

with any information about the incident, must be passed by the Evacuation Officer to the Fire Service Officer in Charge on their arrival.

7. No-one must be allowed to re-enter the premises until the Evacuation Officer or Fire Service Officer in Charge have given the all clear.
8. During prolonged incidents it may be necessary to move persons away from the initial assembly point to another assembly area. The Evacuation Officer will inform the Fire Wardens of this, who will assist as required.
9. Where practical, Fire Wardens

1. Evacuation Officers should ensure they are easily recognisable to their colleagues and the emergency services by wearing an ORANGE high vis vest or coat during any evacuation.
2. On hearing the fire alarm, Evacuation Officers should proceed immediately to the fire alarm enunciator panel. These are normally located in a conspicuous position adjacent to the main entrance to the premises.
3. Confirm the location of the incident as indicated on the panel.
4. Collect the emergency folder and associated equipment, for example, plan of building, list of fire wardens and their areas, orange vest, radio or mobile phone, torch, loud hailer and fire box containing keys (contents of the emergency pack will vary for individual premises), then go to the main assembly point for the building.
5. Collate information from the building Fire Wardens about the evacuation i.e. which areas of the building have been checked and cleared, and which have not; whether or not all occupants have been accounted for; last known location of any missing persons; and whether there are any individuals requiring assistance with evacuation (e.g. wheelchair users in Refuge Areas). In large buildings with several assembly points it may be necessary to send a 'runner' to another assembly point if the Fire Warden(s) from that assembly point fail to report to you.
6. Collate any additional information available from occupants about the possible incident.

13. If there is a need to do so, establish a first aid point adjacent to the Fire Assembly Point or in a nearby building and delegate a trained first aider to provide assistance. If anyone has been seriously injured, an ambulance must be called.
14. If it is a protracted incident, or there is a need to leave the area clear for the emergency services, the Evacuation Officer should move all evacuees to an alternative location that will provide shelter and welfare facilities.
15. The Evacuation Officer should notify the Fire and Door Wardens when to leave the Fire Assembly Point or nominated position and when occupants can re-enter the premises. This decision will normally be made once the all clear has been given by the emergency services or University Security.
16. At the end of the incident the Evacuation Officer should collect the Emergency Folder from the emergency services.
17. A major incident is an actual or anticipated event which threatens:
 - The physical and/or psychological well-being of staff, students, visitors and third parties;
 - The University's core operations
 - The University's reputation
 - The University's property
 - The University's information data or systems:

and is beyond the scope of resolution by normal decision-making mechanisms.

18. Implementing the major incident plan will provide a co-ordinated response to major incidents (including fires) that threaten University personnel, property or services.
19. The major incident plan can be implemented by advising Security that in your opinion the ongoing incident merits the plan being invoked. You can do this by either speaking to a member of Security on site or by phoning **Security Control Room on 0118 378 6300**.
20. Members of the Major Incident Team will then be notified and will attend the incident. They, in liaison with the most senior person present from the building/area, will decide who should take over as on-scene co-ordinator.
21. In the event of public or media interest, members of staff must refer enquiries to the Major Incident Team and avoid comment of their own. All statements to the press will be issued through the **Communications Office who can be contacted on 0118 378 7388**.
22. Following a major incident (serious fire or if anyone has been seriously hurt) Health and Safety Services must be informed immediately (extn 8888). They will initiate an enquiry and also decide if the Health and Safety Executive need to be informed. If so, H&SS are responsible for informing HSE.
23. All other accidents and injuries should be recorded in the accident book held on the premises and a report should be made to Health and Safety Services, using the University Incident report form. School/Directorate management are responsible for investigating the cause of the incident and taking any necessary remedial action.
24. Items of equipment that require re-setting may need the attention of the engineers in Maintenance Department, Facilities Management Directorate. The Evacuation Officer should report this to FMD.

For example: Fire Alarms

Electronic security on Fire Exits

Emergency lighting

Fire extinguishers

Securing the building together with any emergency maintenance

25. A damage assessment may need to be made by FMD, with input from the affected Schools/Directorates. Estimated costs should be passed to the University Insurance Officer, extension 8309.
26. Following a serious fire, the Fire Service will normally arrange for a re-inspection of the damaged area. This is to monitor the potential of re-ignition of the fire incident. It is advisable that the University through FMD make its own arrangements to monitor affected areas.

The duties of the Evacuation Officer will normally be undertaken by the most senior person present. If it is not clear who this is, the essential issue is that a responsible person takes control of the situation.

Where a reliable out of hours booking system is in operation e.g. building log book, this should be taken to the assembly point to establish who was in the building at the time of the alarm sounding. Otherwise, the Evacuation Officer will rely upon people who have vacated the premises to provide information when they arrive at the assembly point.

The type of information required by the emergency services will remain as for a normal hours evacuation. However building occupants working out of hours may not be familiar with the fire routine and hence areas may not be reliably checked. If