



## POLICY DOCUMENT

*Policy title:*           **Emergency Evacuation Procedure**

*Last reviewed:*        October 2015

### *Document control*

<i>Version</i>	<b>1</b>
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<i>Approved by Management/Staff Liaison Group:</i>	
<i>Approved by Senior Management Team:</i>	
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<i>Next review of this document:</i>	

## 1. Gas leaks

BHS buildings are supplied with mains gas for heating. There is always the potential for the gas supply to be damaged. If you suspect a mains gas leak, contact the Duty Manager immediately. Out of normal working hours, phone the Duty Manager mobile telephone.

### Emergency evacuation procedures

The following procedures will be adopted:

- All buildings should be evacuated; however this may not follow normal evacuation procedures since it is possible that the gas leak may be located near the normal assembly point or en route. Evacuation may be to an alternative location further away from the building.
- Fire Marshalls will instruct building occupants on where to go.
- Evacuation will be triggered by siren being sounded at the manual call point located behind the main Reception.
- Procedures may need to be adapted to avoid entry to the area where the gas leak is located, for example by using Fire Marshals to prevent the use of certain evacuation routes.

Upon notification of the gas leak, the Duty Manager will:

- Ensure that the Siren has been sounded
- Ensure that the emergency services have been called
- Attend the scene
- Contact the CEO and other senior members of staff
- Liaise with fire Marshalls and Emergency Services at the assembly point

## 2. Bomb threats and suspect packages

Staff and Volunteers need to be aware of what to do in the event of a suspect bomb or package that may contain biological or chemical material.

### 2.1. Bomb threat - evacuation procedure

#### 2.1.1 Telephone threat

The recipient of a telephone call indicating a bomb on the premises should attempt to obtain as much information as possible from the caller:

- Date, time and incoming telephone number

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- Their details
- What the caller said - be as detailed as you can be, including any slang terms and swear words or slogans
- Any distinctive background noises such as traffic or weather (wind or rain etc.)
- Ask them for as much detail as possible on the location and the type of device and in particular, when it is supposed to go off

THE INFORMATION MUST BE PASSED ON IMMEDIATELY TO THE DUTY MANAGER OR CEO

### **2.1.2 Suspicious package**

Anyone identifying a suspicious package or device inside or outside a building must not touch or handle it. They must contact the Duty Manager and report what they have found.

Unless the incident is a false alarm, that can be easily explained, the police must be called – normally by the Duty Manager, after consultation with other senior members of staff from the project or tenant project.

A decision to evacuate will be taken by the Duty Manager in consultation with the CEO.

### **Emergency evacuation procedures**

The following procedures will be adopted:

- All buildings should be evacuated; however this may not follow normal evacuation procedures since it is possible that a device may be located near the normal assembly point or en route. Evacuation may be to an alternative location further away from the building.
- Fire Marshalls will instruct building occupants on where to go.
- Evacuation will be triggered by siren being sounded at the manual call point located behind the main Reception.
- Procedures may need to be adapted to avoid entry to the area where the suspect package or bomb is located, for example by using Fire Marshals to prevent the use of certain evacuation routes.

Upon notification of the receipt of a bomb threat, the Duty Manager will:

- Ensure that the Siren has been sounded
- Ensure that the emergency services have been called
- Attend the scene
- Contact the CEO and other senior members of staff
- Liaise with fire Marshalls and Emergency Services at the assembly point .

### 2.2. Suspicious packages received by post

Incidents involving the receipt of suspect packages by post are extremely rare. However, if there is a concern that a suspect biological/chemical package has been received, steps should be taken to minimise the risk of exposure. The overall message is to remain calm.

General mail handling – what to look for Items that can trigger suspicion include:

- Any letter or package that has suspicious or threatening messages written on it
- Any letters or package that is discoloured, has crystals on the surface, strange odours or oily stains
- Envelopes with powder or powder-like residue
- Excessive tape or string round any package
- Unusual size or weight to given size
- Lopsided, oddly-shaped or unexpectedly bulky or thick envelope
- A postmark that does not match the return address • Restrictive endorsements such as "Personal" or "Confidential"
- Excessive postage, no postage or non-cancelled postage
- Handwritten, block-printed or poorly-typed addresses
- Incorrect titles, title but no name
- Misspellings of common words
- No return address
- Addressed to individual no longer with the organisation

What to do if you believe you have received a contaminated package (and you are inside a building):

#### DO NOT OPEN ANY SUSPECT PACKAGE OR ENVELOPE

- Do not touch the package further or move it to another location
- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- Prevent other from entering the room
- Switch off any room air conditioning system
- Notify the Duty Manager.

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Building occupants should:

- Switch off any building air conditioning or ventilation systems, if safe to do so (Joan Johnson House)
- Close all fire doors in the building.
- If there has been a suspected biological contamination, ensure that personnel outside the room are evacuated as soon as possible and ensure that individuals in the contaminated room are evacuated to an adjacent unoccupied room away from the hazard. Seek immediate medical advice from the emergency services.

### **If a suspect package is found outside a building**

**DO NOT TOUCH OR MOVE THE PACKAGE.**

The Duty Manager must be informed. If it is believed that biological/chemical material is involved, the emergency services should be notified immediately by phoning 999.

The following precautions should be taken in any buildings in the vicinity and specifically downwind from the hazard:

- Switch off any building air conditioning systems (Joan Johnson House)
- Close all fire doors
- Close all windows
- Move people away from the hazard and await instructions from the emergency services
- Fire Marshalls will limit access until the Police arrive to investigate and take control.

Personnel potentially exposed to biological/chemical material

If anyone believes they have been exposed to biological/chemical material, they should:

- remain calm
- do not touch eyes, nose or any other part of the body
- wash hands in ordinary soap where facilities are provided.

### **2.3. Police assistance for bomb threats or suspicious packages**

The police will attend the building but will not search the premises. Close liaison between the Duty Manager and the police will be essential. The nature of the incident and complexity of our buildings may result in members of staff being asked to volunteer to look round their normal place of work to identify any unusual objects

or conditions, in support of police operations. This will be based upon staff's knowledge of buildings and their ability to recognise unusual or out of place conditions or objects.

### **2.4. Control of the assembly point and premises**

Whilst liaising with the police, consideration should be given to moving the evacuees beyond the original assembly point. Fire Marshalls should monitor access doors from a sheltered position away from the building.