

To Vice-Presidents/Deans, Heads of Schools, HoFAs, Directors of Administration

From Dr Melanie Taylor

Date 17 September 2008

cc Prof M Case, Prof M Hebbert, Dr D Barker, Dr S A Robson, School Safety Representatives, Mrs R Valentine, T Graham

Reference Safety Circular 7/2008

## Emergency Evacuation Practices, 2008/9

With the start of the academic year, we will commence our usual programme of emergency evacuation practices. The evacuations should only take 10-15 minutes, but will take longer if people are slow to respond.

One of the main objectives is to ensure that our new students (and any new staff) are familiar with the sound of the alarm, evacuation routes and general procedures. For this reason, we try to carry out evacuations in buildings predominantly used for teaching during October. Practices for other buildings are scheduled at other times of the year.

In previous years, there have been reports of insufficient evacuation marshals during practices. The University Safety Co-ordinators have followed these reports up with schools and directorates, and the STDU have now trained in excess of 450 evacuation marshals. However, there are still gaps in the provision for some buildings and I have asked the Safety Co-ordinators to make particular notes during this year's practices about the presence or otherwise of evacuation marshals.

Could HOSs and Directors please review the number of evacuation marshals for their building(s) and area(s) they occupy, and ensure that all existing marshals:

- have attended, or are booked onto, the STDU training course (ref <http://www.staffnet.manchester.ac.uk/employment/training/courses/atoz/display/index.htm?id=HS47&letter=E> )
- have been provided with a high visibility vest
- are familiar with the areas of the building they are responsible for sweeping, and
- have been briefed about how and where to meet to exchange information during the evacuation. This would normally be the assembly point for the building, with someone checking off the building areas as the marshals report to them.

I would also be grateful for your feedback on the question of assembly points. The public realm construction work has significantly changed parts of the campus, and whilst this is under review, I am aware of local difficulties.

Dr Melanie Taylor  
University Safety Advisor