

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	<p><b>Central Boiler House</b> Chatham Historic Dockyard (University of Kent) ME4</p>
<p>The current Fire Risk Assessment for these premises is available from building management or from the Safety, Health &amp; Environment Unit.</p>	
2. Occupier of the premises  Occupancy	<p><b>School of Arts</b> (University of Kent)  Maximum occupancy set at 25 persons; staff supervision must be present at all times</p>
3. Uses of the premises	<p>Educationally related fabrication, metalworking, woodworking, painting, plaster working, printing, etc.</p>
4. Responsible Person	<p>The <b>Head of the School of Arts</b> has primary executive responsibility for building management, and is therefore the <u>Responsible Person</u> (in conjunction with Council and the Vice Chancellor) within the meaning of the Regulatory Reform (Fire Safety) Order 2005. Telephone number (01227 82)7416</p>
5. Other management responsibilities for fire safety	<p>All relevant managers/supervisors and the Health &amp; Safety coordinator have duties</p> <ul style="list-style-type: none"> <li>• under the above legislation and associated official guidance,</li> <li>• in accordance with the arrangements described in this Plan, and</li> <li>• according to University policy (see Safety, Health &amp; Environment Unit's published guidance).</li> </ul> <p>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.</p> <p><b>Will Forrest, Head of Technical Support</b> is the nominated Building Fire Officer and is responsible for overseeing fire safety arrangements in the building. Telephone number (01227 82)7631</p> <p>The Fire Safety Adviser (Safety, Health &amp; Environment Unit) reviews the Fire Risk Assessment for these premises on a periodic basis and in the event of any significant change.</p> <p>When necessary, duties above may be delegated to capable, authorised deputies from time to time.</p>
6. Fire warning arrangements	<p>An electrical fire alarm system with manual call points and heat and smoke detectors is provided throughout the premises. The</p>

	<p>system and installation complies with BS5839 and associated guidance. Estates hold relevant plans. The fire alarm panel is located in the main entrance lobby. <b>Alarm signals are not relayed to any other location.</b></p> <p><b>The general alarm signal is clearly audible throughout the premises. The alarm sound is a siren.</b></p> <p>The system is normally tested on Monday mornings. The alarm sounds for about 20 seconds. Weekly tests will be announced when they take place on other days.</p>
<p><b>7. Action in the event of fire</b></p>	<p><b>On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point, evacuate and call the emergency services by dialing 999 from a safe place.</b></p> <p><b>On hearing the alarm signal, all persons present should immediately and calmly evacuate the premises by the nearest available emergency escape route, proceed to the Assembly Point (grassed area in car park), and ensure that someone has telephoned the emergency services as above.</b></p> <p><b>Persons evacuating must</b></p> <ul style="list-style-type: none"> <li>• <b>obey Building Managers' and Fire Marshals' instructions;</b></li> <li>• <b>ensure others in the vicinity also evacuate;</b></li> <li>• <b>assist any person who needs help, if safe to do so;</b></li> <li>• <b>not stop to collect any personal belongings;</b></li> <li>• <b>proceed directly to the Assembly Point (grassed area in car park);</b></li> <li>• <b>remain there until officially instructed otherwise.</b></li> </ul>
<p><b>8. Emergency escape routes</b></p>	<p>Emergency escape routes are clearly signed, and are kept immediately available and unobstructed at all times.</p> <p><b>All users of the building should ensure they are fully aware of both obvious/familiar <u>and</u> alternative escape routes.</b></p>
<p><b>9. Arrangements for fighting fires</b></p>	<p>Fire fighting equipment is provided as determined by fire risk assessment, and maintained.</p> <p><b>Persons with no specific training are <u>not</u> 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).</b></p> <p><b>Departmental management is responsible for nominating and training persons to use fire fighting equipment, as necessary</b></p>

