Fire Safety SOP in Zoology, DAB, Austin buildings and the Zoology Museum

The team will be made up of trained Fire Safety Managers and includes

- Ian Goldstone FM
- Emma Francis DFM
- HansJeurgen Girolimetto SNT
- Nigel Barnett SMA
- Jacek Zaleweski CT
- Danny White CT

In the event of an alarm in the Zoology Building

- FM and one other will attend fire panel to ascertain where the fire activation is.
- FM will travel to location to verify if there is a fire or not.
- DFM will sweep the building to make sure staff are leaving.
- If there is a fire;
  - FM will ring the fire service.
  - FM will ring security on 01223 331818 to make them aware so they can assist.
- If there is not a fire;
  - FM will ring security to make them aware, they will be able to cancel the Fire Service if they are on their way.
  - FM will cancel the fire alarm sounders.
  - FM will ask staff to return to the building.
- During the alarm the CT group will travel to the Downing Street door, open it and escort staff to the MacDonald institute.
- Staff should not return to the building until one of the FSM’s indicates it’s safe to do so.
- All the FM staff are interchangeable in this scenario.

In the event of an alarm in the DAB

- Exactly the same as above except;
  - Museum and second floor lab staff will be asked to travel the North (orange) stair case to the classroom assuming it is safe to do so.
- Wait there until FM/DFM have ascertained whether there is a fire and taken appropriate action.

In the event of a fire alarm in the Austin Building

- Security should ring FM/DFM/SMT to inform them of activation.
- The FM team will then follow the same course of action as above.
- Staff evacuation point is the DAB cycle sheds.

In the event of an alarm in the OMB

- The OMB is not managed by the Zoology FM team.
- Security should ring FM/DFM/SMT so we can manage our staff.
- There will be posters telling staff what to do in the event of an alarm.
- Staff should come to Zoology reception and this will be their evacuation point.
- They should contact one of the FSM team.
- They should not return to the OMB until they are told it’s safe to do so.

Ian Goldstone DSO FSM 08/06/20