HS28 Main Building, Philips Buidling and Library Emergency Evacuation Plan | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. This Standard Operating Procedure details the processes for emergency evacuation from the Main Building, Philips Building and Library at SOAS University of London.

1.2. Roles and Responsibilities

1.2.1. Occupants should make their way to the assembly point on Malet Street via their nearest exit.

1.2.2. Occupants able to make their own way out of a building, but at a slower pace:
- If based on a Ground or Lower Ground floor (including lecture theatres), these occupants should wait for their area to clear before making their way out via their nearest exit at a comfortable pace, providing it is safe to do so.
- If based on an upper floor or in the Library, these occupants should make their way to the refuge point on their floor. They should then wait for their area to clear before making their way out via their nearest exit at a comfortable pace, providing it is safe to do so.
- These occupants are required to report to Fire Wardens and the Incident Controller(s) as they exit a building. This should be documented in their individual PEEPs.

1.2.3. Occupants who require assistance to evacuate a building:
- If based on a Ground or Lower Ground floor, these occupants should make their way to the nearest exit and leave the building in accordance

with the arrangements set out in their PEEPs.

- Wheelchair users and individuals with mobility issues based in the KLT lecture theatre at the time of an evacuation.
    - o If located in the lower part of the seating area, these occupants should use the platform lift and exit via the lobby.
    - o If located on the upper level where wheelchair spaces are available behind the glazed hand railing, these occupants should make their way to the nearest exit via the lobby.
        - ▪ Please note that the platform lift should only be used to transport one person at a time.
        - ▪ The management of both scenarios outlined above should be documented in an individual's PEEP.
- If based in the DLT lecture theatre, these occupants should exit via the designated routes to the left- and right-hand sides of the seating area.
    - o Wheelchair users based in the DLT lecture theatre are required to note this in their PEEPs.
- If located on an upper floor or level, these occupants should make their way to a refuge area on one of the landing lobbies of the Main Building, the west corner of the Philips Building, or one of the Library's lift lobbies.
    - o These individuals should use the EVC system to summon assistance.
        - ▪ Please note that library access for wheelchair users is restricted to level E.
        - ▪ The management of the scenarios outlined above should be documented in an individual's PEEP.
- Once these occupants reach a refuge point, they will be advised by the Incident Controller(s) or Security team members whether they need to leave the building. They will also receive any necessary assistance, such as transportation via an evacuation chair.
- If located on an upper floor or level, occupants that are able to use the stairs with assistance should proceed to the nearest available exit, as directed via the arrangements outlined in their PEEPs.

1.2.4. Fire Wardens should check their nominated areas and report to the Incident Controller(s) before making their way to the nearest assembly area.

- Please refer to the 'Instructions for Fire Wardens' document for further details.

1.2.5. Estates and Facilities | Security staff**:** The most senior member of the Estates and Facilities or Security team should automatically assume the role of Incident Controller and manage the activation.

- This responsibility falls to the most senior member of the Security team on a 24/7 basis.

1.2.6. Nominated security staff and other university employees have been trained in the operation of evacuation chairs, as well as the KLT lecture theatre's platform lift. Examples of training are as follows:

- All Fire Wardens have received appropriate training and an instruction document for reference. SOAS University of London staff members are familiarised with their nearest evacuation routes during their day one induction, and receive further training during new staff orientation days.
- Students receive safety information during Welcome Week, and both staff and students participate in six-monthly fire drills. The Estates and Facilities team provides guidance to Security staff regarding their Incident Controller and incident management duties.
- The university's Head of Security provides additional training to all incident controllers to ensure they have full confidence in managing a safe and effective evacuation when required.

1.2.7. It is recommended that visitors to SOAS University of London are made aware of their nearest exit points by their hosts. These individuals are responsible for visitors while they are on site. Hosts should inform the Health and Safety Manager or the Student Advice and Wellbeing team about any visitor that requires a PEEP, providing sufficient time for the customised plan to be produced.

2. Main Content

2.1. Emergency Plan

2.1.1. The Incident Controller(s), or the most senior member of the Security team present upon the activation of the plan, will decide on the best course of action to take in the event of an emergency with the potential to impact the Main Building, Philips Building or Library. The plan outlined in this document is primarily based on a fire situation.

