

Fire Emergency Plan: 250 Butterfield
Building Evacuation Controller

1. Due to the small number and mobility of staff, the Building Evacuation Controller will be determined by a ladder system. For the most part, the Building Evacuation Controller will be Barry Haggett, but in his absence the role will be taken by the available person highest on the following list:

Barry Haggett
Roberto Andres
Simon Bloxham (evacuation chair trained)
Fataneh Ghafari
Emma Spikings (evacuation chair trained)
Gowri Dep
Susan Marriott
Tiziana Zampolla
David Rawson
Tiantian Zhang
Kunjan Desai
Siji Anil

2. The Building Evacuation Controller has the following specific responsibilities:
 - (a) to ensure that the Fire Brigade have been summoned as soon as there is any reason to believe there is danger:
 - (i) to render all practical assistance to the Fire Brigade and any other of the emergency services when they are in attendance; and
 - (ii) to ensure that the chief fire officer is content that there is no danger before allowing staff, students and others to re-enter the building
 - (b) to ensure the building exits are protected to ensure that nobody can unwittingly enter the building before it is known to be safe;
 - (c) to ensure that a roll call is made of those present at the assembly area;
 - (d) to check the fire panel, if practical;
 - (e) to report the incident to University security; and
 - (f) to ensure that there is no danger before allowing students, staff and others to re-enter the building.
3. The ideal scenario would work as follows – on hearing the alarm the Building Evacuation Controller would:
 - (i) check the fire control panel and record the reported fire zone(s);
 - (ii) take the emergency file and a fluorescent waistcoat to the assembly point;
 - (iii) use the checklist provided to ensure that the building has been evacuated; and
 - (iv) summon the fire brigade and/or ensure that the building is safe before allowing staff, students, contractors, visitors, *etc.* back into the building (or sending them home, *etc.*).

250 Butterfield: **Building Evacuation Controller Checklist**

1. *Make sure that the Fire Brigade is summoned if you have reason to believe that there is imminent danger to life or property.*

Telephone 999 from a mobile. Telephone 9999 from a University 'phone.

Name of person who made the call:

2. *Fire zones according to the fire control panel:*

- Z27 Stairwell Z30 Laboratory areas Z62 Boiler room
- Z28 Lift Z31 Office areas
- Z29 Cleaners cupboards Z61 Bin store

3. *All areas of the building should be swept by one or more fire wardens:*

RA Roberto Andres; SB Simon Bloxham; GD Gowri Dep;
FG Fataneh Ghafari; ES Emma Spikings

- Downstairs:
- R001 toilet/shower R005 print laboratory
 - R002 toilet R006 fish room
 - R003 main laboratory R007 cryo laboratory
 - R004 bio-confocal microscope R008 laboratory store

- Upstairs:
- R101 toilet R106 biology inner office
 - R102 toilet R107 chemistry outer office
 - R103 open plan office R108 chemistry inner office
 - R104 kitchen R109 small meeting room
 - R105 biology outer office R110 library

Stairwell:

Lift:

4. *Roll call:*

- Staff:
- Bushra Ahmed Alan Sweeney
 - Selwa Alsam Andrew Thompsett
 - Roberto Andres Tiziana Zampolla
 - Siji Anil Tiantian Zhang
 - Simon Bloxham Shaobo Zhou
 - Gowri Dep
 - Kunjan Desai Students: Hossam Ali
 - Angus Duncan Zahara Chaudhry
 - Fataneh Ghafari Hamdan Dhanhani
 - Barry Haggett Yurong Ding
 - Susan Marriott Yuanyang Wang
 - Ann Newman Others:
 - David Rawson
 - Emma Spikings

5. *Who has been posted to make sure that nobody can unwittingly enter the building by the fire exits?*

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6. *Who has 'phoned security (4444 on University 'phone or 01582 489256 on mobile or other 'phone) to inform them of emergency?*

7. *Complete Building Evacuation Controllers Record of Evacuation form.*