

School of Chemistry, Food and Pharmacy

Non-Emergency Building Evacuation Plan



August 2014

SCFP BUILDINGS W006, W047

NON-EMERGENCY BUILDING EVACUATION PLAN

Introduction

1. The Non-Emergency Building Evacuation Plan provides guidance for the initiation of **non-alarmed building evacuations** in the first instance; and **alarmed building evacuations** in the second. Examples of why this plan should be initiated are as follows:
 - a. Power cuts leading to the failure of air handling systems and fume cupboard extraction. It should be noted that loss of services may continue after power is restored, due to circuits tripping as a result of unexpected large spikes occurring upon restart; thus leading to a build-up of chemical fumes in building.
 - b. In the event of a major chemical release or spillage.
 - c. In the event of a major release of compressed gas.
 - d. In the event of any other unexpected occurrence.

Procedure

2. Evaluate the situation and decide whether an evacuation is necessary; and the level of urgency. During working hours, advice can also be sought from H&S Services (0118 378) 8888.
3. If the situation is not deemed urgent or life threatening, inform University Security Services that the building is to be evacuated without the fire alarms being activated. Clear the building **without** activating the fire alarms; this should be achieved by using all of the following methods:
 - a. If power is available, send an email to **scfp-all@lists.reading.ac.uk** instructing them to make work safe, collect belongings and go to the assembly point.
 - b. Sending volunteers to sweep the building, cascading the message via word of mouth instructing occupants to make their work safe, collect belongings and go to the assembly point.
 - c. Posting the attached '**No Entry**' signs in the locations designated below.
4. Act as, or appoint an Evacuation Officer to pass on any information to occupants at the assembly point. Contact any of those listed at Para 9.
5. When it is safe to re-enter the building, inform any remaining occupants that they may do so; and carry out the following tasks:
 - a. Remove/return door signs to the Emergency Folder box.
 - b. Notify Security building reoccupied.

c. Send email to scfp-all@lists.reading.ac.uk stating that it is safe to return to the building.

6. If the situation has potential to develop quickly to 'serious', e.g. Fire, Gas Escape, Bomb Threat; activate the building alarms **immediately** by pressing the 'break panel' at a fire alarm call point. Trained Evacuation Officers and Fire Wardens will oversee the evacuation. Report to Evacuation Officer in the centre of Chemistry Car Park (Car Park 10) with any information you have about the cause.

7. It should be noted that emergency lighting batteries are likely to run down after a power cut lasting three hours.

'NO ENTRY' door sign locations

8. Each folder has the required door signs for the building it is relevant to; which are as follows:

a. 006 - Chemistry.

006	Chemistry	Main door.
006	Chemistry	Pharmacy bridge door.
006	Chemistry	Car park steps door.
006	Chemistry	LG car park door.
006	Chemistry	LG Rear door.
006	Chemistry	Bolton door.

b. 047 – Food.

047	Food	Main door.
047	Food	Pharmacy bridge door.
047	Food	Pharmacy Practice Lab door.
047	Food	L1 Mezzanine offices external door.
047	Food	Rear door.
047	Food	L2 Hopkins bridge door.
047	Food	Shutter/Pass through.

Contact information

9. Any of the following are to be contacted following an evacuation:

Safety Officer:	Mr Paul Willis via Security (0118 378) 6300
Building Manager:	Mr Andrew Whittam 07715 804 092
H&S Manager:	Dr Robert Haigh via Security (0118 378) 6300
Chief Technician:	Mr James Magee 07951 342 499
H&SS:	(0118 378) 8888
E&F:	(0118 378) 7000

The following is an example door notice. Each exit of every building has one dedicated.

NO ENTRY

**THIS BUILDING IS
TEMPORARILY
CLOSED FOR SAFETY
REASONS**

For further information contact any of the following:

Safety Officer:	Mr Paul Willis via Security (0118 378) 6300
Building Manager:	Mr Andrew Whittam 07715 804 092
H&S Manager:	Dr Robert Haigh via Security (0118 378) 6300
Chief Technician:	Mr James Magee 07951 342 499
H&SS:	(0118 378) 8888
FMD:	(0118 378) 7000

When restrictions are lifted, this notice will be removed and occupants will be advised by email.

To be displayed on W006 CHEMISTRY LOWER GROUND LEVEL CAR PARK DOOR.