2.2. Buildings and Exit Routes

2.2.1. The Main Building comprises six levels:
- Lower Ground and Ground floors
- 1st, 2nd, 3rd, and 4th floors

2.2.2. The Philip Building comprises eight levels:
- Basement, Lower Ground and Ground floors
- 1st, 2nd, 3rd, 4th, and 5th floors

2.2.3. The Library comprises six levels:
- Levels A, B, C, D, E and F
  - All floors in all buildings are accessible by lifts and stairs, but emergency egress via the lifts is not possible during an evacuation.
  - Please note that library access for wheelchair users is restricted to level E.
  - Refuge areas are available on the landings located on each upper-floor level of the Main Building's main staircase. Additional refuge areas can be found in the west corner of the Philips Building, on all upper floors, and in the lift lobbies of all upper floors of the Library.
  - Each refuge area has an EVC (emergency voice communication) system, whereby individuals with mobility issues can contact Security for assistance.

2.3. Exit Routes:

2.3.1. Below is a list of exit routes.

- Ground floor – via main entrances leading into the college precinct.
- Students' Union bar | Lower Ground floor – via stairs leading to lawn area where the statue is located.
- Lower Ground floor – via door leading to loading bay.
- Lower Ground floor – via refectory door leading to moat area and the loading bay.
- Lower Ground floor of the Philips Building – via two exit doors located at the north, east, and west corners.
- DLT lecture theatre – via two exits.

2.4. Assembly Point:

2.4.1. The assembly point is located on **Malet Street, Camden, London, WC1E 7HX.**

2.5. Confirming that the Building has been Evacuated:

2.5.1. Fire Wardens will check the relevant floors are clear and report to the Incident Controller(s). Depending on when the evacuation takes place, the Incident Controller(s) and Security staff may also be required to check that floors are clear.

2.6. Warning in the Event of a Fire

2.6.1. All occupants are expected to vacate a building when an alarm sounds**.**

2.6.2. The alarms will sound continuously.

2.7. Calling the emergency services

2.7.1. The Incident Controller(s), Security or Reception staff will call the emergency services as appropriate.

2.8. Evacuation of the premises, including PEEPs for Individuals with Mobility Issues.

2.8.1. Occupants are expected to make their way out of a building via the exit located nearest to the assembly point on **Malet Street.**

2.8.2. Anyone who requires assistance should adhere to the instructions set out in their personal emergency evacuation plan (PEEP).

2.9. Power Process Isolation

2.9.1. There is no arrangement within the evacuation plan to isolate any power supplies.

2.10. Liaison with Emergency Services:

2.10.1. The Incident Controller(s), Security, or the most senior member of the Estates and Facilities team present at the time of an incident, will liaise with the emergency services upon their arrival**.**

2.10.2. The staff member responsible will share all relevant information available at this time.

2.10.3. If an activation occurs out of hours when no such staff members are present, the most senior member of the Security team on site should fulfil this role.

2.11. Firefighting and Evacuation Equipment Available:

2.11.1. Below is a list of the firefighting and evacuation equipment available across the sites.
- Fire alarm – a fully serviced (annually) and tested (weekly) fire alarm system monitors the condition of the building 24/7.
- Fire extinguishers – strategically placed across all areas.
- Fire blankets – located in kitchens.
- Fire suppression systems – located in kitchens and the Library.
- Dry risers – located on all floor landings, the main staircase of the Main Building, and staircases 4 and 5 of the Philips Building.
- Evacuation chairs – can be found at the following locations:
  - 2nd floor of Philips Building – beside staircase 4.
  - 5th floor of Philips Building – beside staircase 4.

- 1ˢᵗ floor of main stairwell in the Research Block – at refuge point.
- 3ʳᵈ floor of main stairwell in the Research Block – at refuge point.
- Platform lift – located in the KLT lecture theatre to assist individuals with mobility issues.

2.12.   Incidents Not Related to Fire:

2.12.1. There are various incidents not related to fire that may impact SOAS University of London premises, and may therefore require a different approach. Examples include, but are not limited to**:**

- Emergency evacuations – such as bomb threats, which pose an immediate danger to persons remaining on-site. In such circumstances, evacuation may be deemed the best option.
- Controlled evacuation – incidents for which there is no need for immediate evacuation. In such instances, occupants may be permitted to remain on site until the situation is clarified.
- Invacuation or lockdown – such as occurrences of public disorder and bomb threats in surrounding streets, where the danger is outside the premises. In such instances, occupants may be advised to remain within their building.

2.12.2. Should any such incidents occur, the Incident Controller(s) will assess the available facts and decide on the most appropriate course of action.