	and/or determined by fire risk assessment.
<p><b>10. Procedures for coordinating evacuation and for liaising with the fire brigade</b></p> <p>(in conjunction with 11 below)</p>	<p>The senior member of staff present will co-ordinate Fire Marshalling arrangements (see 11 below) and confirm complete successful evacuation of the premises, or otherwise.</p> <p>The senior member of staff present will give the following information to the officer-in-charge of the first fire appliance to arrive:</p> <ul style="list-style-type: none"> <li>• whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked;</li> <li>• any dangerous substances stored in the building that are likely to become involved (see sect. 16) including substances known/logged as temporarily present;</li> <li>• where the seat of the fire is thought to be located; and</li> <li>• the best route to get to trapped persons or the seat of the fire.</li> </ul> <p>During inclement weather, the decision may be taken to accommodate evacuated persons in Bridge Wardens College.</p>
<p><b>11. Other key responsibilities in the event of fire</b></p>	<p>Arrangements ensure that adequate Fire Marshals and/or other nominated, trained persons are available at all practicable material times for:</p> <ul style="list-style-type: none"> <li>• checking that each designated area is clear of all personnel, and closing doors and windows if safe to do so;</li> <li>• directing evacuating persons to the assembly point;</li> <li>• reporting each area as clear (or otherwise) to the senior member of staff present;</li> <li>• preventing persons from entering the building;</li> <li>• assisting persons with disabilities; and</li> <li>• conducting regular fire safety inspections of their area and recording the results.</li> </ul> <p>Academic staff and persons leading or facilitating events have responsibility for ensuring that all students present evacuate safely to the final assembly point, and for reporting that the area is clear (or otherwise) to the senior member of staff present.</p> <p>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.</p>
<p><b>12. Persons who are especially at risk</b></p>	<p>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.</p>

	<p>Regular occupants and visitors do not include Young Persons. Specific additional fire risk assessment must be carried out before any person under 18 years of age is admitted to the premises.</p>
<p>13. Special arrangements for disabled, young and elderly persons' evacuation</p> <p>See also Appendix B</p>	<p><b>The upper floor and certain locations on the ground floor must not be accessed by persons who are unable to escape safely unassisted, unless appropriate arrangements are in place.</b></p> <p>Nominated, trained staff will assist disabled visitors or staff from the building during fire evacuations.</p> <p>Persons with disabilities which might affect their ability to perceive and respond to the alarm signal and/or to evacuate rapidly, or which might impede others evacuating, should report to Reception or departmental management in the first instance. Arrangements for the safe evacuation of persons with disabilities are as follows:</p> <ul style="list-style-type: none"> <li>(a) All persons are provided with appropriate information.</li> <li>(b) Generic Emergency Evacuation Plans are set out in Appendix B. These are available to visitors and form the basis for individual Personal Emergency Evacuation Plans (PEEPs).</li> <li>(c) Visitors with disabilities should make themselves known to departmental management where they should receive information on the Standard PEEPs available, and guidance on what to do in an evacuation.</li> <li>(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.</li> </ul> <p>Refer to <b>Performance Standard: Provision of Personal Emergency Evacuation Plans (PEEPs) and associated documents (Safety, Health &amp; Environment Unit).</b></p> <p>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.</p>
<p>14. Presence of visitors, contractors, service providers etc</p>	<p>Building contractors, window cleaners, external security staff etc and other visitors (members of the public) may be present from time to time.</p> <p>Where planned events exceed normal conditions and arrangements for evacuation, the Head of Department will ensure that a Fire Risk Assessment is undertaken and appropriate provisions made.</p> <p>Relevant Heads of Departments (typically delegated to Estates unless works are otherwise arranged) 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).</p>
<p>15. Shutdown/isolation of critical machines, appliances, processes,</p>	<p>Specific local instructions relating to safe operation of various machines may apply.</p>

