

HS33 Paul Webley Wing [Senate House] 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 Paul Webley Wing [Senate House] 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 requiring assistance to evacuate safely:

- If based on the Lower Ground, individuals should either make their way to the external refuge via the final exit door next to lifts 10 and 11 or the one located in stairwell 10 and use the EVC to summon help.
- If they are located on an upper floor, make their way to a refuge on stairwell 10 or next to lifts 10 and 11 and use the EVC to summon assistance.

- 1.2.3. Occupants 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.

1.2.4. Occupants who require assistance to evacuate a building:

- Once these occupants reach a refuge point, they will be advised by the Incident Controllers(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 or by using the exists that lead to the UOL demise.
- If evacuating via UOL, these occupants should follow the signage that leads to the nearest refuge point, using the EVC system to summon help from the Security team.
- If based on the upper levels or the Lower Ground floor of the Paul Webley Wing(PWW) , 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.
- The management of the scenarios outlined above should be documented in an individual's PEEP.

1.2.5. 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 detail.

1.2.6. 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.

1.2.7. 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.

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1.2.8. Training:

- Nominated Security 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.

1.2.9. 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 the Paul Webley Wing (PWW). The plan outlined in this document is primarily based on a fire situation.

2.2. Buildings and Exit Routes

2.2.1. PWW comprises five levels:

- Lower Ground and Ground floors.
- 1st, 2nd and 3rd floors
 - All floors are accessible by lifts and stairs, but emergency egress via the lifts is not possible during an evacuation.

- Refuge areas are available at the following locations:
 - Lower Ground floor (accessed externally via the last exit).
 - On the 1st, 2nd and 3rd floors next to lift numbers 10 and 11.
 - On the Lower Ground, 1st, 2nd and 3rd floors, in stairwell 10.
- Each refuge area has an EVC (emergency voice communication) system, whereby individuals with mobility issues can contact Security for assistance.
- Security team members will advise whether these individuals should remain where they are (if, for example, it has been established that it is a false alarm) or leave the building via the shared exits on the Lower Ground, 1st, 2nd and 3rd floors, respectively.
- Security team members are also able to provide necessary assistance, such as transportation via an evacuation chair.

2.2.2. Exit Routes:

- Ground floor – via the main entrance leading into the college precinct; the exit located next to SG27; the exit located next to stairwell 9; or the exit leading into UOL demise.
- Lower Ground, 1st, 2nd and 3rd floors – via the shared-space exits that lead into UOL.
- Lower Ground floor – via the exit located next to lifts 10 and 11.

2.3. Confirming the Building has been Evacuated

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

2.4. Warning in the Event of a Fire

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

2.4.2. The alarms will sound continuously.

2.5. Calling the Emergency Services

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

2.6. Evacuation of the Premises, Including PEEPS for Individuals with Mobility Issues

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

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

2.7. Power Process Isolation

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

2.8. Liaison with Emergency Services

2.8.1. 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.

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

2.8.3. 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.

2.9. Firefighting and Evacuation Equipment Available

2.9.1. SOAS University of London has the following equipment available at PWW:

- Fire alarm – a fully serviced (annually) and tested (weekly) fire alarm system monitors the condition of the building 24/7.

- Fire extinguishers – strategically placed throughout the building.
- Fire blankets – in kitchens.
- Fire suppression systems – located in kitchens.
- Fire curtains – located at the Ground floor reception, cloisters areas, and the Lower Ground floor windows of all student advice and wellbeing offices. The building’s fire curtains will descend automatically in the event of a fire. Those located on the Ground floor can be manually retracted during an incident, if required.
- Dry risers – located in the building’s stairwells.
- Evacuation chairs – can be found at the following locations:
 - 1st floor – located within the refuge area in the lift lobby.
 - 2nd floor – located within the refuge area at stairwell 10.
 - 3rd floor – located within the refuge area in the lift lobby.

2.10. Incidents Not Related to Fire

2.10.1. 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 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 the building.

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

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