This generic Fire Safety Manual applies to all University premises. Each building also has an individual Fire Safety Manual Appendix (qv) listing relevant details and differences. The purpose of these documents is to specify how the University will
- minimise fire risks,
- ensure the safety of all relevant persons in the event of a fire, and

This Manual and Appendices replace previous Fire Emergency Plans. See also note at 3.10.

<table>
<thead>
<tr>
<th>1.1 Premises</th>
<th>University of Kent – all premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2 Occupiers</td>
<td>The University of Kent; various tenant, customer and visitor organisations.</td>
</tr>
<tr>
<td>1.3 Uses</td>
<td>All activities conducted or facilitated by the University of Kent, its tenants and customers.</td>
</tr>
<tr>
<td>1.4 Responsible Person, as per Regulatory Reform (Fire Safety) Order 2005</td>
<td>The Head/Director of the relevant School/Department which manages each building overall (as specified in Appendices to this Manual, and fire risk assessments) is the primary Responsible Person in conjunction with Council and the Vice Chancellor. CEOs of tenant, customer and visiting organisations are responsible for their operations, areas, staff and delegates as appropriate. Responsibility for maintenance operations (except where specialist, e.g. catering or scientific equipment) is delegated to the Director of Estates.</td>
</tr>
<tr>
<td>1.5 Other fire safety responsibilities</td>
<td>All Heads/Directors and line management of Schools/Departments, and of tenant and customer organisations, are responsible for fire safety management of their areas, operations, staff, students and visitors, including cooperation and coordination where relevant. The Director of Estates has delegated responsibility for most inspection, testing and maintenance requirements.</td>
</tr>
<tr>
<td>1.6 Occupants</td>
<td>The University of Kent's staff, students, tenants, customers, customers' delegates and other visitors.</td>
</tr>
<tr>
<td>1.7 Building Plans</td>
<td>Building plans showing all features relevant to fire safety are held by Estates.</td>
</tr>
<tr>
<td>1.8 Management</td>
<td>Failure to manage buildings correctly can lead to serious risks, and liability to prosecution by Fire Authorities. Throughout their life, all buildings and features must continue to be maintained and used as originally designed and specified, and/or as fire risk assessed. Heads and Directors of all Schools and Departments are responsible for ensuring appropriate management of buildings, infrastructure, equipment, activities and staff, including competence and training.</td>
</tr>
</tbody>
</table>
2.1 Fire Risk Assessment

Fire risk assessments are provided by the Safety, Health & Environment Unit and are kept under continuous review. They are also subject to formal review both on a regular basis (after 3 months to 3 years at Fire Safety Advisers’ discretion) and/or in the event of significant change. Fire Risk Assessments, this Manual and Appendices can be made available on request to users of the building, enforcement officers, contractors etc. and are available at https://www.kent.ac.uk/safety/fire/safety-local/riskass_emergplans.html (University login required). Note – original fire risk assessment documents are not necessarily updated/reissued unless significant change has occurred, so their date may not reflect the most recent review. Records are kept by the SHE Unit’s Fire Safety Advisers.

2.2 Significant Change

In case of significant change, the Responsible Person, relevant manager or other function/person (e.g. Estates Projects Office; Conference Office; staff member engaging contractors; staff member introducing features) must always advise the Safety, Health & Environment Unit in advance. The SHE Unit will review the relevant fire risk assessment. Significant change can include

- alterations
- refurbishment
- addition of new equipment, materials or furniture
- new information, results of drills, observations from incidents.

3.1 Fire Strategy

Except where specified otherwise in Appendices, the evacuation strategy for all buildings is simultaneous and immediate for the entire building and all occupants except those tasked with coordinating the evacuation.

3.2 Occupancy Limits & Restrictions

Occupancy limits and any contra-indications for accessibility etc. are established or verified in fire risk assessments, specified in Appendices and communicated to relevant University functions (e.g. Timetabling, Schools, Conference Office).

Where events may exceed normal conditions, the Responsible Person or relevant manager will ensure that the Safety, Health & Environment Unit reviews the relevant fire risk assessment and that all control measures specified are fully implemented.

