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 | Tanglewood  
*Converted residential house and adjoining suite of connected Portacabins*  
Giles lane, University of Kent, Canterbury, Kent CT2 7LX  
Reception telephone number 01227 (82)3007 |
|---|---|
| 2. Occupier of the premises | University of Kent  
*Kent Hospitality* |
| 3. Uses of the premises | Administrative |
| 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).  
These duties include cooperation and coordination between areas/functions as necessary to ensure that full, adequate and uniform fire safety arrangements are implemented and maintained. |
| 6. Fire warning arrangements | An electrical fire alarm system with manual call points and smoke detectors is provided throughout the premises. The system and installation complies with BS5839 and associated guidance. Estates hold relevant plans. The fire alarm panel is located in the main entrance foyer. Alarm signals are relayed to Campus Watch.  
**The general alarm signal is clearly audible throughout the premises. The alarm sound is a siren.** |
| 7. Action in the event of fire | On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate. If an |
alarm call point is not available, they should telephone 3333 (or 01227 823333) from a safe place - this is the emergency Campus Watch number.

On hearing the alarm signal, 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 Building Managers’ and Fire Marshals’ 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 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 are kept immediately available and unobstructed at all times.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All users of the building should ensure they are fully aware of both obvious/familiar and alternative escape routes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Arrangements for fighting fires</th>
<th>Fire fighting equipment is provided as determined by fire risk assessment, and maintained.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Persons with no specific training are not expected to fight a fire, but all occupants and staff 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).</td>
</tr>
<tr>
<td></td>
<td>Campus Watch (Security) staff are nominated and trained to use the fire fighting equipment provided.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Procedures for coordinating evacuation and for liaising with the fire brigade</th>
<th>On arrival, the Security Supervisor will usually take charge of the building.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(in conjunction with 11 below)</td>
<td>Arrangements are in place for collating information from fire Marshals, to confirm complete successful evacuation of the premises, or otherwise.</td>
</tr>
<tr>
<td></td>
<td>The Security Supervisor will give the following information to the officer-in-charge of the first fire appliance to arrive:</td>
</tr>
<tr>
<td></td>
<td>whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have</td>
</tr>
</tbody>
</table>
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

Sufficient nominated Fire Marshals are provided to implement procedures for facilitating safe evacuation and for checking whether the entire premises have been fully evacuated (see 10 above).

Records are held of all nominated persons.

Arrangements ensure that adequate Fire Marshals and/or other nominated, trained staff are available at all practicable material times for:
- checking that each designated area is clear of all personnel, and closing doors if safe to do so;
- directing evacuating persons to the assembly point;
- reporting each area as clear (or otherwise) to the Building Fire Officer/Receptionist/Security Supervisor;
- preventing persons from entering the building;
- attacking fires with available fire-fighting equipment if trained and safe to do so; and
- conducting regular fire safety inspections of their area and recording the results.

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.

Local 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.

Regular occupants and visitors do not include Young Persons. Occasional possible presence of Young Persons is covered by Fire Marshalling and the general Fire Emergency Plan.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Special arrangements for disabled, young and elderly persons’ evacuation&lt;br&gt;See also Appendix B</td>
</tr>
<tr>
<td></td>
<td>Security Officers, Fire Marshals or other nominated persons will assist disabled visitors or staff from the building during fire evacuations. Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating, should ask a member of staff or Reception for advice and assistance if necessary. (a) Standard Personal Emergency Evacuation Plans (PEEPs) are set out in Appendix B. These are available to visitors and form the basis for individual PEEP. (b) 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. Refer to Performance Standard: Provision of Personal Emergency Evacuation Plans (PEEPs) and associated documents (Safety, Health &amp; Environment Unit). Note - Any University employees who adopt a voluntary role in relation to emergency evacuation, such as assisting a disabled person, 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.</td>
</tr>
<tr>
<td>14.</td>
<td>Presence of visitors, contractors, service providers etc</td>
</tr>
<tr>
<td></td>
<td>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 arrangements), 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).</td>
</tr>
<tr>
<td>15.</td>
<td>Shutdown/isolation of critical machines, appliances, processes, power supplies etc in the event of a fire</td>
</tr>
<tr>
<td></td>
<td>Nil.</td>
</tr>
<tr>
<td>16.</td>
<td>Specific arrangements, if necessary, for high fire risk areas of the workplace, and dangerous substances</td>
</tr>
<tr>
<td></td>
<td>No areas of the building are considered high fire risk. Possible presence of asbestos containing materials – refer to Estates database. No other significantly dangerous substances are normally present. If any dangerous substances are brought into the building (e.g. by contractors) the following details must be given to Security (Campus Watch) 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>N/A.</td>
</tr>
<tr>
<td>---</td>
<td>---</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 order</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. 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 disablements (e.g. for building work) are risk assessed, authorised in advance, suitably monitored, and minimised in extent and duration.</td>
</tr>
</tbody>
</table>
| 19. Fire information & instruction – students & visitors | Information and instruction is conveyed to students and visitors by the following means:  
- Fire Action Notices  
- Student Life booklet  
- Specific communications with visiting organisations  
*The above are supplemented by other means such as talks, demonstrations, email circulars, website content etc.*  
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 in each and every location. 
This Fire Emergency Plan is available at Reception, (01227 82)3007 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 sounds  
- Familiarisation with the means of escape from the premises  
- Other relevant local features of the Emergency Plan such as fire marshalling, persons who may be in need of assistance, safe shutdown of critical equipment, etc  
- The location of the assembly point(s)  
- Appreciation of the importance of fire resisting doors and of the need to close all doors in the event of a fire  
- 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 these with reference to official guidance.

