

HS20 Gordon Square Emergency Evacuation | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

- 1.1.1. This Standard Operating Procedure (SOP) details the processes for emergency evacuation from Gordon Square at SOAS University of London.

1.2. Roles and Responsibilities

- 1.2.1. Occupants should make their way to the assembly point at Gordon Square Garden via their nearest exit.
- 1.2.2. Occupants who are able to make their own way out of the building, but at a slower pace:
 - 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.
 - 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:
 - If located on the Lower Ground floor or on an upper 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.
 - Wheelchair users, whose access is restricted to the Ground floor, should make their way to the Lady David Gallery and leave via the exit nearest the wheelchair lift.

- 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.
- 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.

1.2.4. Training

- Nominated staff and other university employees have been trained in the operation of evacuation chairs.
- 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.

1.3. Other Recommendations

- 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 53 Gordon Square.

2.1.2. The plan outlined in this document is primarily based on a fire situation.

2.2. The Building and Emergency Exit Routes

2.2.1. 53 Gordon Square comprises five levels:

- Lower Ground and Ground floor
- 1st, 2nd and 3rd floors

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue