# Emergency Evacuation Procedure
# Catalyst

On hearing the alarm, and if safe to do so, the following emergency evacuation procedure should be implemented immediately:

**All** users should leave the building immediately by the nearest safe exit, closing doors and windows as appropriate.

1) **General – all Catalyst staff**

   - **All staff working within Catalyst should assist in directing students and staff to the nearest Fire Exits and away from the building to the nearest assembly point.** Staff should only sweep downstairs and towards a Fire Exit and should never go to higher floors.

   - Users who have difficulty with stairs should be directed to the refuge points, situated on all the upper floors, within **Fire Exit Stairwells 1 & 2**, call points are available to notify Campus Support when in use. Please also alert a Fire Warden or Campus Support of any person's in refuge points.

   – Staff must then proceed to their designated assembly point indicated on the Fire Action notices displayed throughout the building.

   – The first fire warden exiting out of each fire exit will remain at the exit and ensure that students and staff move away from the building to the designated assembly point making sure that no one re-enters the building.

   – Staff should remain at the assembly point until instructed to return to the building by Campus Support

   - The lift will automatically return to the ground floor and should not be used during an evacuation.

2) **Assembly points**

There are 2 designated assembly points for Catalyst

   - When exiting the building through **Stairwell 1** and the **main doors** use **Point I - adjacent to the Wilson Centre & Stanley/Clough**

   - When exiting the building by **Stairwell 2** or the **Fire Exit in Student Services** use **Point M** - on the path near the Creative Edge Lake

   - Extended hours staff should use **Assembly Point I**

## 3) Fire Wardens

− Fire wardens should where possible, oversee the evacuation of the area they are working in. Carrying out a sweep of offices, open plan areas, meeting rooms and toilets to ensure all parts of the area have been vacated.

− Fire wardens should direct users to all available fire exits, in particular **Fire Exit Stairwells 1 or 2 when on the upper floors** and **where possible away from the main stairs.**

− The first fire warden exiting out of each fire exit should remain at the exit and ensure that students and staff move away from the building to the designated assembly point making sure that no one re-enters the building.

− All available fire wardens should assist in keeping access to the main entrance clear by moving staff and students away from this area to the **Assembly Point I.** This includes the seating areas around the perimeter of Catalyst.

− Fire Wardens need to direct any users who are unable to self-evacuate to the nearest refuge point and inform Campus support.

− Fire Wardens will be advised if appropriate if there are any staff members with PEEPs in place in their immediate working area.

## 4) Catalyst Helpdesk

- **Ground Floor** Staff should make their way out of the building through the nearest fire exit and direct people away from the doors to the nearest assembly point.

- One of the **Helpdesk** advisors should direct staff/students behind the helpdesk to the rear fire exit near the huts. They should then make their way out of the building through this fire exit and direct people away from the doors to **Assembly Point M**.

- The other **advisors** should sweep the ground floor, directing people to all the available fire exit points, if it is safe to do so, checking group rooms and toilets as they go, they should then make their way out of the building through the nearest fire exit and direct people away from the doors to the nearest assembly point.

## 5) Roving Staff

- Roving staff will sweep the floor they are on, if it is safe to do so, checking study rooms and toilets as they go, they should then make their way out of the building via the **Fire Exit Stairwells 1 or 2**, where possible away from the main stairs.

- Staff should always move towards a fire exit and never go up to higher floors.

- Users who have difficulty with stairs should be directed to the refuge points, situated on all the upper floors, within **Fire Exit Stairwells 1 & 2**, call points are available at these points to notify Campus Support when in use

- Staff should then make their way out of the building through the nearest fire exit and direct people away from the doors to the nearest assembly point.

- Report any relevant information to the nearest Fire Warden who will pass on to Campus Support staff/Fire Service

## 6) Extended hours Evacuation

The procedure for weekend and out of hour's emergency evacuation will be:

- On hearing the alarm all staff/students shall leave the building by the **Fire Exit Stairwells 1 or 2**, where possible away from the main stairs.

- Staff should assist in directing students away from the doors to the nearest Assembly Point as indicated on the Fire Action notices

- Staff should then proceed to their designated assembly point (**Assembly Point I**).

- Staff should remain at the assembly point until instructed to return to the building by Campus Support

## 7) Procedures for people unable to self-evacuate

Persons with mobility difficulties, temporary or permanent, or anyone else who is unable to self-evacuate independently should have in place a **Personal Emergency Evacuation Plan**.

– PEEPs for staff are the responsibility of line managers.  Fire Wardens will be advised, when appropriate, of staff members with PEEPs in their immediate working area, should they be required to assist in an evacuation.

Unless the Peep recommends another course of action they should:

- Proceed, with assistance if necessary, to a fire refuge point, situated in the **Fire Exit Stairwells 1 or 2**, and use the call point to inform Campus Support of their presence. Each call point has a location identifier which will be relayed to Campus support or the Fire Service.

- Only in the event of immediate danger should the person be moved out of the refuge area.  In such circumstances Campus Support staff must be alerted immediately for the information to be relayed to the emergency services.