### 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).

**Fire Marshals, Door Wardens, Receptionists etc:**

(a) local briefing on their duties in relation to departmental & local arrangements for evacuation, and other assigned duties e.g. inspection

(b) generic training consisting of the Safety, Health & Environment Unit’s “Fire Emergency Response” course or its equivalent

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);
- manually operated fire alarm call points and all other features of the fire alarm system;
- 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 | Nil further |
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, i.e. 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
- fire drills (Kent Hospitality 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**
See Appx A Section 7 para. 2 below.

**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 (typically Fire Marshals) should be tasked with unrecorded weekly inspections of fire safety equipment, features and practice in their designated areas.

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

Suitable nominated persons (typically Fire Marshals) 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.

A full Fire Safety Audit and/or Fire Risk Assessment Review must be conducted at least once every two years, or prior to and/or in the event of significant change or any significant incident. Various staff of departments occupying and/or managing the building will be required to assist or participate in this process.
The following matrix of Standard PEEPs is based on HM Government guidance ‘Means of Escape for Disabled people’, and elements of BS 9999:2008. Visitors to the building should report to Reception, (01227 82)3007 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>Type of escape and/or requirement</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,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Meet assistance at refuge</td>
<td>N/A,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Meet assistance at workstation</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>4</td>
<td>Make own way down stairs slowly after main flow</td>
<td>N/A,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Use Evac chair or similar</td>
<td>N/A,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Carry-down</td>
<td>N/A,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Travel down in own chair with support</td>
<td>N/A,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Cannot transfer readily</td>
<td>N/A,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Needs assistance to walk down stairs</td>
<td>N/A,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Needs orientation information or assistance</td>
<td>Could be as buddy system (25)</td>
<td>C, L, D</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Needs tactile map of building</td>
<td>Not yet available – use other options</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Needs colour contrast on stairways</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Needs step edge markings</td>
<td>Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Needs showing escape routes</td>
<td>C, D</td>
<td>Assister</td>
<td></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</td>
<td>Assister</td>
</tr>
<tr>
<td>21</td>
<td>Needs doors opening</td>
<td>Could be as buddy system (25)</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Needs information in large print</td>
<td>Reception to provide large print version of Fire Emergency Plan</td>
<td>D</td>
<td>Person</td>
</tr>
<tr>
<td>23</td>
<td>Identification of escape route</td>
<td>i.e. predetermine most suitable escape route(s) from intended location</td>
<td>D</td>
<td>Person</td>
</tr>
<tr>
<td>24</td>
<td>Provision of flashing beacons</td>
<td>Check area and verify</td>
<td>D</td>
<td>Assister</td>
</tr>
<tr>
<td>25</td>
<td>Buddy system **</td>
<td>Nominate companion or person nearby **</td>
<td>C, L</td>
<td>Person</td>
</tr>
<tr>
<td>26</td>
<td>Provision of vibrating pagers/pillows</td>
<td></td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Provision of alternative alarm</td>
<td>Not yet provided – use other options</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Additional checks by fire marshals</td>
<td>C, D, L</td>
<td>Assister</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Needs information in audio format</td>
<td>Not yet available – use other options</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Needs information in other visual format</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 (staff or persons in vicinity of person with disability); D = local department; S = Security; C = carer

** for visitors, only workable if a volunteer is readily available – otherwise use other options, e.g. 3 + 13