

Fire Evacuation Management Plan

This plan concerns the evacuation, by elevator, of any mobility impaired person (referred to as "evacuee" in the plan below) who may be present in Building 46 when a fire alarm sounds. For the purposes of this document, the term "mobility impaired" denotes any person with limited mobility that is unable to use the stairs in the building.

The Management Plan consists of a time line of events and actions as follows:

1. The fire alarm sounds.
2. In Response to the sounding of the fire alarm, two Fire Wardens (call them X and Y) proceed to the lift at level 2. A euro key capable of operating a triangular sectioned switch at level 2 shall be used to turn the evacuation control switch to the "I" (on) position. Once the switch is positioned to the "on" position the lift will go into evacuation control mode. At the same time the two way intercom system will be activated (indicated by the 'Press to Speak' button illuminating in green).
3. The lift doors will open and stay open once evacuation control is switched "on" at level 2. The evacuation control will allow the following operation:
 - No landing calls will be accepted at any level.
 - From the lift car operating panel a call can be entered to a floor by pressing and holding the required floor button in until the lift doors have completely closed, the lift will then travel to the required floor where it will arrive and the doors will open.
 - The same sequence described above will allow travel to another floor.
 - The intercom system will be activated; this will allow two-way communication to any floor and to the lift car and machine room from the master intercom at level 2.
 - From the master intercom if you press the designated button then the system will call the sub intercom required. The button at the sub intercom will light up and flash. By pressing the button on the sub-intercom two-way communication is achieved.
 - If communication is required from the sub intercom to the master intercom then the call button is pressed making the appropriate button on the master intercom light up and flash. If this button is pressed then two-way communication is possible. The 'press to speak' button must be held in on the master intercom to achieve two way communications.
 - By pressing the button again this finishes the two way communication.
4. The evacuee proceeds to the lift at level N.
5. Using the lift microphone/speaker if they are able, the evacuee establishes contact with X and informs X on which floor he/she currently is. X reads the fire alarm board to establish where the fire is.
6. Using this knowledge, Y rides the lift to level N, having been advised by X where the fire is and where the evacuee is.
7. Y removes the evacuee and takes to level 2 for evacuation. Y then travels to each floor to check that all safe refuges/lift lobbies are empty.

8. X remains on level 2 to coordinate operations.
9. X, Y and evacuee, evacuate the building, from level 2.

Additional notes:

- If circumstances are ever such that to carry out the above plan would put X and/or Y in danger, then X should inform the mobility impaired evacuee that X and Y are evacuating the building and that Hampshire Fire and Rescue Service (HFRS) will affect a rescue. This will be communicated to the evacuee using the lift intercom system.
- These arrangements will apply from 08.30-17.00 on each normal working day. Outside these hours it will not be possible for students and staff with mobility problems to go above level 2 of the building without prior arrangements being made to ensure Fire Warden cover is available.
- All known mobility impaired persons present in the building to which this might apply will be required to have a PEEP.
- The majority of Physics and Astronomy Fire Wardens are trained in use of the lift and will take on the roles of "X" and "Y" above. To avoid the necessity of maintaining a duty rota (which would be unreliable) EACH of the lift trained Fire Wardens who are present will report to the lifts at level 2 when the fire alarm sounds. Two Fire Wardens will be given the responsibility of carrying out the evacuation by the Senior Fire Warden. The evacuation should not proceed if there is only one person.
- The lifts should not be used after 30 minutes has elapsed from the time the fire alarms go off.
- The key to switch on the evacuation control will be located in a combination key safe adjacent to the fire alarm panel and lift at L2.