3.3 Fire Alarm Systems

Fire alarm systems provide for manual operation and/or automatic detection as appropriate in order to give sufficiently early warning of fire to all occupants. Except where specified in Appendices, all fire alarm signals cause immediate evacuation, and repeat instantaneously in the Campus Security control room. On activation, response is mobilised as per 4.4 and 7.2 below.

3.4 Means of Escape

Emergency escape routes are clearly signed, and kept immediately available and unobstructed at all times. Building occupants should ensure they are aware of alternative escape routes.

3.5 Assisted Evacuation Planning (disabilities, impairments etc.)

In most buildings, people with impairments/disabilities or other conditions may be present at any time. Some of these may be at greater risk if unable to perceive or respond to the alarm signal, or to self-evacuate. Standard University procedures (Generic Emergency Evacuation Plans) include

- Safe Areas (Refuges) with emergency voice communications on upper floors
- assisted escape procedures and equipment (Campus Security unless specified otherwise)
- Personal Emergency Evacuation Plans for regular building users and where necessary/pre-planned (contact Safety, Health & Environment Unit)
- The University’s app-based SafeZone system provides backup communication but is not relied upon for critical evacuation requirements.

See also 4.5 below, and section 10.1 of relevant Appendices.
### 3.6 Other Organisations (including contractors and hire of premises)

All building works must be either managed or reviewed/approved by Estates. All contractor and service provider personnel must be familiarised with and follow all University fire safety arrangements. All hazardous/dangerous substances temporarily introduced must be made known to Estates, with information immediately available to Security. Dangerous substances and processes posing additional fire risks must be fire risk assessed by the SHE Unit, and/or the contractor’s risk assessment reviewed, and/or take place only under a safe system of work (with Permit To Work issued by Estates) as appropriate.

The relevant University management function (e.g. Conference Office, or department facilitating an event) is responsible for ensuring that appropriate information, including this Manual, relevant Appendices and fire risk assessments, are made available to any person or organization hiring, using or occupying the premises.

### 3.7 Fire Risks

Any particular fire risks in buildings and their means of control are specified in Appendices and in fire risk assessments.

Where fire risks of events may differ from normal conditions, the Responsible Person or relevant manager will ensure that the Safety, Health & Environment Unit reviews the relevant fire risk assessment and that all control measures specified are fully implemented.

### 3.8 Contingency Planning for Critical Systems

Should a serious, widespread or significant disablement of a critical system occur (e.g. failure of fire communications such as the campus fire alarm network or Safe Area/Refuge comms; failure of emergency lighting or fire alarm system beyond battery backup period), the affected area(s)/building(s) must not be occupied without suitable and sufficient compensating arrangements in place.

The Director of Estates is responsible for ensuring that planned temporary disablements (e.g. for maintenance or building work) are risk assessed, authorised in advance, suitably monitored, and minimised in extent and duration.

### 3.9 Portable Fire Fighting Equipment

Portable fire fighting equipment is provided as determined by fire risk assessment. Fire fighting involves risk – persons without hands-on training are not expected to attempt to use extinguishers. Where elevated fire risks exist, departmental management is responsible for nominating and training persons to use fire fighting equipment, as necessary. Campus Security staff are nominated and trained in extinguisher use as First Responders.

### 3.10 Other Sources of Information

Other elements of fire strategy are specified in published guidance available on the Safety, Health & Environment Unit's web page: [https://www.kent.ac.uk/safety/fire/index.html](https://www.kent.ac.uk/safety/fire/index.html) - in particular the following guidance notes:

- Fire safety management and emergency evacuation
- Basic fire safety advice for all staff and students
- Fire safety instruction and training
- Local inspection of fire risks and precautions
- Fire drills
- Responsibilities of session leaders
- Personal Emergency Evacuation Plans

**Note** – due to the size and management structure of the University, full Fire Safety Manuals as specified in BS 9999:2017 Annex H are not provided as individual entities. Equivalent information comprises:

- This generic Manual, and Appendices for individual buildings
- Fire risk assessments
- The University’s Safety Policy
- Performance standards, guidance and records published/held by the Safety, Health & Environment Unit
- Plans, strategies, procedures, documents and records held by Estates
- Training records held by the Safety, Health & Environment Unit, HRI, Schools and Departments
### 4.1 Emergency Evacuation

The following general instructions apply to all University buildings. If you discover a fire:

