Butler	8454	j.m.butler@reading.ac.uk
W006	209	Barbara Parr	8453	b.l.parr@reading.ac.uk

W006	227	Fred Davis	8455	f.j.davis@reading.ac.uk
W006	LG11	Paul Willis	6776	p.h.willis@reading.ac.uk
W047	1-04	Sandra Whitaker	4637	s.e.whitaker@reading.ac.uk
W047	2-35	James Magee	8729	j.magee@reading.ac.uk
W047	2-47	Heather Ferris	8711	h.m.ferris@reading.ac.uk
W118	G-01	Kevin Flint	6345	k.m.flint@reading.ac.uk

2.1 Evacuation Officer Duties

- Take charge of the assembly point.
- Ensure the emergency services have been called.
- Receive reports from Fire Wardens.
- Provide information to the emergency services about the cause and location of fire (if known), missing persons, areas that have not been checked, building systems and hazards etc., and show them the emergency file.
- Prevent entry into the building until it is safe to do so (appoint Door Wardens).
- Establish a first aid post if required.

3. Fire Wardens

Building	Area	Description	Name
W006	1/12	LG North block	Andy Whittam
W006	2/12	East/South	Mark McClemon Philip Mason
W006	3/12	LG North block West	Paul Willis
W006	4/12	LG South block Part	
W006	5/12	G North block East	Judith Butler/John Lampkin
W006	6/12	G North block West	Judith Butler/John Lampkin
W006	7/12	G South block All	
W006	8/12	1 North block East	Catherine O'Hare
W006	9/12	1 North block West	Graham Bradbury
W006	10/12	1 South block All	Andre Cobb
W006	11/12	2 North block East	Barbara Parr
W006	12/12	2 North block West	Barney Greenland
W006	R	2 South block All	Muhammad Yaqoob
		Roof	NONE – Restricted access
W047	1/10	L1 West/Pharm Mezz	Cat Hale /Sandra Whitaker

W047	210	L1 East	Chris Bussey
W047	3/10	L1 East Mezz	
W047	4/10	L2 East	Yvonne Harewood
W047	5/10	L2 West & Central	Diane Hodder
W047	6/10	L2 North	Kim Jackson
W047	7/10	L3 East	Diane Holland
W047	8/10	L3 West	
W047	9/10	L4 East	Andrew Dodson
W047	10/10	L4 West	Kevin Salzedo
	R	Roof	NONE – Evac instructions posted at roof exit

3.1 Fire Warden Duties

- Check all rooms and corridors in sweep area on the way out of the premises using the designated fire exit - this should include the fire refuge points.
- Marshall any remaining occupants out of the building.
- Report to the Evacuation Officer (orange high visibility vest) at the assembly point and hand over evacuation card, having written any relevant information in the spaces provided - including anyone not accounted for and anyone in the fire refuge points.
- Assist the Evacuation Officer as instructed by him/her.

4. Evacuation Chair Operators

Building	Name
006	John Brazier Chris Harris Muhammad Yaqoob George Lacey Graham Bradbury John Lampkin Philip Mason Andy Whittam Paul Willis
047	Heather Ferris Gunter Kuhnle Kevin Salzedo Jon Swann

When at the assembly point, evacuation chair operators should report to the Evacuation Officer. If a person with impaired mobility needs assistance with evacuation from a refuge, the trained chair operators can be directed to re-enter the building via a fire protected staircase

and then proceed upwards until the evacuation chair is reached. They should then take the chair to the level where the assistance is required and conduct with the evacuation using the chair.

It must be stressed that re-entry to any building must only be done by using a fire protected staircase that exits direct to fresh air. Persons re-entering the building to provide assistance must not leave the safety of the fire protected staircase.

5. Evacuation Lift Operators

Building	Name
006 Only	Robert Haigh Catherine O'Hare Andy Whittam Paul Willis

When at the assembly point, evacuation lift operators should report to the Evacuation Officer.

It must be stressed that re-entry to the evacuation lift must only be done if deemed safe to do so by both the operator and the Evacuation Officer.

6. First Aiders

Name	Building	Room	Tel No
Cat Hale	Food and Nutritional Sciences	1.05	8449
Kim Jackson	Food and Nutritional Sciences	2.11	5361
Olga Khutoryanskaya *	Food and Nutritional Sciences	1.40	8505
Oonagh Markey	Food and Nutritional Sciences	2.03	7771
Chris Harris (Emergency only) Graham Bradbury/George Lacey	Chemistry	144/244	7440
Fred Davis *	Chemistry	227	8455
Robert Haigh */Paul Willis *	Chemistry	LG11	7595/6776
John Lampkin	Chemistry	G66	4757
Kat Bicknell	Hopkins	109	7032
Kevin Flint */Dave Butlin	Hopkins	G01	6345/7063
Cattleya Leksmono * Hilary Loxton (Emergency only)	Hopkins	G04	7051
Hong Lin/Shirley Keeton	Hopkins	202	7033/7063

* Cyanide & Hydrofluoric Acid Emergency Care Trained

First aiders will be called upon at the assembly point only if required. The Evacuation Officer will summon them and establish a first aid post from which they can administer first aid. First aid kits should be obtained from a safe building.