

Out of Hours Emergency Procedures

Department of Computer Science

Kilburn & Information Technology Buildings

Definition of an emergency

Emergency situations may be defined as circumstances or events requiring urgent and co-ordinated action because of:

- Actual or immediately threatened harm to students, staff or visitors to the campus;
- Actual or immediately threatened major loss or damage to the Department's property;
- Actual or immediately threatened disruption to the Department's operations;
- Actual or immediate threat to the Department's reputation.

This definition will cover a wide range of possible incidents, including: accidents, fatalities, natural disasters, fires, acts of terrorism, bomb threats, sabotage, threats to personal safety, health alerts, epidemics, hazardous incidents, public order incidents, student occupations, criminal activity and serious misconduct or impropriety.

Definition of a major incident

A Major Incident is one that is likely to involve a response at institutional level – requiring coordination of a number of different areas within the University. Such an incident may include: the risk of, or actual, deaths or significant injury to staff, students, visitors and/or members of the public; the shutting down of business, disruption of operations, or physical or environmental damage and significant damage to the University's financial standing and/or reputation.

Emergency contact

In the event of an incident that could be considered to be an emergency or potential emergency (as defined above), members of University staff must take the following action:

If the incident is obviously life-threatening or serious, call the appropriate emergency service (Fire, Ambulance or Police) by dialling (9)999.

Inform the University Security Service at the Precinct Control Room (PCR) on 52728 or 69966.

Kilburn Porters Lodge internal	56262	external	275 6262
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Inform

- Head of Department – Robert Stevens Telephone (0161 27) 5 0144
- Deputy School Operation Manger Telephone (0161 30) 6 6628
- Health and Safety Adviser – Tony McDonald Telephone (0161 27) 5 6118

Building Opening Hours

Kilburn Term Time

08.00 - 18.00 Mon / Friday

Department of Computer Science taught students are allowed to remain in the building during the following times upon completion of the Out of Hours test

1800 – 23.30 every weekday except departmental closure days.

10:00 – 20:00 Saturday and Sunday except departmental closure days

Staff and PGR members of the department are allowed to access the Kilburn building at all times.

Access and exit outside normal working hours (8am - 6pm) is via The Porters Lodge entrance only.

Information Technology

8:00- 18.00 Mon / Fri

Access into the building is via controlled swipe access at the main entrance or via the Kilburn bridge (8am – 6pm). Note after this time the Kilburn bridge entrance will be accessible via controlled swipe access only.

Incidents and general emergency procedures

This guidance note lists some of the actions which can be taken to obtain help quickly in the event of **fire, bomb threats, letter bombs and suspicious packages (including chemical and biological threats by post), gas leaks, emergency repairs to buildings, radiation and general First Aid advice.** If you need to act in an emergency, do remember above all that the main response should be to save life, without putting yourself at risk: saving property is of secondary importance.

FIRE

Means of Escape

Familiarise yourself with the main escape route, and with any alternative routes you may have to use if the main escape route becomes impassable. Be prepared to guide students and visitors out of the building. Never use lifts during an emergency.

Fire Alarms

Many University buildings have warning sirens, and others have bells. Operate fire alarms by breaking the glass in the red contact boxes, which are usually located on main corridors/thoroughfares or by door exits. Calling the Fire Brigade
Dial 9-999 via any telephone on campus and give details of the incident, full postal address, and which emergency service(s) is required.

As soon as it is safe to do so, contact the House Services Lodge in your building, (if applicable) and the person with administrative responsibility for your department.

Inform the Main Security Lodge by calling 69966.

When the Fire Brigade arrives, advise the Senior Fire Brigade Officer of any special hazards in the building.

Terrorist Attack

If anyone gets caught up in a firearms or weapons attack, police advice is:

- **Run** to a place of safety. This is a far better option than to surrender or negotiate. If there is nowhere to go then...
- **Hide**, it's better than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally, and only when it is safe to do so...
- **Tell** the police by calling 999.

Remember if you see anything suspicious that gives you cause for concern, trust your instincts and ACT. Students should contact college or university security staff or report online here.

In an emergency always call (9) 999.

BOMB THREAT

Take seriously any information you receive about a bomb. If the information is given in a telephone call:

- let the caller finish the message without interruption;
- Write down the message as exactly as spoken;
- Note the time.