- Keep safe – retreat from fire
- Raise the alarm immediately
- Evacuate
- Do not attempt to tackle the fire unless fully trained
- Campus Security or FM call the Fire & Rescue Service
- (In a small minority of buildings, it is necessary to telephone Campus Security or the Fire & Rescue Service from a safe place – see Fire Action Notices in relevant buildings)

When the fire alarm sounds:

- Close windows and doors if safe to do so
- Do not delay or go elsewhere to join other people or collect personal possessions
- Leave quickly but do not panic or rush unduly
- Encourage others to leave, but do not waste time persuading them
- Use the shortest exit route available
- Do not use lifts
- Report any relevant information to Campus Security
- Proceed to the assembly point (as indicated on Fire Action Notices)
- Do not return until authorised

Without putting themselves at risk, staff must ensure that students and visitors in their care (e.g. at lectures or tutorials) evacuate promptly. They should report to Campus Security that the room they are using is fully evacuated. See guidance note “Responsibilities of session leaders” available here: [https://www.kent.ac.uk/safety/fire/index.html](https://www.kent.ac.uk/safety/fire/index.html)

### 4.2 Assembly Points

Assembly Points are specified in Appendices and on Fire Action Notices in each building.

### 4.3 Fire Marshalling

Fire marshals and door wardens are provided wherever/whenever practicable: see section 4 of guidance note “Fire safety management and emergency evacuation” available here: [https://www.kent.ac.uk/safety/fire/index.html](https://www.kent.ac.uk/safety/fire/index.html)

Note - Any University employee adopting a voluntary evacuation role, e.g. Fire Marshal, will not be held personally liable for any injury or loss suffered whilst carrying out those duties in accordance with information, instruction and training they have received.

### 4.4 Security Response

Security staff will control all incidents. At least one First Responder will immediately attend the location of the fire or false alarm, an Incident Coordinator will attend and other Security staff will support and monitor the incident – see 7.2 below.

Serious incidents will be escalated to the Serious Incident Response Plan, at the discretion of the Incident Coordinator or Security management.

See also 4.8 of guidance note “Fire safety management and emergency evacuation” available here: [https://www.kent.ac.uk/safety/fire/index.html](https://www.kent.ac.uk/safety/fire/index.html)

### 4.5 Assisted Evacuation (disabilities, impairments etc.)

Generic and Personal Evacuation Plans (GEEPs and PEEPs) are provided – see 3.5 above and section 4 of guidance note “Fire safety management and emergency evacuation” available here: [https://www.kent.ac.uk/safety/fire/index.html](https://www.kent.ac.uk/safety/fire/index.html)

Information on GEEPs available in each building is provided in Appendices (section 10.1). Assistance is typically given by Security staff unless specified otherwise in Appendices or PEEPs.

### 4.6 Further Evacuation

During inclement weather or where necessary for other reasons, evacuated occupants may resort to nearby buildings. Any particular arrangements are specified in Appendices. The main centres are Eliot and Darwin Colleges, and the Sport Centre.

### 5.1 Fire Safety Engineering & Maintenance

All buildings are designed and maintained to comply with Approved Document B (Building Regulations), BS 9999 and/or functional equivalents, as justified in design reports and/or fire risk assessments and approved where relevant by planning authorities. Where specific fire engineered designs/solutions are employed this is noted in building documentation and the fire risk assessment.
## 5.2 Maintenance Requirements

Except where specified, Estates are responsible for maintaining all relevant features of buildings and systems, ensuring compliance with applicable guidance, standards and manufacturer’s recommendations, and ensuring performance to requirements determined necessary by fire risk assessments, including:

- Fire alarm systems and related communication systems (including campus network)
- Passive fire protection including fire doors and compartmentation
- Fire safety signage
- Emergency lighting
- Fire extinguishers
- Smoke control systems
- Emergency voice communications
- Assisted escape equipment
- Installations with potential for fire risk

All equipment and features should be upgraded to latest standards (or functional equivalent) whenever any significant part of any building is refurbished.

## 6.1 Salvage & Damage Control

At time of writing, salvage procedures (including agreements with KFRS for intervention during incidents) are proposed for the Templeman Library but are not yet developed. Similar arrangements may also apply to other buildings in future. These will be specified in building Fire Safety Manual Appendices.

