

MEG Emergency Evacuation Plan (MEEP)

Centre for Human Brain Health

The MEG Operator is responsible for overseeing the below evacuation procedures, which are gone through during MEG Operator training.

NOTE: Care should be taken to prevent limbs, fingers, or toes being trapped between the moving parts of the bed or chair and the gantry or doorway. Instruct the participant to keep hands on the table, armrests, or on his/her lap.

Upon hearing the fire alarm, or the MEG ODA (Oxygen Depletion Alarm) alarm, sounding,

- The MEG Operator will calmly contact the participant, via the MEG intercom, to inform them that the fire alarm/ODA has sounded and that they are to remain calmly seated as the Operator will be in to release/unplug them.
- The MEG Operator will enter the Magnetically Shield Room (MSR) and
 - Unplug the various electrode connections from the gantry side panel.
 - Lower the gantry chair and release the brake.
 - Pull the chair from underneath the gantry.
 - Remove the tray table, if used, and lower the leg rests.
 - Reapply the brake and help the participant up out of the gantry chair.
- *NOTE: If a participant with an amputation has been acquired from,*
 - *The artificial limb will be brought into the MSR, the limb will be fitted, and after the brake has been applied (as per the last step above) the participant is helped up out of the gantry chair.*
 - *For Leg amputees, a crutch is available (usually kept in the MEG changing room), and that should be brought into use if required.*
- *NOTE: If the MEG bed has been used,*
 - *Unplug the various electrode connections from the gantry side panel.*
 - *Unlock the wheels and move the bed, if needed.*
 - *Remove the safety belts, if used.*
 - *Lock the wheels again.*
 - *Assist the participant from the bed.*
- The MSR door is then closed as normal, the Lab door is shut (but not locked) and both participant, MEG Operator, and any other attendee (e.g. trainee MEG Operator shadowing the session) leave via the nearest fire exit located through the door at the end of the MEG corridor.
- **Do not stop to collect belongings, just leave via the nearest exit.**
- On exiting the building, proceed to the designated Fire Assembly Point (as mentioned during CHBH building induction/GU training, and repeated during MEG Operator training).
- **Do not reenter the building/return to the MEG Lab, until informed by CHBH Fire Wardens/Security/Fire Brigade Officers that it is safe to do so.**