

Fire Safety Arrangements

**University College
Oxford**



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FIRE SAFETY POLICY

The Governing Body of University College is the 'Responsible Person' for fire safety under the Regulatory Reform (Fire Safety) Order 2005.

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for fire fighting including salvage.

This policy expands on our general health and safety policy. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

The aim of this policy is to achieve a 'fire safe' environment for all students, employees and building occupants. To achieve this we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

We have allocated responsibilities and detailed arrangements to support this policy.

University College Information

University College consists of the main site, consisting of a number of staircases based around college quads, located in the High street Oxford with addition offsite accommodation located in Merton Street and Magpie Lane. Additional accommodation is located on the staverton road site which has onsite staff and small lodge.

Student sleeping accommodation is located within each staircase with seminar rooms, study rooms and office accommodation interspersed throughout. The main college dining room, kitchen and Chapel are located within the main site.

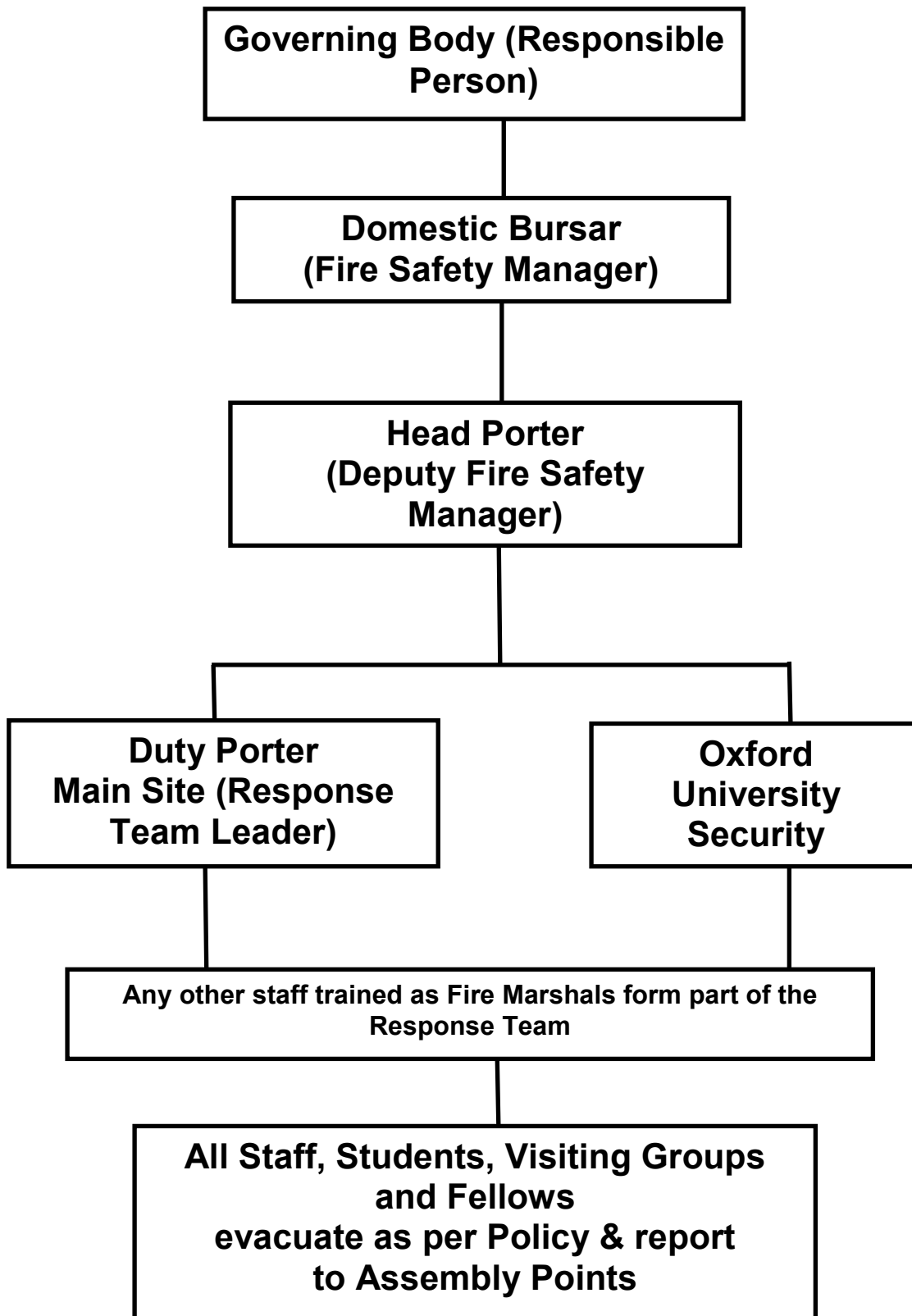
The college offsite accommodation is located at the following addresses:

