

# EMERGENCY EVACUATION PROCEDURES

## Manchester Campuses



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## INTRODUCTION

At the beginning of the new session and in advance of the series of fire drills shortly to be arranged, it is essential that the actions to be taken in the case of fire or emergency are widely publicised.

Further copies of the emergency evacuation procedures are available through the Health and Safety Unit office or their web site. Deans are responsible for ensuring that all their members of staff, full-time, part-time, teaching and non-teaching are fully aware of the fire regulations. Other 'Key' senior staff have the same responsibility for staff under their control. In practice Deans and other 'Key' senior staff will delegate this duty to their respective Heads of Department and senior managers to implement within their own spheres of responsibility.

Special attention needs to be paid to the safety of disabled students and staff in emergency situations particularly those with mobility, sight or hearing impairment. It is the responsibility of the Dean or where applicable the 'Key' senior staff to ensure arrangements have been made to provide assistance for disabled students and staff. A Personal Emergency Evacuation Plan (PEEP) should be constructed with the active participation of the affected person. Health & Safety Unit staff can assist and support this process. Further detailed advice is available in the 'Evacuation of Disabled Persons' guidance note

In the teaching situation it is important that students are made fully aware of emergency evacuation procedures. Any special local requirements for laboratories/workshops and studios etc must also be highlighted. In the non-teaching situation, supervisory staff must also ensure that staff under their control are aware and understand the emergency evacuation procedures.

On the completion of a programmed fire drill the time and date should be noted in the Fire Log book held in the building reception area or other identified location. A post fire drill discussion should be undertaken to consider any problems or issues that may need to be addressed. Should an unplanned fire evacuation take place prior to the programmed fire drill, it is acceptable for the Dean or 'Key' senior person to register this as a fire drill if they are satisfied with the evacuation performance.

## GENERAL INFORMATION

The following points will assist in providing relevant information on emergency evacuation procedures.

- a) When you discover a fire or emergency immediately raise the alarm, in the case of a fire break the nearest fire actuation point. Then phone the Police, Fire Brigade or Ambulance Service on 9-999. Inform the University switchboard on 2222 giving precise details of the location where emergency help is required.
- b) You should be aware of the type of fire alarm system for the building you occupy. Some University buildings have sirens, others bells. Whatever the system the alarm should be audible in all parts of the building.

- c) Please ensure that fire doors are not wedged in the open position, fire doors are designed to maintain compartmentation of a building in the event of a fire.

This prevents the spread of smoke and fire and provides sufficient resistance to protect the means of escape. If a fire door is wedged open, smoke (usually of an extremely high temperature and toxic) will quickly penetrate throughout a building and cut off escape routes.

- d) Do not use lifts; electrical power is usually the first building service to fail in the event of a fire. You could be trapped between floors.

Know your nearest exit and alternative escape route, this may not be the route you usually use for general access and egress. All escape routes are signed for this purpose.

- e) Many of the University building exit doors use a Redlam bolt system. This system is accepted by the Fire Brigade, prevents access into a building, but will allow escape in the event of an emergency evacuation without the need for a KEY. The bolt securing the door is spring loaded and held in the locked position by a glass tube. The glass must be broken to release the bolt and allow escape. A small hammer is usually fixed adjacent to the Redlam bolt for the purposes of breaking the glass. If no hammer is available use a shoe or other handy object. It is not difficult to break the glass. When you walk towards an escape door fitted with a Redlam bolt it may appear padlocked, the padlock is purely a means for gaining access to the glass tube. The padlock will not prevent escape. **SMASH THE GLASS TUBE.**

Some University buildings now incorporate the Magna lock system in their final exit doors. These doors will automatically release upon activation of the fire alarm system through an actuation (break glass) point.

- f) Make sure you know where to assemble after evacuation. See the list in the fire regulations for the assembly point for each University building.
- g) Do not re-enter a building that has been the subject of an emergency evacuation until it has been declared safe by the Fire Brigade, Police or other authorised person.

## PHASED EVACUATION

Some buildings fire detection and alarm systems are 'zoned' into more than one area. This allows alarm (continuous note) and evacuation of the zone in which fire is detected and alert (intermittent note) in the adjacent zone. Persons in this adjacent zone do not need to evacuate unless the note becomes continuous.

**PLEASE NOTE THAT THE EMERGENCY NUMBER FOR EACH BUILDING IS 9-999**

**ALL PHONES HAVE AN EMERGENCY 999 FACILITY IRRESPECTIVE OF THE CLASS OF SERVICE THEY HAVE BEEN ALLOCATED. PLEASE USE THE ADDRESSES LISTED BELOW WHEN COMMUNICATING WITH THE EMERGENCY SERVICES.**

## **FIRE REGULATIONS**

### **LIST OF BUILDINGS, ASSEMBLY POINTS AND ADDRESSES**

The following are the assembly points outside the various buildings. Keep well away from the building itself, and keep service roads clear for emergency vehicles.

If the circumstances are such that these assembly points become hazardous, further dispersal may be ordered by the Fire Officer in charge.