Any salvage procedures for heritage buildings at the Medway campus are primarily the responsibility of Chatham Historic Dockyard Trust.

## 6.2 Smoke & Fire Damage

Smoke and fire damage are limited by passive fire protection within buildings; early warning of fires via fire alarm systems and the campus network, or equivalent communications to the Security Control Room; Security attendance and intervention; and the Fire & Rescue Service. No other specific measures are taken except automatic fire suppression systems in several locations as noted in Fire Safety Manual Appendices.

## 6.3 Fire-Fighting Runoff

Fire-fighting runoff can be expected to contaminate soil and surface water drains leading to controlled waters (various ponds and streams, notably the Sarre Penn). Liability for such pollution is likely to be joint between the University and KFRS. No specific precautions are currently in place for protecting these receptors except for Kent Fire & Rescue Service’s standard practices.

## 6.4 Hazardous Contamination

Beyond conditions typical of educational, office and residential operations, any significant hazardous substances present in buildings will be noted in Appendices.

## 7.1 Liaison with the Fire Service

All buildings are adequately provided with access routes for firefighting by the Fire & Rescue Service. Fire hydrants are available in suitable locations and maintained in an operational state.
## 7.2 Coordinating Response

Campus Security Intervention and “Call Challenging” on behalf of KFRS

A safeguarded protocol is in place to avoid unnecessary FRS attendances.
- A maximum period of 5 minutes is applied by the Incident Coordinator and Security Control Room Operator during which the nature of the incident is investigated.
- The **Fire & Rescue Service is not called** if the incident is an unwanted fire signal (false alarm), or if the fire can be extinguished reliably within the 5 minute period.
- The **Fire & Rescue Service is called immediately**:
  - if the incident is a real fire and cannot be extinguished reliably, as trained
  - if the incident is a real fire and the attending Security Officer considers that fire fighting should not be attempted or has any doubt, as trained
  - in the unlikely event that Security Officers will be unable to attend the location within the 5 minute limit
  - if the 5 minute limit elapses without establishing full and reliable information as above.

This procedure was originally developed on the instruction and with the cooperation of Kent Fire & Rescue Service in 2008.

## 7.3 Pre-Determined Attendance

Any special features of Kent Fire & Rescue Service’s pre-determined attendance are noted in Appendices.

## 7.4 Premises Information Packs

Except where specified in building Appendices, Estates are responsible for providing Premises Information Packs. At minimum these include basic layout plans of each building showing locations of emergency shutoffs for gas and electrical supplies.

## 7.5 Liaison on Arrival of KFRS

The Incident Coordinator will give the following information to the Officer-In-Charge of the first fire appliance to arrive:
- the location, nature and extent of the fire;
- the best route to get to persons needing assistance;
- the best route to the seat of the fire;
- whether the building is known to be fully evacuated, which areas have not been checked and/or where persons may remain in the building
- any assisted evacuations or other operations still in progress;
- any dangerous substances (i.e. flammables, explosives) in or near the building;

The Premises Information Pack for the building will be handed over.

## 7.6 Liaison During Incident

Depending on the incident, the Fire & Rescue Service Officer-In-Charge may permit or request Security staff to undertake evacuation sweeps of parts of the building, or other tasks, where safe to do so.

## 7.7 Familiarisation Visits

KFRS familiarisation visits to buildings with particular risks (e.g. Ingram) are noted in Fire Safety Manual Appendices. For most University premises they are not required.

## 7.8 Detailed Planning

Any specialised planning is noted in Appendices.

## 7.9 Salvage Arrangements

See section 6 above.

## 7.10 Building Regulations

Estates are responsible for ensuring compliance with all Building Regulations & Planning (Building Control) requirements.

## 7.11 Enforcement

KFRS’s Technical Fire Safety Team are empowered to carry out audits, inspections and investigations, and take enforcement and/or legal action in the event of noncompliance or uncontrolled risks. The University cooperates fully and proactively, and the Safety, Health & Environment Unit maintains an excellent working relationship with enforcement officers.

The Fire Safety Advisers (SHE Unit) are expressly required to notify KFRS officers in the event of failure by management to address significant fire safety risks or noncompliances appropriately.
| 8.1 Business Continuity Plan | The Serious Incident Response Plan is currently managed by David Powell, Office of the Vice Chancellor. |