- Helens Court.
- 2, 4 & 5 Magpie Lane.
- 9, 12, 13, 14a, 15, 16, 17 & 18 Merton Street.
- Staverton Road site (Student Accommodation) – Onsite alarms linked to Staverton lodge and OUSS
- The boat house. (Staff flat & 6 Graduate Student rooms)
- Sports Pavilion and flat. Alarm monitored by OUSS

The fire management for the main college site is undertaken by the lodge staff with additional response being provided by the Oxford University Security Service.

Management Responsibility Flow Chart

The following flow chart highlights who is responsible for which role in our Fire Safety Management culture



Roles and Responsibilities

Governing Body (Responsible Person)

The Governing Body retains overall responsibility to ensure that the Fire Safety Policy is adequate and sufficient. Responsibility to ensure that the appropriate management support is available to maintain the Fire Safety Policy.

Domestic Bursar (Fire Safety Manager)

The Domestic Bursar is responsible for carrying out the Fire Risk Assessment in communication with other relevant personnel on a minimum of a two yearly basis, or sooner if changes occur in legislation, personnel, premises or other circumstance effecting fire safety.

The Domestic Bursar is responsible for ensuring correct writing and implementation of Fire Safety Protocols including the writing of standard and individual "Personal Emergency Evacuation Plans" (PEEPS) for disabled persons and those requiring assistance. Providing support and guidance for those with roles outlined below.

The Domestic Bursar is responsible for the delegation of roles and arrangement of adequate training to ensure total compliance with the fire risk assessment and fire safety policies.

The Domestic Bursar is to ensure that all staff are trained and competent in fire management commensurate with their roles and responsibilities.

The Domestic Bursar is to ensure that induction training to all new staff is carried out in a timely and appropriate manner whether staff are temporary or permanent.

The Domestic Bursar is responsible for overseeing that records are kept up to date on the testing and maintenance of relevant fire safety systems, equipment and training of staff as required in the fire safety policy

The Domestic Bursar is to manage any report of potential or actual fire hazardous situations or near misses.

The Domestic Bursar is to ensure that the signing in and out of all relevant guests and other staff policies are adhered to.

Roles and Responsibilities Continued

Head Porter (Deputy Fire Safety Manager)

The Deputy Fire Safety manager is to provide support to the Domestic Bursar in delivering the requirements of the fire safety policy.

The Deputy Fire Safety manager is to produce fire safety documentation such as procedures, protocols and records as required by the Domestic Bursar.

The Deputy Fire Safety manager is to ensure that the fire log books for the college are kept up to date and that the detail of all equipment tested is properly recorded in line with college protocols and current fire safety legislation.

The Deputy Fire Safety manager is to ensure that all fire plans for the college are kept up to date and available.

The Deputy Fire Safety manager is to action any near miss or fire hazard forms sent to the Domestic Bursar and to maintain copies of these forms.

The Deputy Fire Safety manager is to investigate, record and action any unwanted fire signals (false alarms) to reduce the amount occurring within college.

The Deputy Fire Safety manager is to assist the Domestic Bursar with the production of any Personal Emergency Evacuation Plans (PEEPS).

Head of Hospitality and Accommodation

The Head of Hospitality and Accommodation is responsible for ensuring that all hirers and event organisers are aware of their responsibilities whilst using college facilities and to provide the responsible person/Event Organiser with any relevant information regarding fire procedures.