<p>power supplies etc in the event of a fire</p>	
<p>16. Specific arrangements, if necessary, for high fire risk areas of the workplace, and dangerous substances</p>	<p><b>The spray booth, metal working shop and kiln room are considered as elevated or high fire risk. The Head of School of Arts ensures that appropriate risk assessments are undertaken and current, and that lists/plans detailing dangerous substances and their locations are kept up to date and readily available.</b></p> <p>If any dangerous substances are brought into the building (e.g. by contractors) the following details must be given to building management 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.</p>
<p>17. Arrangements for an Emergency Plan to be used by a hirer of part of the premises</p>	<p>Specific fire risk assessment must be undertaken before the premises are hired to any other organization or person.</p>
<p>18. Contingency plans for when life safety systems (such as fire detection &amp; warning systems, emergency lighting or disabled evacuation arrangements) are out of order</p>	<p>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.</p> <p>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.</p> <p>Responsibility is typically delegated to the Director of Estates 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.</p>
<p><b>19. Fire information &amp; instruction – students &amp; visitors</b></p>	<p><b>Information and instruction is conveyed to students and visitors by the following means:</b></p> <ul style="list-style-type: none"> <li>• <b><i>Fire Action Notices</i></b></li> <li>• <b><i>Other relevant signs</i></b></li> <li>• <b><i>Induction information, instruction and training</i></b></li> </ul> <p><b>Academic, technical and supervisory staff must brief students &amp; visitors on</b></p> <ul style="list-style-type: none"> <li>• <b>action in the event of fire,</b></li> <li>• <b>means of escape,</b></li> <li>• <b>local fire safety features,</b></li> <li>• <b>fire prevention, and</b></li> <li>• <b>rules specific to processes and equipment</b></li> </ul> <p>before they first use the facilities.</p> <p>This Fire Emergency Plan is available from School of Arts management and from the Safety, Health &amp; Environment Unit, in both full and reduced (information sheet) formats.</p>

	<p>The Fire Risk Assessment for these premises is available from the Responsible Person or from the Safety, Health &amp; Environment Unit.</p>
<p><b>20. Fire training programme – <u>all staff</u></b></p> <p>(including fire drills)</p>	<p><b>(a) Local information, instruction and training is based on the arrangements described in this Fire Emergency Plan and includes the following:</b></p> <ul style="list-style-type: none"> <li>• The action to be taken on discovering a fire</li> <li>• The action to be taken when the fire alarm sounds</li> <li>• Familiarisation with the means of escape from the premises</li> <li>• 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</li> <li>• The location of the assembly point</li> <li>• Appreciation of the importance of fire resisting doors and of the need to close all doors in the event of a fire</li> <li>• The location and safe use of fire fighting equipment</li> <li>• Local fire safety awareness and prevention</li> </ul> <p><b>(b) Generic fire safety training consists of the Safety, Health &amp; Environment Unit’s “Fire &amp; Safety Awareness” course or its equivalent.</b> Alternative arrangements are available from the Safety, Health &amp; Environment Unit for part-time sessional teachers etc.</p> <p>Instruction, training and exercises should be carried out not less than once in each of the following periods:          Instruction and training <u>For new staff</u>, as above: (a) delivered immediately on induction and (b) arranged immediately, ideally for the next available course. The same or fully equivalent <u>refresher training</u> is carried out at not less than three year intervals.</p> <p><b>Exercises (fire drills) At least every 12 months, preferably more frequently.</b> The Responsible Person arranges these with reference to official guidance.</p>
<p><b>21. Fire training programme – <u>nominated staff</u></b></p>	<p>As above (Section 20), and additionally as follows:</p> <p>Users of fire fighting equipment: recognised specific fire extinguisher course (must include hands-on practical experience).</p> <p><u>Fire Marshals, Door Wardens, Receptionists etc:</u></p> <ul style="list-style-type: none"> <li>(a) local briefing on their duties in relation to departmental &amp; local arrangements for evacuation, and other assigned duties e.g. inspection</li> <li>(b) generic training consisting of the Safety, Health &amp; Environment Unit’s “Fire Emergency Response” course or exact equivalent</li> </ul>



