1. General Emergency Evacuation Plan
	1. The signal for an emergency evacuation is the continuous tone of the fire alarm or voice activated alarm (in the Spark and Sports Buildings).
	2. All members of staff, students and visitors are required to evacuate the building promptly in the event of the fire alarm activating. In this situation you must:
* Stop work immediately;
* Ensure that doors are closed when leaving the building. If doors have been wedged open, CLOSE THEM! This will reduce the spread of smoke and fire;
* Leave the building by the nearest safe exit, in a calm and orderly manner;
* All staff are expected to assist with ushering students and visitors out of the building;
* Proceed to the designated Emergency Assembly Point. Find a safe alternative route if you find that your route has become blocked or has been closed;
* If you know that a person/s has been left in a refuge and requires assistance you MUST report this to the Incident Controller;
* Never use the lifts in the event of an Emergency Evacuation;
* You must not re-enter the building, to collect personal belongings, until such time as the Fire Incident Controller has given authorisation;
* You must also remain at the Emergency Assembly Point until the Fire Incident Control Officer has given the all clear for you to leave the area;
* The silencing of the fire alarm is NOT a signal to return into the building
	1. If you are the person discovering a fire:
* Raise the alarm by breaking the glass of the nearest fire call point or by shouting “Fire, Fire, Fire!”
* If possible, call the emergency services on 999 and provide as much information as possible;
* Leave the building by the nearest safe exit;
* Provide the Incident Controller with information about the location of the fire e.g. building name, floor and nearest room number;
* Proceed to the designated Emergency Assembly Point;
	1. Important information you are required to know:
* Where is your nearest safe means of escape? Remember to consider an alternative route in the event of your primary exit being blocked;
* Where is your nearest break glass point situated?
* Where is your Emergency Assembly Point?
* How to summon a First Aider?
	1. Staff must ensure that their activities do not obstruct escape routes from buildings.
	2. Remember, you should not fight fires; the priority is to evacuate the building. Only staff that have had practical fire extinguisher training are permitted to tackle a fire and then only if they believe that one extinguisher is sufficient to put out the fire.
1. Inclusive Fire Evacuation
	1. Estates and Facilities must ensure that there are suitable arrangements for inclusive evacuation.
	2. Staff and Students with disabilities, which prevent them from evacuating the building in a normal manner, must make their way to the nearest refuge area. Where necessary, this will be with assistance from nominated buddies or, in the case of students, the academic in attendance if there are no assigned buddies.
	3. Once at the refuge area, the communications system must be used to make contact the Incident Controller, at the main Fire Panel, and await further instructions.
	4. Where a person is unable to follow this General Emergency Evacuation Plan, they will require a Personal Emergency Evacuation Plan (PEEP), which should be arranged through their manager, or in the case of students via Access Solent. The Health and Safety Office will assist the manager/Access Solent in the development of the PEEP.
2. Personal Emergency Evacuation Plans
	1. A PEEP is a tailor-made plan designed to secure the safety of a specific person in the event of an emergency evacuation. It is drawn up in conjunction with the individual so that the method of evacuation can be mutually agreed. The PEEP will detail action to be taken in the event of an emergency evacuation, and identify any people who will assist in carrying out the evacuation.
	2. Line managers and Academic Couse Leaders must therefore be aware of employees or students under their control that have a PEEP assigned to them. Managers and Academic Course Leaders must be familiar with, and implement, the actions to be taken in an emergency for the particular employee or student.
	3. The overriding aim is to be able to completely evacuate the building within a reasonable time, without having to rely on the Fire Service to rescue people from the building.
	4. Employees and students who need assistance on a temporary basis will also need to be considered e.g. mobility impaired due to broken leg. A PEEP may be compiled for the temporary period.
	5. It is important that efforts are made to ensure that people visiting the building, who may need assistance to evacuate, are identified at an early stage and the appropriate measures implemented.