This Appendix to the generic University Fire Safety Manual applies to the building below. The purpose of these documents together with the building’s Fire Risk Assessment is to specify how the University will:

- minimise fire risks,
- ensure the safety of all relevant persons in the event of a fire, and

Except for specific details below, or where not shown, all other items are as per the generic University Fire Safety Manual. These documents replace previous Fire Emergency Plans.

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### 1.1 Premises

**Rutherford Annex**

*University of Kent, Canterbury, Kent CT2 7NX*

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### 1.2 Occupier(s)

**Development Office**

(Former academic offices yet to be reoccupied at time of writing)

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### 1.3 Uses

**Academic & administrative**

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### 1.4 Primary Responsible Person

**Director of Estates**

Telephone number (01227 82)3611

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### 1.6 Occupants

**Staff, students, visitors**

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### 2.1 Fire Risk Assessment

[https://www.kent.ac.uk/safety/fire/safety-local/riskass_emergplans.html](https://www.kent.ac.uk/safety/fire/safety-local/riskass_emergplans.html)

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### 3.1 Fire Strategy

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### 3.2 Occupancy Limits & Restrictions

Normal office occupancy should not be significantly exceeded.

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### 3.5 Assisted Evacuation Planning & Restrictions

N/A, upper floors are not accessible in relation to significant mobility impairments.

Personal Emergency Evacuation Plans should be provided for other relevant conditions.

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### 4.1 Emergency Evacuation

The fire alarm sound is a siren.

The fire alarm system is tested every Wednesday morning at 08:50.

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### 4.2 Assembly Point

Rutherford car park, no. 28.

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### 4.5 Assisted Evacuation

See 3.5.