REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE EMERGENCY PLAN

This Emergency Plan has been developed following fire risk assessments of the relevant building.

The purpose of the Plan is
- to ensure the safety of all persons in the event of a fire
- to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005
- to ensure adherence to official guidance and related Standards.

Copies of this Emergency Plan will be made available to any person on request.

Copies of the building Fire Risk Assessment are kept by the Responsible Person and the Safety, Health & Environment Unit, and are available for inspection by Fire Service officers and building occupants.

<table>
<thead>
<tr>
<th>1. Address of the premises to which this Fire Emergency Plan relates</th>
<th>East Oast, University of Kent, Canterbury, Kent</th>
</tr>
</thead>
</table>
| 2. Occupier of the premises | University of Kent  
Sports Centre (ground floor); SDFVA (first floor)  
Occasional outside organizations using part(s) of the premises |
| 3. Uses of the premises | Sports changing rooms; fine art studio |
| 4. Responsible Person | The Director of Estates has primary executive responsibility for building management, and is therefore the Responsible Person (in conjunction with Council and the Vice Chancellor) within the meaning of the Regulatory Reform (Fire Safety) Order 2005.  
Telephone number 01227 (82)3065 |
| 5. Other management responsibilities for fire safety | All Heads of departments occupying or using the building at any time, and all relevant managers and Health & Safety coordinators, have duties  
- under the above legislation and associated official guidance,  
- in accordance with the arrangements described in this Plan, and  
- according to University policy (see Safety, Health & Environment Unit’s published guidance).  
These duties include cooperation and coordination between areas/departments/functions as necessary to ensure that full, adequate and uniform fire safety arrangements are implemented and maintained. |
| 6. Fire warning arrangements | On discovery of a fire, raise the alarm by shouting |
| 7. Action in the event of fire | On discovering a fire, persons should immediately retreat from the fire, raise the alarm by shouting, evacuate, and telephone 3333 (or 01227 823333) from a safe place - this is the emergency Campus Watch number.  
On hearing the alarm raised, all persons present should immediately and calmly evacuate the premises by the nearest available emergency escape route, and proceed to the Assembly Point as displayed on local Fire Action Notices.  
Persons evacuating must... |
- obey managers' and Security Officers’ instructions;
- ensure others in the vicinity also evacuate;
- assist any person who needs help, if safe to do so;
- not stop to collect any personal belongings;
- proceed directly to the correct Assembly Point (locations are indicated on Fire Action Notices);
- remain there until officially instructed otherwise.

Campus Watch will telephone the Fire & Rescue Service in accordance with current local procedures.

### 8. Emergency escape routes

Emergency escape routes are clearly signed, and are kept immediately available and unobstructed at all times.

All users of the building should ensure they are fully aware of both obvious/familiar and alternative escape routes.

### 9. Arrangements for fighting fires

Fire fighting equipment is provided as determined by fire risk assessment, and maintained.

Persons with no specific training are not expected to fight a fire, but all staff should be familiar with the location and basic operating principles of the equipment, in case they need to use it (i.e. only in order to effect their escape, if cut off by fire).

Departmental management is responsible for nominating and training persons to use fire fighting equipment, as necessary.

### 10. Procedures for coordinating evacuation and for liaising with the fire brigade

(in conjunction with 11 below)

On arrival, the Security Supervisor will usually take charge of the building.

Arrangements are in place for collating information from fire Marshals, to confirm complete successful evacuation of the premises, or otherwise.

The Security Supervisor will give the following information to the officer-in-charge of the first fire appliance to arrive:
- whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked;
- any dangerous substances stored in the building that are likely to become involved (see sect. 16) including substances known/logged as temporarily present;
- where the seat of the fire is thought to be located; and
- the best route to get to trapped persons or the seat of the fire.

During inclement weather, the decision may be taken to accommodate evacuated persons in an adjacent building.
11. Other key responsibilities in the event of fire

It is not practicable to provide nominated Fire Marshals locally.

When present, staff will assist in coordinating evacuation of the buildings. Academic staff and persons leading or facilitating events have responsibility for ensuring that all students present at lectures, tutorials etc. evacuate safely to the final assembly point, and for reporting that the area is clear (or otherwise) to a local Fire Marshal or the person in charge of the building.

Note - Any University employees who adopt a voluntary role in relation to emergency evacuation, such as that of Fire Marshal, will not be held personally liable for any injury or loss suffered while they are carrying out those duties in accordance with information, instruction and training they have received.

Security Officers will, insofar as practicable, undertake the following, priority being given to areas closest to the alarm activation:

- check that each designated area is clear of all personnel and close doors, if safe to do so;
- direct evacuating persons to the assembly point;
- report each area as clear (or otherwise) to the Security Supervisor;
- prevent persons from entering the building; and
- attack fires with available fire-fighting equipment if trained and safe to do so

Occupying departments nominate staff to conduct regular fire safety inspections of their area and record the results.

12. Persons who are especially at risk

Fire risk assessments have determined that no persons are considered to be especially at risk from fire, provided that all relevant fire safety arrangements, as described in this Plan and the Fire Risk Assessment(s) for the building, are fully implemented and maintained.

Young Persons should not be admitted to the upper floor.

13. Special arrangements for disabled, young and elderly persons’ evacuation

See also Appendix B

Security Officers, Fire Marshals or other nominated persons will assist disabled visitors or staff from the building during fire evacuations.

Persons with certain mobility, hearing or other disabilities should not be admitted to the upper floor. In cases of doubt this should be specifically assessed in consultation with the University’s Fire Safety Adviser.

Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating, should report to Estates, Sports Centre or SDFVA Reception and ask for the Fire Emergency Plan. Arrangements for the safe evacuation of persons with disabilities are as follows:

(a) All persons are provided with comprehensive information (this Plan).
(b) Standard Personal Emergency Evacuation Plans (PEEPs) are set out in Appendix B. These are available to visitors and form the basis for individual PEEPs.
(c) Regular users of the building are consulted and their needs discussed and assessed with appropriate members of staff. Individual PEEPs are
<table>
<thead>
<tr>
<th>14. Presence of visitors, contractors, service providers etc</th>
<th>Building contractors, window cleaners, external security staff etc and other visitors (members of the public) may be present from time to time. Where planned events exceed normal conditions and arrangements for evacuation, the Responsible Person or relevant Head of Department will ensure that a Fire Risk Assessment is undertaken and appropriate provisions made. Relevant Heads of Departments (typically Estates or Kent Hospitality) are responsible for ensuring that all contractors formally agree to all fire safety arrangements and are adequately informed and instructed, that Safe Systems of Work are adhered to throughout (e.g. Permit To Work forms), and that all Dangerous Substances present and their exact locations are declared and made known to appropriate persons (as necessary/relevant to sections 10, 11 &amp; 16).</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Shutdown/isolation of critical machines, appliances, processes, power supplies etc in the event of a fire</td>
<td>N/A</td>
</tr>
<tr>
<td>16. Specific arrangements, if necessary, for high fire risk areas of the workplace, and dangerous substances</td>
<td>No areas of the building are considered high fire risk. Possible presence of asbestos containing materials – refer to Estates database. Limited flammable materials are present on the upper floor. These are kept locked in an approved metal cabinet. Small quantities of various janitorial substances may be present in relevant areas. If any dangerous substances are brought into the building (e.g. by staff, visitors or contractors) the following details must be given to Security for each substance: chemical identity and/or trade name, quantity, location, brief details of use and storage, Material Safety Data Sheet, and name of person. These details are held by Security. The person concerned must report when the substance has been removed.</td>
</tr>
<tr>
<td>17. Arrangements for an Emergency Plan to be used by a hirer of part of the premises</td>
<td>The Responsible Person ensures that procedures are in place to ensure that this Plan, together with appropriate information and instruction, will be made available to any person or organization hiring, using or occupying the premises any occupancy or activity not adequately addressed by the current Fire Risk Assessment and arrangements will be suitably assessed, controlled and planned for, in advance of the event. See also 12 above.</td>
</tr>
<tr>
<td>18. Contingency plans for when life safety systems such as fire detection &amp; warning systems or emergency lighting are out of</td>
<td>In the event of temporary disablement of any critical system, management arrangements are in place to assess and provide suitable compensating features, practices or restrictions to ensure that an adequate level of protection is maintained to tolerable risk levels.</td>
</tr>
</tbody>
</table>
| order | Should a serious, widespread or significant disablement of a life safety system occur, the [affected parts of the] building must not be occupied without suitable and sufficient alternative arrangements in place.

The Director of Estates is responsible for ensuring that planned temporary disablesments (e.g. for building work) are risk assessed, authorised in advance, suitably monitored, and minimised in extent and duration. |
|---|---|
| 19. Fire information & instruction – residents, students & visitors | Information and instruction is conveyed to visitors by the following means:
- Fire Action Notices
- Specific communications with visiting organisations

Academic staff and persons leading or facilitating events must brief students & visitors on
- action in the event of fire, and
- local fire safety features
at least at the start of the first session or event.

This Fire Emergency Plan is available from Estates, Sports and SDFVA Receptions in both full and reduced (information sheet) formats. |
| 20. Fire training programme – all staff | (a) Local information, instruction and training is based on the arrangements described in this Fire Emergency Plan and includes the following:
- The action to be taken on discovering a fire
- The action to be taken when the fire alarm is raised
- Familiarisation with the means of escape from the premises
- Other relevant local features of the Emergency Plan such as safe storage of flammables, persons who may be in need of assistance, etc
- The location of the assembly point
- The location and safe use of fire fighting equipment
- Local fire safety awareness and prevention

(b) Generic fire safety training consists of the Safety, Health & Environment Unit’s “Fire & Safety Awareness” course or its equivalent. Alternative arrangements are available from the Safety, Health & Environment Unit for part-time sessional teachers etc.

Instruction, training and exercises should be carried out not less than once in each of the following periods:
Instruction and training For new staff, as above: (a) delivered immediately on induction and (b) arranged immediately, ideally for the next available course. The same or fully equivalent refresher training is carried out at not less than three year intervals.

Exercises (fire drills) At least every 12 months, preferably more frequently. The Responsible Person arranges
| 21. Fire training programme – nominated staff | As above (Section 20), and additionally as follows:  
Users of fire fighting equipment: recognised specific fire extinguisher course (must include hands-on practical experience).  
Persons nominated to assist those with disabilities: specific training as appropriate (e.g. use of Evac chairs) and specific briefing including content of relevant Personal Emergency Evacuation Plans and associated arrangements.  
Academic staff: local briefing on evacuation arrangements and familiarity with the Fire Emergency Plan for all locations where they conduct lectures, tutorials, etc.  
Relevant senior staff and managers:  
(a) suitably detailed briefing on this Emergency Plan and relevant local and departmental fire safety provisions, including coordination with neighbouring departments;  
(b) the Safety, Health & Environment Unit’s “Risk & Safety Management” course.  
The same or fully equivalent refresher training is carried out at not less than three year intervals. |
| 22. Fire safety arrangements: drawings and plans | Locations of the following fire safety features are indicated on drawings and plans held by Estates:  
- essential structural features - workplace layout, escape routes, doorways, walls, partitions, corridors, stairways;  
- means for fighting fire - fire extinguishers, hose reels, fire blankets;  
- the electrical supply intake, the main water shut-off valve and the main gas shut-off valves  
- other features (as per 23 below). |
| 23. Fire safety systems | The building is provided with suitable emergency lighting. |
1. FIRE SAFETY RECORDS

Records relating to fire safety precautions are kept in various locations as detailed below, and can be made available for inspection by any officer of the Fire Authority. Dates and details of training, inspection, testing and maintenance of the following are recorded:

- the means for detecting fire and for giving warning in case of fire (NB none fitted at present) (Estates);
- the means for fighting fire, i.e. portable equipment (inspection – Sports/SDFVA) (testing and maintenance – Estates);
- the emergency escape lighting system (Estates);
- instruction and training (Sports/SDFVA and Safety, Health & Environment Unit); and
- fire drills (Estates and Safety, Health & Environment Unit).

Records should include:

- the date on which inspection, testing and maintenance was carried out and by whom;
- the date on which any defects were reported and the action taken to remedy such defects; and
- the date on which the defect was remedied and by whom.

2. MEANS OF ESCAPE

Escape routes (corridors, stairways, gangways, walkways etc.) and exits are sited as shown on the plan(s). Unless otherwise specifically approved via formal Fire Risk Assessment, all escape routes are kept free from

- potential sources of ignition
- combustible materials
- obstructions and trip hazards
- the holding open of designated fire doors, unless by a fire alarm linked release device.

3. FIRE ALARM SYSTEM

INSPECTION
The fire alarm control panel is checked on a daily basis to see that it indicates normal operation, or if not, that any fault shown is reported to Estates and remedial action taken. All faults are rectified without delay.

TESTING AND MAINTENANCE
Testing and maintenance is carried out in full compliance with legislation, guidance and applicable British Standards and/or as authorized by the Fire Service.

4. LIGHTING

All escape routes are adequately lit when the premises are in use. External lighting must switch on automatically when there is insufficient daylight, or individual lights may be operated by an internal switch next to the nearest exit door.

5. ESCAPE LIGHTING
The emergency lighting system utilises self-contained battery operated luminaires, trickle charged from the main electrical supply coming into operation on failure of the local mains lighting. The batteries have sufficient capacity to operate the luminaires for not less than one hour. All component units of the system are located as indicated on the plans. The lamps will remain lit by emergency power for one hour and provide enough illumination for safe evacuation and for reading of all "Exit" signs.

**TESTING AND MAINTENANCE**

Testing and maintenance is carried out in full compliance with legislation, guidance and applicable British Standards and/or as authorized by the Fire Service.

### 6. FIRE FIGHTING EQUIPMENT

First-aid fire fighting equipment is distributed throughout the building as shown on the plan(s). All fire extinguishers conform to British Standard EN 3 and are hung on wall brackets with the base of the extinguisher at a suitable height for use by the occupants of the building, or they are sited in permanent Fire Points. The extinguishers are of a suitable size and weight for use by the occupants of the building.

Departmental managers are responsible for nominating and training a suitable number of persons in the use of fire fighting equipment, as/where necessary.

**INSPECTION**

Local staff are nominated by departmental management to carry out monthly recorded checks on fire fighting equipment to ensure that it is present and apparently fully operational.

**TESTING AND MAINTENANCE:**

Testing and maintenance is carried out in full compliance with legislation, guidance and applicable Standards.

### 7. FIRE SAFETY INSPECTIONS, AUDITS & RISK ASSESSMENTS

All staff should be encouraged to maintain awareness and check for fire safety defects and deficiencies. Nominated persons should be tasked with unrecorded weekly inspections of fire safety equipment, features and practice in their designated areas.

Nominated persons carry out monthly recorded checks on fire fighting equipment to ensure that it is present and apparently fully operational.

Suitable nominated persons should conduct quarterly inspections of appropriately designated areas using simple checklists or similar. These provisions should be coordinated between departments as necessary, so that the entire building is covered. The checklists are passed to the appropriate responsible person(s) who will take appropriate steps to correct any deficiencies – if necessary, via Estates and/or the primary Responsible Person. A note of these actions and the date of their completion should be made on the checklist.

The University’s Fire Safety Adviser carries out, or arranges and compiles, a full Fire Safety Audit and/or Fire Risk Assessment Review at least once every two years. Various staff of departments occupying and/or managing the building will be required to assist or participate in this process.
# STANDARD PERSONAL EMERGENCY EVACUATION PLANS for persons with disabilities

The following matrix of Standard PEEPs is based on HM Government guidance ‘Means of Escape for Disabled people’. Visitors to the building should report to Estates, Sports or SDFVA Reception and ask for the Fire Emergency Plan. They should discuss their needs and specify (a) which of the following options are suitable for them, and (b) whether any additional provisions are required. In many cases a combination of several Standard PEEPs will apply.

The use of mobile phones should not be discounted (Reception and/or building Security should ask for and record phone numbers) but emergency evacuation provisions must not rely on them.

Options shown in grey are not currently available in this building.

<table>
<thead>
<tr>
<th>Category</th>
<th>Comments</th>
<th>Assistance typically from *</th>
<th>Inform &amp; instruct:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of escape</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Use of lift</td>
<td>N/A, no firefighting lift available</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Meet assistance at refuge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Meet assistance at workstation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 (4 &amp; 5, 12)</td>
<td>Make own way down stairs slowly after main flow, on foot or on bottom</td>
<td>Person &amp; assister?</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Use Evac chair or similar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 (7 &amp; 8, 9)</td>
<td>Carry-down 2, 3 or 4 people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Travel down in own chair with support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Cannot transfer readily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 (13 &amp; 14)</td>
<td>Needs assistance to walk down stairs, 1 or 2 people</td>
<td>Could be as buddy system (25)</td>
<td>C, L, D Assister</td>
</tr>
<tr>
<td>15</td>
<td>Needs orientation information</td>
<td>Could be as buddy system (25)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Needs tactile map of building</td>
<td>Not available – use other options</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Needs colour contrasting on stairways</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Needs step edge markings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Needs showing escape routes</td>
<td></td>
<td>C, D Assister</td>
</tr>
<tr>
<td>20</td>
<td>Needs assistance for person and dog</td>
<td>Could be as buddy system (25)</td>
<td>C, L, D Assister</td>
</tr>
<tr>
<td>21</td>
<td>Needs doors opening</td>
<td>Could be as buddy system (25)</td>
<td>L</td>
</tr>
<tr>
<td>22</td>
<td>Needs large print information</td>
<td>Reception to provide large print version of Fire Emergency Plan</td>
<td>R Person</td>
</tr>
<tr>
<td>23</td>
<td>Identification of escape route</td>
<td>N/A, simple building</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Provision of flashing beacons</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Buddy system **</td>
<td>Nominate companion or person nearby **</td>
<td>C, L Person</td>
</tr>
<tr>
<td>26</td>
<td>Provision of vibrating pagers</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Provision of alternative alarm</td>
<td>Not yet provided – use other options</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Additional checks by fire marshals etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Horizontal evacuation</td>
<td>Not yet planned – use other options</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Needs taped information</td>
<td>Not yet available – use other options</td>
<td></td>
</tr>
</tbody>
</table>

* (shown above in order of preference/likelihood): L = local (staff or persons in vicinity of person with disability); D = local department; R = Reception; S = Security; C = carer

** for visitors, only workable if a volunteer is readily available – otherwise use other options