	<p><u>Persons nominated to assist those with disabilities</u>: specific training as appropriate (e.g. use of Evac chairs) and specific briefing including content of relevant Personal Emergency Evacuation Plans and associated arrangements.</p> <p><u>Academic staff</u>: local briefing on evacuation arrangements and familiarity with the Fire Emergency Plan for all locations where they conduct lectures, tutorials, etc.</p> <p><u>Relevant senior staff and managers</u>:</p> <p>(a) suitably detailed briefing on this Emergency Plan and relevant local and departmental fire safety provisions, including coordination with neighbouring departments;</p> <p>(b) the Safety, Health &amp; Environment Unit’s “Risk &amp; Safety Management” and “Fire Emergency Response” (full version) courses.</p> <p>The same or fully equivalent <u>refresher training</u> is carried out at not less than three year intervals.</p>
<p>22. Fire safety arrangements: drawings and plans</p>	<p>Locations of the following fire safety features are indicated on drawings and plans held by Estates:</p> <ul style="list-style-type: none"> <li>• essential structural features including fire resisting construction - workplace layout, escape routes, doorways, walls, partitions, lobbies, stairways;</li> <li>• means for fighting fire - fire extinguishers, hose reels, fire blankets;</li> <li>• manually operated fire alarm call points and all other features of the fire alarm system;</li> <li>• the electrical supply intake and the main water shut-off valve; and</li> <li>• other features (as per 23 below).</li> </ul>
<p>23. Fire safety systems</p>	<p>The local exhaust ventilation system is fitted with suitable earthing and explosion relief.</p> <p>The local exhaust ventilation system ductwork is fitted with fire dampers where it passes through fire resisting construction.</p>

## **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 – School of Arts) (testing and maintenance – Estates);
- the emergency escape lighting system (Estates);
- instruction and training (School of Arts and Safety, Health & Environment Unit); and
- fire drills (School of Arts 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.

A full Fire Safety Audit and/or Fire Risk Assessment Review must be conducted at least once every two years, or in accordance with the safety, Health & Environment Unit's schedule, and prior to and/or in the event of significant change or any significant incident. Various staff of 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 School of Arts management and ask for this 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.**

Category		Comments	Assistance typically from *	Typically, inform & instruct:-
Option	Type of escape and/or requirement			
1	Use of lift	N/A		
2	Meet assistance at refuge	N/A		
3	Meet assistance at workstation		L, C	Assister
29	Horizontal evacuation to place of relative safety	In combination with e.g. 3, 19 and/or other strategies	L, C	Assister
4 (& 5, 12)	Make own way down stairs slowly after main flow, on foot or on bottom			Person
6	Use Evac chair or similar	N/A		
7 (& 8, 9)	Carry-down 2, 3 or 4 people	N/A due to risk		
10	Travel down in own chair with support	N/A		
11	Cannot transfer readily	N/A		
13 (& 14)	Needs assistance to walk down stairs, 1 or 2 people			Person & assister/s
15	Needs orientation information or assistance	Could be as buddy system (25)	C, L	
16	Needs tactile map of building	Not yet available – use other options		
17	Needs colour contrasting on stairways	(Black nosings against pale grey)		
18	Needs step edge markings	(Black nosings against pale grey)		Person
-	Needs extra escape route features such as ramps or handrails			
19	Needs showing escape routes		C, D	Assister
20	Needs assistance for person and dog	Could be as buddy system (25)	C, L, D	Assister
21	Needs doors opening	Could be as buddy system (25)	L	
22	Needs information in large print	Management to provide large print version of Fire Emergency Plan	D	Person
23	Identification of escape route	i.e. predetermine most suitable escape route from intended location	D	Person
24	Provision of flashing beacons	Check area and verify	D	Assister
25	Buddy system **	Nominate person nearby **	C, L	Person
26	Provision of vibrating pagers/pillows		D	
27	Provision of alternative alarm	Not yet provided – use other options		
28	Additional checks by fire marshals etc		D, L	F-Marshal
29	SEE UNDER 3 ABOVE (DELETE)			
30	Needs information in audio format	Not yet available – use other options		
-	Needs information in other format	Not yet available – use other options		

\* (shown above in order of preference/likelihood):

L = local (staff or persons in vicinity); D = local department; C = carer

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