# 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.

| 1. Address of the premises to which this Fire Emergency Plan relates | Park Wood houses  
Reception telephone number 01227 (82)3499 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Occupier of the premises</td>
<td>University of Kent</td>
</tr>
<tr>
<td>3. Uses of the premises</td>
<td>Residential</td>
</tr>
</tbody>
</table>
| 4. Responsible Person | The Director of Commercial Services 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)7659 |
| 5. Other management responsibilities for fire safety | All relevant managers and the Health & Safety coordinator 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). |
| 6. Fire warning arrangements | An electrical fire alarm system comprising heat and smoke detectors only is provided throughout the premises. |
| 7. Action in the event of fire | On discovering a fire or hearing the alarm signal, all persons should immediately retreat from the fire, evacuate the building and telephone the emergency Campus Watch number, 3333 (or 01227 823333) from a safe place.  
Persons evacuating should  
- 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 near to all alarm call points);  
- remain there until officially instructed otherwise.  
Campus Watch will telephone the Fire & Rescue Service in accordance with current local procedures. |
<table>
<thead>
<tr>
<th>8. Emergency escape routes</th>
<th>Emergency escape routes are clearly signed, and must be kept immediately available and unobstructed at all times.</th>
</tr>
</thead>
</table>
| 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 should familiarise themselves 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).  
Campus Watch (Security) staff are nominated and trained to use the fire fighting equipment provided. |
| 10. Procedures for coordinating evacuation and for liaising with the fire brigade (in conjunction with 11 below) | On arrival, the Security Officer or Supervisor will take charge of the building.  
The Security Officer or 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.  
During inclement weather, the decision may be taken to accommodate evacuated persons in a nearby building. |
| 11. Other key responsibilities in the event of fire | Security Officers will, insofar as practicable and if safe to do so, undertake the following:  
- check that an affected house is clear of all persons;  
- direct evacuating persons to the assembly point;  
- prevent persons from entering the building; and  
- attack fires with available fire-fighting equipment if trained.  
Kent Hospitality staff 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.  
At certain times Young Persons may be present, and sometimes resident, as delegates and in the care of other organizations. This Plan and other relevant information and advice is communicated in advance to such organizations’ management together with a statement/request that they should plan and provide adequate fire safety provisions, including the provision of suitable information, instruction and training to Young Persons. |
| 13. Special arrangements for | Security Officers or other nominated persons will assist disabled persons from |
| **disabled, young and elderly persons’ evacuation** | the building during fire evacuations. Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating, should report to Reception [01227 (82)3499] 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) The few Standard Personal Emergency Evacuation Plans (PEEPs) available for these buildings 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 agreed, documented and implemented. Safety, Health & Environment Unit procedures apply. |
| **See also Appendix B** | |

| **14. Presence of visitors, contractors, service providers etc** | Building contractors, window cleaners, external security staff etc and other visitors (members of the public) may be present from time to time. 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 & 16). |

| **15. Shutdown/isolation of critical machines, appliances, processes, power supplies etc in the event of a fire** | N/A |

| **16. Specific arrangements, if necessary, for high fire risk areas of the workplace, and dangerous substances** | No areas of the building are considered high fire risk. Possible presence of asbestos containing materials – refer to Estates database. Small quantities of various janitorial substances may be present in relevant areas. No other significantly dangerous substances are normally present. 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. |

| **17. Arrangements for an Emergency Plan to be used by a hirer of part of the premises** | 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. |

| **18. Contingency plans for** | The Director of Estates is responsible for ensuring that planned temporary |
| **19. Fire information & instruction – residents, students & visitors** | Information and instruction is conveyed to residents and visitors by the following means:
- information posted on reverse of bedroom & kitchen doors
- Fire Action Notices
- Student Life booklet
- Terms & Conditions etc
The above are supplemented by other means such as talks, demonstrations, email circulars, website content, Kent Union activities etc.

This Fire Emergency Plan is available at Reception, (01227 82)3499, in both full and reduced (information sheet) formats. |
|---|---|
| **20. Fire training programme – all staff** | (a) Local information, instruction and training based on the arrangements described in this Fire Emergency Plan.
(b) Generic fire safety training consisting 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) are not conducted in these buildings. |
| **21. Fire training programme – nominated staff** | 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 - escape routes, doorways, walls, partitions, corridors, stairways; |
- means for fighting fire - fire extinguishers, fire blankets;
- the electrical supply intake, the main water shut-off valve and the main gas shut-off valves
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 (Estates);
- the means for fighting fire – portable equipment (inspection – Kent Hospitality) (testing and maintenance – Estates);
- the emergency escape lighting system (Estates);
- instruction and training (Kent Hospitality and Safety, Health & Environment Unit); and

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) 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 DETECTION SYSTEM**
The fire alarm control panel (where fitted) 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 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 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.

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 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 other staff 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 Reception [01227 (82)3499] 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>Option</th>
<th>Category</th>
<th>Comments</th>
<th>Assistance typically from *</th>
<th>Inform &amp; instruct:-</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Use of lift</td>
<td>N/A – buildings are unsuitable for persons with relevant disabilities, unless assessed as acceptable via an individual PEEP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Meet assistance at refuge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Meet assistance at workstation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Make own way down stairs slowly after main flow, on foot or on bottom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Use Evac chair or similar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Carry down 2, 3 or 4 people</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Travel down in own chair with support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Cannot transfer readily</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Needs assistance to walk down stairs, 1 or 2 people</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Needs orientation information</td>
<td>N/A, simple layout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Needs tactile map of building</td>
<td>N/A, simple layout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Needs colour contrasting on stairways</td>
<td>Not provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Needs step edge markings</td>
<td>Not provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Needs showing escape routes</td>
<td>N/A, simple layout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Needs assistance for person and dog</td>
<td>N/A, simple layout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Needs doors opening</td>
<td>Conceivably as buddy system (25) but unlikely to be adequately workable</td>
<td>L</td>
<td></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</td>
<td>Person</td>
</tr>
<tr>
<td>23</td>
<td>Identification of escape route</td>
<td>N/A, simple layout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Provision of flashing beacons</td>
<td>N/A, alarm system not suitable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Buddy system **</td>
<td>Nominate companion or person nearby **</td>
<td>L</td>
<td>Person</td>
</tr>
<tr>
<td>26</td>
<td>Provision of vibrating pagers</td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Provision of alternative alarm</td>
<td>N/A, alarm system not suitable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Additional checks by fire marshals etc</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Horizontal evacuation</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Needs taped information</td>
<td>Not yet available – use other options</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* (shown above in order of preference/likelihood):  L = local (other persons in vicinity of person with disability); R = via Reception; S = Security

** only workable if a volunteer is readily available