# 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>UELT Building (including Campus Watch facilities and Santander Bank)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note – for Santander Bank, some responsibilities and arrangements will differ to those specified in this document.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Occupier of the premises</th>
<th>University of Kent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancy</td>
<td>UELT; Campus Watch (Estates); Santander Bank (tenant)</td>
</tr>
<tr>
<td></td>
<td>A maximum occupancy limit applies to the UELT Seminar Room (30 persons).</td>
</tr>
</tbody>
</table>

| 3. Uses of the premises     | Educational, administrative and commercial |

| 4. Responsible Person       | The Director of Estates has primary executive responsibility for building management and as commercial landlord for the premises, 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)3611 |

<table>
<thead>
<tr>
<th>5. Other management responsibilities for fire safety</th>
<th>All Heads of departments occupying or using the building at any time, all relevant managers and Health &amp; Safety coordinators have duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• under the above legislation and associated official guidance,</td>
</tr>
<tr>
<td></td>
<td>• in accordance with the arrangements described in this Plan, and</td>
</tr>
<tr>
<td></td>
<td>• according to University policy (see Safety, Health &amp; Environment Unit’s published guidance).</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Juliet Thomas, Head of Facilities Management is the nominated Building Fire Officer and is responsible for overseeing fire safety arrangements in the building.</td>
</tr>
<tr>
<td></td>
<td>Telephone number (01227 82)7797</td>
</tr>
</tbody>
</table>

| 6. Fire warning arrangements | An electrical fire alarm system with manual call points and heat 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 Campus Watch reception area of the adjacent building. Alarm signals are also relayed to the Campus Watch control centre. |
The general alarm signal is clearly audible throughout the premises. The alarm sound is a bell.

The system is tested at 09:10 every Thursday. The alarm sounds twice for about 20 seconds.

| 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;
- not use lifts;
- 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. |

| 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 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).

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)

Campus Watch Security respond immediately to any fire alarm signal. 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

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 and windows if safe to do so;
- directing evacuating persons to the assembly point;
- reporting each area as clear (or otherwise) to the Security Supervisor;
- preventing persons from entering the building;
- assisting persons with disabilities; and
- conducting regular fire safety inspections of their area and recording the results.

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.

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. |
|----------------------------------------|------------------------------------------------------------------------------------------------|
| 13. Special arrangements for disabled, young and elderly persons’ evacuation | 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 report to Estates Reception or departmental management 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) Visitors with disabilities should make themselves known to Reception and/or departmental management where they should receive information on the Standard PEEPs available, and guidance on what to do in an evacuation.  
(d) 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 & Environment Unit).  
No refuges are currently provided.  
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. |
| 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.  
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) 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 & 16). |
| 15. Shutdown/isolation of               | 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 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 relevant University management function (e.g. Timetabling Office or Conference Office) or 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 when life safety systems (such as fire detection & warning systems, emergency lighting or disabled evacuation arrangements) are out of order

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.

### 19. Fire information & instruction – residents, students & visitors

Information and instruction is conveyed to residents and visitors by the following means:

- **Fire Action Notices**
- **Student Life booklet**
- **Terms & Conditions etc**
- **Specific communications with visiting organisations**

*The above are supplemented by other means such as talks, demonstrations, email circulars, website content, Kent Union activities etc.*
### 20. Fire training programme – all staff

**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 in each and every location.

This Fire Emergency Plan is available at Estates Reception, (01227 82)3209, in both full and reduced (information sheet) formats.

<table>
<thead>
<tr>
<th>20. Fire training programme – all staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(including fire drills)</strong></td>
<td></td>
</tr>
</tbody>
</table>

(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
- The location of the assembly point
- The location 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
(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” and “Fire Emergency Response” (full version) courses.

The same or fully equivalent refresher training is carried out at not less than three year intervals.

<table>
<thead>
<tr>
<th>22. Fire safety arrangements: drawings and plans</th>
<th>Locations of the following fire safety features are indicated on drawings and plans held by Estates:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• essential structural features - workplace layout, escape routes, doorways, walls, partitions, corridors, stairways;</td>
</tr>
<tr>
<td></td>
<td>• means for fighting fire - fire extinguishers;</td>
</tr>
<tr>
<td></td>
<td>• manually operated fire alarm call points and all other features of the fire alarm system;</td>
</tr>
<tr>
<td></td>
<td>• the electrical supply intake, the main water shut-off valve and the main gas shut-off valves</td>
</tr>
<tr>
<td></td>
<td>• other features (as per 23 below).</td>
</tr>
</tbody>
</table>

| 23. Fire safety systems | Certain locations are provided with alarm-linked automatic hold-back devices fitted to fire doors. |
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 – departments) (testing and maintenance – Estates);
- any smoke management, smoke control or smoke venting facility (Estates);
- the emergency escape lighting system (Estates);
- instruction and training (departments and Safety, Health & Environment Unit); and
- fire drills (Estates, UELT 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.

**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.

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.
# 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', and elements of BS 9999:2008. Visitors to the building should report to Estates Reception (01227 82)3209 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>Typically, inform &amp; instruct:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Use of lift</td>
<td>N/A, no firefighting lift, &amp; safe use of standard lift not established</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Meet assistance at refuge</td>
<td>(Refuges planned for installation during 2014)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Meet assistance at workstation</td>
<td>L/D, S</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>Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Carry-down 2, 3 or 4 people</td>
<td>not currently implemented as part of Plan, due to manual handling risks</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>6</td>
<td>Travel down in own chair with support</td>
<td>not currently implemented as part of Plan, due to manual handling risks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Cannot transfer readily</td>
<td>Discuss and devise solution if possible</td>
<td>C, S</td>
<td>Assister</td>
</tr>
<tr>
<td>13</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</td>
<td>Assister</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 contrasting on stairways</td>
<td>Is building already provided??</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Needs step edge markings</td>
<td>Is building already provided??</td>
<td></td>
<td>Person</td>
</tr>
<tr>
<td></td>
<td>Needs extra escape route features such as ramps or handrails</td>
<td></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. predetermined 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 etc</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>31</td>
<td>Needs information in other 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.

Version 1.1, dated 09/05/2014