Ask the following questions, if possible:

- Where is the bomb located?
- What time is it due to explode?
- Try to remember as much as possible about the caller's sex, age, accent, and state of mind.

Notify the Main Security Office by telephone on 69966.

Letter bombs and suspicious packages

If a suspicious letter or small package is received:

- Handle it with care and place it in a locked unoccupied room or locked drawer;
- Do not attempt to open it, and do not immerse it in water;
- Keep people away;
- Notify the Main Security Office.

Dealing with suspected contaminated packages

If a suspected envelope or package is received:

- Do not shake or empty the contents;
- Place the package in a plastic bag or other impervious container close to the site of discovery;

- Cover or seal using gentle movements to prevent the spread of contamination;
- Shut windows in the room;
- Evacuate the room, closing the door and switching off any fans or air conditioning system units
- Call the Main Security Office immediately.

Gas leaks

Town Mains or Gas is treated with odour additive to ensure anyone with an ordinary sense of smell can detect it.

If you smell gas or have any reason to believe that gas is leaking from an appliance or from the service pipe work, turn off all gas appliances, naked flames and electrical appliances.

Evacuate the area concerned, leave open any windows already open, close all internal doors and, if possible, put up temporary (hand written) notices to warn others. Inform the occupants of adjacent rooms and advise them to evacuate the area.

Immediately advise the House Services Lodge of the problem, and telephone the Estates helpdesk on 52424 during working hours or Main Security 69966 outside working hours.

Do not attempt to trace the leak or do any repairs. It may be necessary to turn off the building supply to carry out a full repair. If the supply has been turned off do not turn it on again. It is an offence to interfere with gas installation or to fail to observe the Gas Regulations.

Emergency repairs to buildings

Telephone the Office of Estates 'Helpdesk' on 52424 during normal working hours, or Main Security Office 69966 out of working hours.

Flooding

When a flood is discovered, the Estates Helpdesk should be called on 52424 during normal working hours. Outside normal working hours the Main Security team should be contacted on 69966. The Security Office will contact the EIM if the flood is sufficiently serious to be considered an emergency. A flood should be considered an emergency when it disrupts or has the potential to disrupt the operation of the University. When considering the seriousness of the flood, the following issues should be borne in mind:

- The effect on the services in the building;
- The effect on the normal activities taking place in the University at the time of the occurrence;
- The protection and salvaging of University property, particularly those items essential to the restoration and resumption of normal services within the University.

Radiation

If radiation is present or suspected, alert the Radiological Protection Service. During the working day dial 56980. Out of working hours contact the Main Security Office who will contact the EIM.

First aid

First Aid supplies for the self-treatment of minor injuries are available in the AcSOoffice (Kilburn 2.3). Please refer to the First Aid Notices located near to every building exit for details of the nearest first aider.

- Further information on First Aid and a list of local trained First Aid personnel can be found via the following link: <http://www.healthandsafety.manchester.ac.uk/toolkits/firstaid/>
- Your nearest Defibrillator is located at the Kilburn building loading bay. Please note that defibrillators are designed to be used by untrained individuals via the provision of audio instruction programming.

Communications with the student community and all members of staff

The Department has established a number of channels and methods for communication quickly and efficiently with the student community and the staff.

These channels of communication include:

- an emergency email message can be sent to all registered students and current members of staff via the University email system using:
- compsci-acstaff@listserv.manchester.ac.uk – Academic staff
- compsci-rastaff@listserv.manchester.ac.uk Research Staff
- compsci-ppsstaff@listserv.manchester.ac.uk – Professional Support Staff
- student@cs.man.ac.uk Department Student List

Social Media is being used more extensively as a medium by which students can seek and be given up-to-date information. The University Facebook page can be accessed via the following link.

<https://www.facebook.com/TheUniversityOfManchester/?nr>

- emergency newsletters;
- hand-delivered newsletters can be distributed in bulk by hand via the University's House Services staff

The Department can communicate with all current students and members of staff via the Departments website. Emergency messages can be posted and "highlighted" on the University's homepage. webteam@manchester.ac.uk

Student committee meetings can be very effective not only for distributing information, but also for gauging the reaction of staff and students to events and for establishing their concerns; word of mouth can ensure a good attendance.

Thank you.