Duty Porter (Response Team Leader)

The response Team Leader is responsible for taking charge, in a fire emergency on the main site, for Operation of the Fire Panel and the delegation of tasks to Fire Marshals for Floor Sweeping of effected Building / Zones, until arrival of the Fire Service.

Note:

The fire and rescue service have agreed to send one fire appliance to fire alarms in all college accommodation between the hours of 2200 and 0800 as this period is when the risk to life from fire is at its greatest.

Any alarm in sleeping accommodation between 2200 hours and 0800 hours should be reported to the Fire & Rescue Service by dialling 999.

On Actuation of Fire Alarm

Duty Porter (Response Team Leader)

If the alarm sounds between 0800 – 2200 hours follow the procedure below:

Investigate the main Fire Panel with the purpose of establishing the building or zone where the fire alarm detector has activated, to investigate the area, to ascertain if there is an actual fire, or if it is an unwanted fire alarm signal.

If you detect smoke or fire prior to visiting the fire panel, request Fire and Rescue Service attendance is required by dialling 999 and requesting the fire service.

If you detect signs of fire on investigation of zone call the Fire and Rescue Service.

Continue with evacuation procedures until arrival of Fire and Rescue Service who will advise in the event of a fire when personnel can re enter the building.

If no fire is detected and false alarm established, reset panel and allow persons at assembly point's re-entry to the building,

Complete the Fire Incident/Near miss log and feed back any action points required to the site manager to prevent further false alarm signals or to improve evacuation procedures.

Fire Marshal – Floor Sweeper

Carry out Floor Sweep of designated areas / zones reporting to the assembly point to the Duty Porter to inform of all persons clear or any unchecked areas or missing persons within 5 minutes if safe to do so.

Fire Marshals with no designated role

Report to the Assembly point and await instructions from Duty Senior Fire Marshal as to whether you are required to assist anywhere in the evacuation. Once at the assembly point keep persons together and calm until told to re-enter the building.

Personal Emergency Evacuation Plans (PEEPs)

If there is an actual fire, first call the Fire and Rescue Service as per the instructions above. After that, implement the instructions in any personal emergency evacuation plans (PEEPs) with assistance of available Fire Marshals. **An example PEEPs can be found on page 31 of this document.**

The notice below is displayed at the Lodge:

Disabled Persons Evacuation Strategy in Place
We operate a system of assisted escape for disabled visitors. Please tell our staff or event

Roles and Responsibilities Continued

All Staff

Ensure all fire precautions and procedures are adhered to. Inform the Site Manager or line manager of any fire hazards or potential fire hazards immediately

Be aware of the Fire Safety Arrangements, especially in the area of reporting any potential fire hazards, occurrences or near misses.

In the event of discovering a fire, the following procedure should be adopted:

1. Sound the nearest alarm (if it has not already been activated).
2. Report to the Lodge immediately. The Lodge will call the Fire and Rescue Service. If this is not possible, go to the nearest telephone, without endangering life, and dial 999.
3. Immediately after the fire alarm has sounded, you should leave the building via the nearest fire exit:
 - a) Do **NOT** run.
 - b) Do **NOT** stop to pick up personal belongings.
 - c) Report to your nearest evacuation point (shown on staircase fire notice).
 - d) Do **NOT** re-enter the building until you are told that it is safe to do so by the Duty porter. To do so will be treated as gross misconduct, putting the life of others at risk.

If you have the opportunity as you evacuate the building, please also:

- a) Turn off gas and electrical equipment.
 - b) Ensure doors are shut.
 - c) Escort any persons who may require help out of the building by the nearest available exit.
4. You may tackle a small fire **only** if you have been trained to do so, after raising the alarm. Under **NO** circumstances must you put your life, or the lives of others, in danger.

Emergency Evacuation Notices (Main Site)

There are visible emergency evacuation notices explaining the action for all staff to take in the event of hearing the alarm or discovering a fire by all fire alarm call points.