NB These regulations do not refer to MMU Cheshire which has it's own fire evacuation documentation.

<b>Building</b>	<b>Assembly Point</b>	<b>Address</b>
<b>All Saints Building</b>	All Saints Park or under Mancunian Way	Oxford Road Manchester M15 6BH
<b>Sandra Burslem Building</b>	All Saints Park or under Mancunian Way	Lower Ormond Street Manchester M15 6HB
<b>Aytoun Buildings</b>	Sackville Gardens	Whitworth Street Manchester M1 3GH
<b>Bellhouse Building</b>	All Saints Park	Lower Ormond Street Manchester M15 6BX
<b>Broomhurst Hall</b>	Car Park	836 Wilmslow Road Didsbury Manchester M20 2RP
<b>Cambridge Hall (North)</b>	All Saints Park*	41 Cavendish Street Manchester M15 6TT
<b>Cambridge Hall (South)</b>	All Saints Park*	62 Cavendish Street Manchester M15 6UU

\* In the event of a full evacuation only

<b>Cavendish Building</b>	All Saints Park	Cavendish Street Manchester M15 6BG
<b>Chatham Building</b> (NB: Phased Evacuation)	<ol style="list-style-type: none"> <li>1) All Saints Park (including Undercroft)</li> <li>2) On pavement outside Royal College of Music</li> <li>3) Grassed area at junction at Boundary Street West Higher Chatham Street</li> </ol>	Cavendish Street Manchester M15 6BR
<b>Daisy Bank Hall</b>	Car Parking Area	Daisy Bank Road Victoria Park Manchester M14 5QL
<b>Didsbury Campus</b> All buildings have their own alarm system. A staged evacuation procedure is used and where necessary the Chief Fire Officer will evacuate adjacent buildings.	Lawn adjacent to TA Huts 2-5 or Didsbury Park Road pavement dependent on proximity at point of evacuation.	799 Wilmslow Road Didsbury Manchester M20 2RR
<b>Dryden Street Nursery</b>	Lane between Dryden Street and Plymouth Grove	Dryden Street Manchester M13 9AU
<b>Elizabeth Gaskell</b> (including Brook House and Shepherds House)	Oxford Place and roads running off.	Hathersage Road Manchester M13 0JA
<b>Geoffrey Manton Building</b>	All Saints Park	Rosamund Street West Off Oxford Road Manchester M15 6LL
<b>Grosvenor Building</b>	<ol style="list-style-type: none"> <li>1) All Saints Park (including Undercroft)</li> <li>2) On pavement outside Royal College of Music</li> <li>3) Grassed are at junction at Boundary Street West Higher Chatham Street</li> </ol>	Cavendish Street Manchester M15 6BR

<b>Hollings Building</b>	Old Hall Lane / Cromwell Range	Old Hall Lane Manchester M14 6HR
<b>John Dalton Building (Including Extension)</b>	Chester Street, Oxford Road or under Mancunian Way	Chester Street Manchester M1 5GD
<b>Loxford Tower</b>	Under Mancunian Way	Lower Chatham Street Manchester M15 6HA
<b>Mabel Tylecote Building</b>	All Saints Park	Cavendish Street Manchester M15 6BG
<b>Minshull House</b>	Sackville Gardens	Whitworth Street Manchester M1 3EU
<b>Ormond Building</b>	All Saints Park	Lower Ormond Street Manchester M15 6BX
<b>Righton Building</b>	All Saints Park	Cavendish Street Manchester M15 6BG
<b>St Augustine's</b>	Paved area outside Loxford Tower	Lower Chatham Street Manchester M15 6BY
<b>Student's Union</b>	Oxford Road pavement	99 Oxford Road Manchester M1 7EL

## **FIRE REGULATIONS**

### **IF YOU DISCOVER A FIRE OR SUSPECT THE PRESENCE OF FIRE**

- 1) SOUND THE ALARM BY OPERATING THE NEAREST BREAK GLASS POINT
- 2) SUMMON THE FIRE BRIGADE DIRECT BY DIALLING 9-999
- 3) CALL 2222 AND GIVE DETAILS OF THE FIRE TO THE UNIVERSITY SWITCHBOARD OPERATOR
- 4) ATTACK THE FIRE WITH THE NEAREST SUITABLE EQUIPMENT ONLY IF IT IS SAFE TO DO SO

### **IF YOU HEAR THE CONTINUOUS FIRE ALARM**

- 1) LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXITS, DO NOT USE THE LIFTS.
- 2) PROCEED TO YOUR ASSEMBLY POINT
- 3) DO NOT RE-ENTER THE BUILDING UNTIL OFFICIALLY INFORMED THAT IT IS SAFE TO DO SO.

### **IF YOU HEAR THE INTERMITTENT FIRE ALERT**

- 1) BE AWARE THAT FIRE OR SMOKE HAS BEEN DETECTED IN AN ADJACENT ZONE.
- 2) BE PREPARED TO EVACUATE THE BUILDING IF THE INTERMITTENT NOTE BECOMES CONTINUOUS.