



Particulars of Appointment

PROFESSIONAL SERVICES

MECD Duty Emergency Controller

Grade:	Minimum Grade 6
Remuneration:	£1,200 per annum on the basis of two day's duty per month, payable monthly
Hours:	Mon to Fri, 0900 – 1700 except during University closure periods
Start/duration:	12 month period, extendable by mutual agreement
Based at:	MECD
Reports to:	FSE Emergency and Resilience Manager
Informal enquiries:	Email: james.jenkin@manchester.ac.uk

Overall purpose of the role

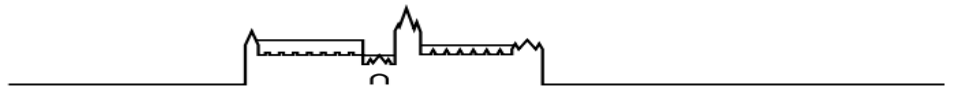
- Direct and lead the MECD Emergency Management Organisation (EMO) for the period of their duty
- Direct and lead UoM's operational (on scene) response to any event
- Coordinate the safe evacuation of affected buildings
- Ensure the safety of all personnel evacuated from affected buildings
- Support the Emergency Services in their resolution of the event
- Share information with the Emergency Services
- Apprise senior management of the current situation

Key Responsibilities, Accountabilities and Duties:

Averaged out over each three-month period, undertake two DEC duties per four-week period. This will be monitored by the FSE Emergency and Resilience Manager with a view to ensuring compliance. Leave and other absences should be managed between DECs.

EMO Management

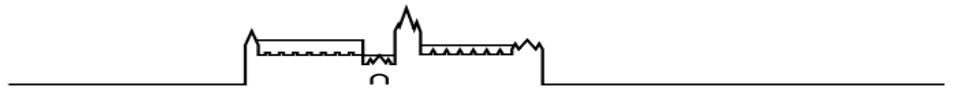
- 1 Review on a daily basis the composition of designated EMO roles (Alarm Validators and Assembly Point Coordinators) with the objective of ensuring there are sufficient nominated individuals to fulfil emergency requirements. This may require:
 - a. Identifying additional individuals to fill empty roles



- b. Prioritising roles when insufficient staff are available to fill all roles
 - c. Ensuring designated EMO individuals are listed on the state-board in the Control Room
 - d. Ensuring the EMO processes are followed throughout the day
- 2 Conduct radio communications checks with the Precinct Control Room, Alarm Validators and Assembly Point Coordinators
- 3 Review fire alarm faults and warnings and ensure their consequences are understood
- 4 Review whole-building risk so as to be aware of any changes from routine use that may require additional mitigations to be put in place
- 5 Monitor weekly fire alarm tests; be ready for unexpected signals and respond to activations that might require building evacuations
- 6 Establish the appropriate evacuation mode (Delayed or Immediate) and advise the EMO of changes
- 7 Maintain the DEC Duty Event and Fault log

EMO Operations

- 1 Initiate the response to fire alarms or other incidents. This will involve:
 - a. Identifying the location of the alarm or incident
 - b. Deploying Alarm Validators as appropriate and ensuring their safety
 - c. Liaising with the Precinct Control Room and coordinating their response
 - d. Initiating the correct response as a result of status reports from Alarm Validators
 - e. Managing any evacuation that is required
 - f. Managing the needs of those at Refuge Points or who use the Deaf Alerter system
 - g. Authorising the use of firefighting lifts to recover those at Refuge points
 - h. Establishing the initial consequences of an event, determining immediate control measures and managing their implementation
 - i. Resetting the fire alarm and authorizing re-entry to evacuated buildings on completion
- 2 Coordinate the initial wider University response (House Services / Estates / Contractors etc) to control, contain and mitigate the impact of incidents
- 3 Keep senior Faculty and University staff apprised of the situation as it develops
- 4 Author a draft incident report (for approval by the FSE Emergency and Resilience Manager)



Person Specification

Essential Knowledge, Skills and Experience

Essential competencies include the leadership characteristics associated with command of emergency situations and a sound understanding of MECD evacuation management. Successful applicants will:

1. Have strong leadership abilities particularly in time sensitive situations
2. Be confident decision makers when faced with unique, unexpected or incomplete information
3. Be able to remain calm under pressure
4. Be able to represent the University during multi-agency incidents
5. Be able to undertake dynamic risk assessments
6. Have a good general understanding of risk and its mitigations
7. Have a good understanding of building evacuation principles

Desirable – Knowledge, Skills, Experience and qualifications

MECD life safety systems and process training will be provided to successful candidates though advance knowledge of the following is desirable:

1. Have a broad understanding of MECD life safety systems
2. Have a broad understanding of fire alarm panels and interactions
3. Be familiar with 2-way radio communications
4. Have a keen interest in building systems and their operation