ON DISCOVERING A FIRE:

**RAISE THE ALARM BY OPERATING THE NEAREST
FIRE ALARM CALL POINT**

**CALL THE LODGE OR OUSS IF BETWEEN 0800 AND
2200 HOURS OR THE FIRE SERVICE BETWEEN THE
HOURS OF 2200 AND 0800 BY DIALLING 999**

TACKLE THE FIRE IF TRAINED AND SAFE TO DO SO

**CLOSE THE DOOR AND EXIT BY THE NEAREST
ROUTE**

**IF PASSING THE PERSON IN CHARGE AT THE FIRE
ALARM PANEL, INFORM THEM OF THE LOCATION OF
THE FIRE (IF SAFE TO DO SO)**

REPORT TO THE ASSEMBLY POINT FOR ROLL CALL:

**REMAIN AT ASSEMBLY POINT UNTIL TOLD
OTHERWISE BY THE FIRE OFFICER OR PERSON IN
CHARGE.**

Emergency Evacuation Notice for Offsite Accommodation

There are visible emergency evacuation notices explaining the action for all staff to take in the event of hearing the alarm or discovering a fire by all fire alarm call points.

ON HEARING THE FIRE ALARM:

LEAVE THE BUILDING BY THE NEAREST FIRE EXIT

**CALL THE MAIN LODGE OR OXFORD UNIVERSITY
SECURITY SERVICE IF DURING 0800 & 2200 HOURS.**

**AFTER 2200 HOURS CALL THE FIRE SERVICE BY
DIALING 999**

**ONLY TACKLE THE FIRE IF TRAINED AND SAFE TO
DO SO**

REPORT TO THE ASSEMBLY POINT:

**REMAIN AT ASSEMBLY POINT UNTIL TOLD
OTHERWISE BY THE FIRE OFFICER OR PERSON IN
CHARGE.**

Role-Related Fire Safety Training

Essential to the Fire Safety Management of the Premises

1. **Fire Panel Training** for all Lodge Staff - to enable the interpretation and resetting of the panel in the event of an alarm activation – annually

NB the Fire & Rescue Service will not reset the fire alarm panel therefore it will be necessary for these staff to be fully conversant with its operation and resetting.

2. **Fire Marshal Training** for all Fire Marshals, plus key staff in other domestic departments, and designated fire Marshals – every two years
3. **Fire Evacuation Training for all personnel** - via the College-wide fire evacuation drills carried out annually for staff and each term for students.
4. **Fire Risk Assessment** - initially and then in accordance with material changes or as part of the review programme.(NB the College's risk assessments have been carried out by Swan Fire Ltd)
5. **Disability escape etiquette training** – for those required to escort and assist any disabled persons from the building including use of any special evacuation equipment e.g. evacuation chairs
6. **Special Evacuation Equipment training** - e.g. evacuation chairs, appropriate lodge staff will be trained in line with the equipment manufacturers' recommendations when required.

General Training of all Staff & Students

1. Induction Training to include general fire safety responsibilities and tour of premises demonstrating fire precautions and policies in relation to risks, workplace and activities.
2. Staff participation in Evacuation Fire Drills – Annually
3. Student participation in Evacuation Fire Drills – Each Term
4. Annual Fire Awareness, unless attending Fire Marshal course – annually
5. New students – During induction period, in student handbook and by participation in fire evacuation drills.

How to Report Fire Hazards and Near Misses

How to Report Fire Hazards

On discovering a potential fire hazard, if at all possible, remove or control the hazard using the appropriate methods, and immediately notify those it affects and your line manager, for immediate action. Remember to ensure your own safety whilst carrying out any remedial actions.

Complete a "Notification of hazard" form, which is essential to the ongoing development of the fire safety policy and existing fire precautions. Forward to your line manager for action (A Copy of the form should be kept in the fire safety log book kept in the lodge)

How to Report Near Misses

In the event of a near miss, immediately render the situation safe where possible, as above and complete near miss form and forward to your line manager for action (A copy of the form should be kept in the fire safety log book kept in the lodge)

(Template of both Reporting forms on next two pages)

Reporting of Fire Hazards

| | |
|---|-------|
| Person Reporting: | |
| Date of occurrence: | |
| Time: | |
| Contact Number: | |
| Location the person reporting is based at: | |
| Fire Hazard Location: | |
| Remedial Action Taken: | |
| Reported to: <u>Line Manager & send this form to Head Porter.</u> | |
| Any other problems caused: | |
| Suggested Actions to be taken for future: | |
| Reason for Fire Hazard: | |
| Signature: | Date: |
| Any other comments/info: | |

Reporting of Fire Incidents & Near Misses

| | |
|---|-------|
| Person Reporting: | |
| Date of occurrence: | |
| Time: | |
| Contact Number: | |
| Location the person reporting is based at: | |
| Fire Incident and Near Miss Location: | |
| Remedial Action Taken: | |
| Reported to: <u>Line Manager & send this form to Head Porter.</u> | |
| Any other problems caused: | |
| Suggested Actions to be taken for future: | |
| Reason for Fire Incident or Near Miss: | |
| Signature: | Date: |
| Any other comments/info: | |

Frequency of Fire Safety Checks Inspections & Audits

Under current legislation and guidance the following times are given for testing, maintenance and carrying out of assessments or audits by internal and professional contractors. These systems are essential to ensure, so far as is reasonably practicable, the compliance of fully working and operational fire safety equipment and practices in the following areas:-

Equipment

Fire Extinguishers

Fire Alarm Systems, including Sounders, Detectors, Call Points & Panel, Emergency Lighting

Procedures

Fire Risk Assessment

Fire Safety Drills

Fire Marshal Training and other instruction (see page 9)

Visual Inspections of fire escape routes

Frequency Table

| System | Details | Internally | Externally |
|--|---|-------------------|---|
| Fire Extinguishers | Check in correct location, and charged, and for any obvious damage record results <i>(Records kept by Head porter)</i> | Monthly | Annually by a competent person following manufacturers recommendations. |
| Fire Alarm System (Panel Only) | Visually Check Fire Panel Daily to ensure no faults are indicated | Daily | |
| Fire Alarm System, Call Points, Panel, Sounders, Detectors, Automatic door releases. | Initiate test from a call point picked on a rotational basis. Record which one tested. Check all sounders working and fire panel operation. record findings <i>(Records kept by Head porter)</i> | Weekly | Quarterly and Annual Inspections and tests to be carried out by a competent and qualified engineer |

Frequency Table Continued

| System | Details | Internally | Externally |
|---------------------------|---|---|--|
| Smoke and Heat Detectors | Visual check of detectors for fault or obvious damage weekly, Maintenance and cleaning when necessary. <i>(Records kept by Head porter)</i> | Weekly | As part of fire alarm system (see above) |
| Emergency Lighting System | Inspect system for Cleanliness, particularly luminaires. Check battery and generators (where fitted) in accordance with manufacturers instructions record results <i>(Records kept by Head porter)</i> | Monthly test all luminaires, lamps and change over controls are in working order and indicators and charging apparatus are functioning correctly | Six Monthly test by qualified electrician in accordance with manufacturers instructions and BS 5266 |
| Fire Drills | Full or part evacuation alternating on times and locations record results <i>(Records kept by Head porter)</i> | Termly for Students and once annually for staff. | |

- **Full sets of Fire Risk assessments are held by the Domestic Bursar.**
- **Full sets of Location Plans for all College sites are kept by the College surveyor**
- **Fire Panel Zone Locations:**
 Main site: By Each Fire Alarm Panel.
 Offsite Accommodation In each building & Staverton Lodge

Gas Cylinder Storage

| Location | Contents/Use | Storage |
|------------------------|--------------|---------|
| Workshop | | |
| Kitchen | n/a | n/a |
| Gardeners' Shed | | |
| Maintenance department | | |
| | | |
| | | |
| | | |
| | | |

Fire Safety Arrangements for Conference Facility Organisers

The Organiser of any event held on college premises will be deemed to be a "Responsible person" jointly with the Domestic Bursar for fire safety for the duration of that event. A copy of the college fire safety arrangements document is sent to each organiser prior to the event and a signed copy held on college files.

It is the duty of the responsible person (Event Organiser) to ensure that:

- Trained members of staff are present in appropriate numbers, where required, to assist in any evacuation.
- The numbers of persons using the venue do not exceed those laid down for the designated room or area (Information sheets provided).
- Notify the college before the event of any delegates or guests who require assistance with evacuation (Personal Emergency Evacuation Plan) giving specific requirements where possible.
- To ensure that all escape routes and exits are kept clear.
- To notify delegates and guests of fire procedures at the start of each event (written Announcements procedure provided).
- To notify the College of any issues regarding fire safety immediately.
- No Naked flames or other ignition sources are to be used by any conference user without prior permission of the Domestic Bursar in writing.
- Any activity planned by conference / event organisers, outside of normal college parameters, will require a separate process risk assessment countersigned by the Domestic Bursar or Estates Manager.

The following pages contain fire safety information/Instructions for specific venues within the college.

Sufficient Fire Marshals should be available at all times when large numbers of people are present in specific areas or events to allow effective co-ordination of evacuation procedures. These fire marshals should be appointed from staff who normally work in these areas or who are on duty for these events and are therefore present during this time.

The numbers of fire marshals for each event should be determined by the type, location & numbers attending.

The Dining Hall

The Dining Hall is located within the main quad and has full access.

The following procedure applies every time the dining room is used whether public or private.

The maximum number of persons permitted to use this room at any one time is:

- **Dining = 200 with the main double doors unlocked and available**

Procedures to be followed for events:

- All exits routes should be kept clear at all times.
- The use of naked flames or pyrotechnics, including candles, within the building is prohibited unless approved by the Domestic Bursar.
- All fire exit doors should be available before each event.
- Trained staff should be present to manage the fire safety arrangements and evacuation at all events.
- In the event of fire or alarm the performance/event should be stopped and all persons should be evacuated to the designated assembly point.
- Disabled persons should be evacuated using the evacuation chair held in the lodge or other agreed Personal Emergency Evacuation Plan (PEEPs).
- The responsible person should liaise with college staff.
- Only trained staff should tackle the fire if it is safe to do so.
- College staff will investigate any alarm and manage the incident.
- Do not re-enter the building until authorised to do so by the Lodge Porter or fire service personnel.

Alington Room

The Alington Room is situated on the first floor above the dining room.

The maximum number of persons permitted to use the room at any one time is:

- **Total = 60 Persons**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points on the stairs.

- All exits routes should be kept clear at all times.
- Disabled access is available via the lift.
- In the event of fire or alarm the responsible person should ensure all persons are evacuated to the assembly area in the main quad.
- The responsible person should liaise with college staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Lodge staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge Porter or fire service personnel.
- Disabled persons will be assisted from the first floor by lodge staff with the aid of an evacuation chair if required.

The Goodhart Seminar Room

The Goodhart seminar Room is situated at first floor level in the Goodhart Annex adjacent to the Goodhart building.

The maximum number of persons permitted to use this room is:

- **Seminar style seating = 40 Persons**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times.
- Disabled access is available to this room.
- In the event of fire or alarm all persons should be evacuated to the assembly point in the quad.
- The responsible person should liaise with College staff.
- Only trained staff should tackle the fire if it is safe to do so.
- College Fire Marshals will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge porter or fire service personnel.

The Bar

The bar is situated at basement level below the college dining room.

The maximum numbers of persons permitted to use the bar is:

- **200 Persons with all three exit doors available.**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times, including the escape hatch from the lift lobby.
- In the event of fire or alarm all persons should be evacuated to the assembly point in the Library quad.
- Disabled persons should be evacuated using the evacuation chair held in the lobby or other agreed Personal Emergency Evacuation Plan (PEEPs).
- The responsible person should liaise with college staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Lodge Staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge staff or fire service personnel.
- Smoke machines and other stage smoke should not be used in the bar to ensure exits are not obscured.

Butler Room

The Butler seminar room is situated on the first floor in the main quad.

The maximum number of persons permitted to use the room is:

Total = 100 persons

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times.
- In the event of fire or alarm all persons should be evacuated to the assembly point in the Main quad.
- Disabled persons should be evacuated using the evacuation chair held in the lodge or other agreed Personal Emergency Evacuation Plan (PEEPs).
- The responsible person should liaise with College staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Lodge staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge Porter or fire service personnel.

Swire Seminar Room

The Swire room is situated on the ground floor in 12 Merton Street.

Full access is provided to this room.

The maximum number of persons permitted to use these rooms is:

- **Seated = 60 Persons**
- **Total = 100 standing**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times.
- Disabled access is available with automatic exit doors
- In the event of fire or alarm all persons should be evacuated to the assembly point at the rear of the building.
- The responsible person should liaise with College staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Lodge staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge porter or fire service personnel.

90 High Street Seminar Room

The High Street seminar room is situated on the first floor of 90 High Street.

Disabled access is not provided to this room.

The maximum number of persons permitted to use these rooms is:

- **Classroom style = 60**
- **Theatre style = 120**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times.
- In the event of fire or alarm all persons should be evacuated to the assembly point in the upper quad.
- The responsible person should liaise with College staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Lodge staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge porter or fire service personnel.

Boathouse Clubroom

The Boathouse Clubroom is situated on the upper floor of the boathouse.

Disabled access is provided to this room.

The maximum number of persons permitted to use these rooms is:

- **100 persons including balcony.**
- **Clubroom = 50**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times.
- Disabled access is available
- In the event of fire or alarm all persons should be evacuated to the assembly point in the carpark.
- The responsible person should liaise with College staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Onsite staff will investigate any alarm and manage the fire alarm panel.
- An Evacuation chair is provided in this building to allow disabled evacuation from the upper floor.
- Disabled persons should be evacuated using the evacuation chair held in the building or other agreed Personal Emergency Evacuation Plan (PEEPs).
- Do not re-enter the building until authorised to do so by the Fire marshal or fire service personnel.

Bostar Hall

Bostar Hall is situated on the first floor of Durham Buildings.

No disabled access is provided to this room.

The maximum number of persons permitted to use these rooms is:

- **Total Seating = 20**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times.
- Disabled access is not available
- In the event of fire or alarm all persons should be evacuated to the assembly point in the main quad.
- The responsible person should liaise with College staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Lodge staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge porter or fire service personnel.

The Chapel

The Chapel is situated in the main quad and has full access.

The maximum number of persons permitted to use these rooms is:

- **Religious Services & Events = 200 Persons**
- The main exit routes should be kept clear at all times including the entrance lobby.
- Disabled access is available
- In the event of fire or alarm all persons should be evacuated to the assembly point in the main quad.
- The responsible person should liaise with College staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Lodge staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge staff or fire service personnel.

Swire Meeting Room 2

The Swire Meeting Room 2 is situated on the ground floor in 12 Merton Street.

Full access is provided to this room.

The maximum number of persons permitted to use these rooms is:

- **Seated = 10 Persons**
- **Total = 30 standing**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times.
- Disabled access is available with automatic exit doors
- In the event of fire or alarm all persons should be evacuated to the assembly point at the rear of the building.
- The responsible person should liaise with College staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Lodge staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge porter or fire service personnel.

Green Room

The Green Seminar Room is situated on the first floor in the main quad above the dining hall.

The maximum number of persons permitted to use the room is:

- **Total = 100 persons**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times.
- In the event of fire or alarm all persons should be evacuated to the assembly point in the Main quad.
- Disabled persons should be evacuated using the evacuation chair held in the lodge or other agreed Personal Emergency Evacuation Plan (PEEPs).
- The responsible person should liaise with College staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Lodge staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge Porter or fire service personnel.

10 Merton Street Lecture Room

The Lecture Room is situated in 10 Merton Street.

Disabled access is available to this room.

The maximum number of persons permitted to use the room is:

- **Total = TBC**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times.
- In the event of fire or alarm all persons should be evacuated to the assembly point in Merton Street.
- The responsible person should liaise with College staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Lodge staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge Porter or fire service personnel.

Redcliffe-Maud Meeting Room

The meeting room is situated on the ground floor of the Redcliffe – Maud house in Staverton Road.

The maximum number of persons permitted to use the room is:

- **Total = 60 persons Reception standing**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points.

- All exits routes should be kept clear at all times.
- In the event of fire or alarm all persons should be evacuated to the assembly point at the front of the building.
- The responsible person should liaise with Staverton Road staff.
- Only trained staff should tackle the fire if it is safe to do so.
- Staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the Lodge staff or fire service personnel.

The Pavilion

The Pavilion function room is situated on the ground floor of the sports pavilion.

Full access is provided to this room.

The maximum number of persons permitted to use the premises is:

- **Total = 60 standing**

A fire action notice detailing the actions required in the event of a fire is positioned adjacent to all fire alarm break glass call points

- All exits routes should be kept clear at all times.
- In the event of fire or alarm all persons should be evacuated to the assembly point at the front of the building.
- The responsible person should liaise with OUSS.
- Only trained staff should tackle the fire if it is safe to do so.
- College staff will investigate any alarm and manage the fire alarm panel.
- Do not re-enter the building until authorised to do so by the responsible person, OUSS or fire service personnel.

Personal Emergency Evacuation Plan

For Wheelchair Users

who Use Alington, Green, Bar & Butler Rooms within the college

This PEEP refers to evacuation from Alington, Green, Bar & Butler Rooms in the main quad

Their assistant in case of an emergency is the **Lodge Porter or other nominated person**

In of the event of an emergency evacuation, Appointed staff will assist the user to the fire assembly point

EMERGENCY ALARM

Occupants are informed about the existence of an emergency situation by:

- The Existing Alarm system
- A Pager Device
- A Visual Alarm System or Device
- Another System (specify what it is)

ASSISTANCE

In an emergency Lodge staff are nominated and trained to assist in following this personal evacuation plan. The method of assistance to be given is:

- Lodge staff or other nominated person to oversee evacuation of disabled persons from the building.

No devices are required to aid their evacuation.

The following devices are required and supplied to aid their evacuation (*list the devices and their location e.g. fold away ramp behind by restroom floor 3*) ;

- **Evacuation chair held in the main college lodge**

EVACUATION PROCEDURE - (a step by step account from the first alarm) e.g.

1. The duty Porter will take the Evac chair to the location of the person.
2. College staff or event organizer will assist person to the assembly point.
3. Person will then be evacuated from the building with the assistance of the porter or nominated person.
4. The event organizer, with assistance from staff, will evacuate the person from the building using the staircase to ground floor.
5. The person will then be evacuated from the building to the assembly point.
6. The assembly point is in the quad.

Please note the following:

SAFE EXIT ROUTES list the shortest route identified as suitable from workplace or accommodation to either a temporary place or to the final place of safety and assembly point.

- The most straightforward evacuation route is via the staircase and onwards to open air

The undersigned acknowledge that they understand and accept the duties set out in this plan.

Print Name:

Signature:

Date:

Print Name:

Signature:

Date:

Print Name:

Signature:

Date:

This PEEP was developed by University College

Notes on Additional Fire Safety Measures

Sufficient staff should be trained as Fire Marshals to ensure the evacuation of college buildings is managed effectively, particularly when large public performances are held, these could involve catering managers and senior dining hall staff.

Generic disabled Personal Emergency Evacuation Plans (PEEPs) should be held in the lodge for disabled visitors and guests which can be adapted by staff when required, these could include documents for the deaf, sight impaired and mobility issues.

All lodge staff and appropriate live in staff, who have a responsibility for premises, should be trained as fire marshals.

Appropriate Catering staff should be trained as Fire Marshals to manage any emergency during events and functions.

A fire alarm link should be investigated to allow alarms in offsite buildings to automatically notify the lodge staff.

The current provision of lodge staff during evening and weekends should be reviewed as one member of staff on duty would be unable to investigate alarms, evacuate disabled persons and manage any emergency event including liaison with attending fire service officers.

The college operates a fire investigation system, in line with other colleges, whereby the lodge staff investigate fire alarms and manage any evacuation. This is problematic with only one member of the lodge on duty where there is potential for the investigator to become injured during this phase and unable to gain assistance from another duty porter.

The provision of student deans in offsite buildings acting as fire marshals in those premises should be considered to allow incidents to be managed in those locations.

Evacuation chairs should be provided for buildings which provide disabled access to upper floors.

The Goodhart building & boathouse should be provided with a chair due to their location away from the main lodge whereas the Alington, Green, Cellar bar and Butler rooms could have an evacuation chair located in the main lodge which can be taken to the relevant location when required.