



Emergency Evacuation Procedures

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1. INTRODUCTION

- 1.1 The University College of Osteopathy (UCO) has a responsibility to ensure it is possible for all building users to evacuate safely in the event of an emergency. This document sets out the UCO's procedures for emergency evacuation of the Borough High Street (BHS) and Southwark Bridge Road (SBR) buildings. This document should be read in conjunction with the UCO's Health and Safety Policy and Fire Risk Assessment.
- 1.2 All building users have a duty of care to ensure their actions minimise the risk of fire and to report any hazards immediately. No attempt should be made to repair or interfere with electrical equipment or wiring.

2. GENERAL FIRE SAFETY PROCEDURES

- 2.1 All building users should familiarise themselves with the location of the fire exits, assembly point and the fire alarm call points. Floor plans are displayed throughout the building highlighting the escape routes.
- 2.2 Fire doors should remain closed at all times and should not be propped or wedged open.
- 2.3 Corridors and stairwells should be kept clear of obstruction at all times.
- 2.4 Papers and other combustible materials should be stored neatly and away from doorways and circulation spaces.

3. PROCEDURES ON DISCOVERING A FIRE

- 3.1 Call 999 and ask for the Fire Brigade.
- 3.2 Only attempt to extinguish the fire if it is safe to do so and you have had the appropriate training.

4. PROCEDURES ON HEARING THE ALARM

- 4.1 Leave the building immediately by the nearest fire exit.
- 4.2 Do not attempt to collect personal belongings.
- 4.3 Shut doors behind you and close windows if time permits.
- 4.4 Use green break glass units to release magnetic door locks.
- 4.5 Do not use the lift.
- 4.6 Walk, do not run.
- 4.7 Listen to the fire wardens and follow their instructions (they will be wearing fluorescent jackets).
- 4.8 Once outside head to the assembly point (Cole Street for BHS and Store Street for SBR).
- 4.9 Move as far away from the building as possible and do not block the route of others.
- 4.10 Stand in a safe place away from the road.
- 4.11 Do not re-enter the building until told by the Fire Marshall that it is safe to do so.
- 4.12 The Fire Marshall will be at the assembly point coordinating with the fire wardens and fire brigade. Out of hours the Fire Marshall will have a register of who is in the building.

5. PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

- 5.1 Some people require additional assistance to evacuate a building in the event of an emergency. This requirement may be either due to a permanent condition or may be temporary due to situations such as a broken leg which limits mobility but only for finite period of time.
- 5.2 The requirement of a PEEP is identified by either the Student Support Department or the HR Department and they will initiate a meeting with themselves, the individual and the Estates Department.
- 5.3 A PEEP form should be completed by a member of the Estates Team and the individual concerned. A copy should be kept with the HR Team to ensure Fire Wardens are aware of the procedure.

CORE DOCUMENTATION RECORD PAGE

Emergency Evacuation Procedures

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jan 2013 SMT	To set out the procedures for emergency evacuation of the Borough High Street (BHS) and Southwark Bridge Road (SBR) buildings.	HR Officer	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2015
V2.0	Mar 2015 SMT	Biennial Review Major Change to combine separate staff and student procedures.	Estates & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2017
V2.0	Feb 2017 PRAG Chair	Biennial Review No Changes Required.	Estates & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2019
V3.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	Head of Estates	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2019
V4.0	Feb 2019	Biennial Review No Changes Required	Head of Estates	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2022
V5.0	Mar 2023 SMT	Scheduled Review: Major amendments to reflect updates to general fire procedures and to include reference to PEEPs.	Head of Estates	Master Versions: SharePoint – QA Dept Published: Website	Mar 2026

Equality Impact	
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	
Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	
If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk	