

## **Fire Emergency Plan – College Site.**

**Smoke and Fire** are the greatest dangers we face in **College Buildings**. Smoke is the greatest danger to life and Fire the greatest danger to property.

**Fires are started** either because people are careless with fire hazards or because they are not alert to fire hazards. This plan deals with what happens to people if a fire is started. This plan has three objectives,

1. To ensure that the people know what to do if there is a fire;
2. To ensure that the College can be safely evacuated; and
3. To alert people of some of the fire hazards the College is providing contingency measures against.

**Fire Precautions** taken by the College for the protection of College residents, visitors and staff include:

- Signed, protected escape routes and staircases.
- Emergency lights on escape routes.
- Heat and smoke detectors throughout the building.
- Fire alarm with break-glass call points, (detectors are automatically linked).
- Provision of fire extinguishers and fire blankets.
- Flame retardant textiles and foam in furniture, curtains and carpets.
- Emergency control point manned 24hours in the Lodge for the fire alarm control panel and all relevant information about utilities, plans, instructions and personnel at risk. (the later is duplicated in the Stewards office at the back gate).
- Daily/weekly/monthly inspection of rooms and escape routes.
- Weekly inspection and yearly test of fire extinguishers.
- Monthly/yearly testing of emergency lighting.
- Monthly/yearly fire alarm bell/sounder tests.
- Tertiary evacuation exercises.
- An ongoing management program of risk-assessment and review.
- An ongoing maintenance program of servicing, refurbishment and renewal.

### **Action to take as you move about this building.**

In order to start most fires we need a source of ignition (**Heat**), something combustible (**Fuel**) and air (**Oxygen**). Take any one of these away and the fire is extinguished, control all three and a fire will not start. The advice given on the **Fire Orders** notice on the back of your door and the College rules set out in the **Red Book** cover the first two elements. The third element **Oxygen** is controlled by you with your use of doors and windows. The primary **Means of Escape** is via a **Protected Route**, (referred to in this report as ‘signed escape routes’) in this building they consists of the staircases and corridors. These internal escape routes are separated from the remainder of the building by walls, partitions, ceilings, floors and doors that can resist flame for approximately 30 minutes, (enough time to evacuate). The final parts of this protection are the doors, **Fire Doors**. These doors are marked with a large blue dot and carry the words ‘**Fire Door Keep Closed**’. These doors have automatic closers,

smoke brushes/seals and are constructed of materials, which will take approx **30Minutes** to burn through. These are the doors that keep the smoke out of the escape routes, remember if you are inhaling smoke you will only be able to stay conscious for a distance of a few meters. **KEEP THESE DOORS SHUT.**

### **Action to be taken if you discover a fire.**

The College is equipped with a system of **Break Glass Fire Alarm** units distributed along the **Signed Escape Routes**, which lead escapees down the staircases and out of a number of the normal exits to the building into one of the two Quadrangles (or one of the two gardens in the case of the College Library).

1. Sound the alarm by operating a call point unit. This will sound the alarm throughout the College and alert the Lodge Porter to where the alarm has been sounded.
2. Attack the fire with the extinguishers or fire blanket (as appropriate) provided in all common areas and escape routes on the premises, but only if you are sure that you will not thereby expose yourself or others to danger.
3. Leave the building in an orderly manner, by the shortest escape route closing the door firmly behind you. **Do not let smoke escape out of the room.**
4. Make your way directly to the Lodge and inform the Porter that there is a fire.
5. Report to the assembly point which is inside the Chapel.

**Note:** Escape routes are clearly signed by (the green running man with a direction arrow).

It may happen that your passage is blocked by smoke. Some rooms (because of their situation) have secondary escape routes in the form of small doors, hatches, trap doors etc. through which you can reach another room/staircase/floor. These rooms with interconnecting escape routes are clearly marked by a. a notice asking you to keep these Hatches clear and, b. a **Supplementary Escape Orders** notice.

### **Action to be taken when you hear the alarm.**

In addition to the **Break Glass Fire Alarms** each room is fitted with either a **Smoke Detector** (in bedrooms, corridors and cupboards which contain combustible materials and a source of ignition) or a **Heat Detector** (in kitchens, some dining rooms and boiler rooms). These **Detector Units** will be excited when conditions around them reach a danger point and will trigger the **Fire Alarm Sounders**.

1. Leave the building in an orderly manner after closing any open window. Close the door to your room firmly behind you.
2. Do not stop to collect personal belongings, take only your mobile phone if it is to hand.
3. If you see any **Signs of Fire** during your escape go directly to the Lodge and report to the Lodge Porter where and what you have seen.
4. Report to the assembly point which is in the **Chapel**.

**Note:** Escape routes are clearly signed (by the green running man with a direction arrow). It may happen that your passage is blocked by smoke, if your room is equipped with a secondary escape route (see note above) follow the instructions on the **Supplementary Escape Orders** notice displayed in your room. The Chapel is your primary **Place of Safety**, it may happen that a secondary place of safety is needed, **Do not second guess a situation**, act only on these instructions and then follow the instructions of a College Officer or Officer in charge of the emergency services. It is they who will decide when to evacuate the College Buildings and take you to one of the three secondary places of safety.

### **Action to be taken by a duty Lodge Porter.**

All **Break Glass Fire Alarms** and the **Heat/Smoke Detectors** when excited, will display a code number on the **Master Control Panel** situated in the Lodge. This area will become the **Emergency Control Point** because it contains all the relevant information to assist the **Fire Brigade** to enter the building, locate the source of the alarm, and turn-off the **Gas or Electricity** if either of these utilities is a source of **Fuel or Ignition** to the fire and rescue anybody trapped or incapacitated in the building.

#### **On hearing the Alarm:**

1. Locate the source of the alarm on the Master Control Panel.
2. **Dial 999** and state that the College Automatic Fire Alarm is actuating, that the building is occupied, that an evacuation has started and that the premises are being checked.
3. Try by any means available to you to confirm that there are **Signs of Fire**.

**Note:** There are a number of possibilities to consider, during the day there will be a number of responsible persons around who can help you. In addition to this the **Fire Orders** notice posted in all rooms in the College tell the person who finds the fire and those people who see evidence of fire whilst evacuating their area to report directly to you any positive sighting of **Signs of Fire**.

Although the automatic link between the College Fire Alarm and the Oxfordshire Fire and Rescue Service is no longer functioning the link to **University Security Centre** control room is still working and they will dispatch (day or night) a patrol to the College entrance to assist you with your task.

The Lodge will have the list of mobile phone numbers of Fellows, College Officers and College Employees who are on the premises outside normal working hours, any of whom can be directed to the source of the alarm to confirm if there are **Signs of Fire**.

4. As soon as you have confirmation of signs of fire **Dial 999 again**, it is at this point that a unit will be dispatched to us.
5. If after **2 Minutes** you are unable to confirm signs of fire, Dial 999 again and tell the operator that due to the size and complexity of the College buildings and the number of people on-site, you **MUST HAVE AN ATTENDANCE.**
6. Remember you can still call-back and cancel the call if necessary.

7. While the inhabitants of the College are assembling in the Chapel, if the evacuation is outside normal working hours, pass your set of **Muster Sheets** to the Chapel so that the roll-call can be carried out.
8. When the emergency services arrive, tell the officer in charge the position as you know it and give him any documentation he may ask for e.g. College Utilities Plan, Floor Construction Plan and details of any people 'missing' on the **Muster Sheets** collected from the Chapel.

### **Action to be taken in Identifying "Missing Persons".**

The primary element in identifying 'missing persons' is the **Muster Sheet**, two complete and current sets of sheets are held at both College gates so that a roll-call can take place in the event of a Fire or College Evacuation.

A set of Muster Sheets exist which account for all inhabitants of the College by day and night (see list of muster sheets). These 'master' sheets are supplemented by various devices which indicate who is in/out at any given time, e.g.

- Kitchen staff and Scouts sign in and out in the Lodge.
- Maintenance staff are accounted for by the presence of their vehicles parked in the back Quad.
- Fellows and visitors eating in the Old Bursary are recorded by the Butlers.
- Fellows and Students who are in lecture rooms are accounted for by room allocation calendars and Fellows themselves record the attendance of students at lectures and tutorials.
- Category B Contractors are identified by the signing in/out system in the Lodge.
- Each 'Head of Department' has a local device (as above) for accounting for people they are responsible for.

### **Actions to be taken by Departmental Managers**

Managers are responsible for making sure that this **Emergency Plan** works in the buildings and offices in your immediate care. It is your duty to induct new staff into working practices which complement and support the measures the College has invested in for peoples **Safety and Survival** in the case of an emergency. It is also your duty to ensure that all new people arriving to spend time living and working in this building are aware of this **Emergency Plan** and what **Fire Precautions** they must take to protect their fellow occupants, and this includes **Security**.

Security is the primary factor in **Reducing the Risk of Arson**, others include, windows being left open on the ground floor in rooms which are left unattended, combustible materials left against the outside of a building, a build-up of combustible materials in all rooms over a weekend period when staff are not around to clear it and the conduct of occupants in relation to smoking, candles and heating food inside their rooms and/or offices.

The direct tasks involved with this **Emergency Plan** are:

1. Ensure that the **Muster Sheets** are correct at all times.
2. Ensure that your 'management device' for accounting for the where-abouts of your staff are kept up-to-date and are operated in your absence.
3. Assume the responsibility for the role call for all your staff during a working day and ensure it is delegated when you are absent.
4. Ensure that the **Emergency Telephone Number List** is current for each night.
5. With the assistance of your staff, conduct an evacuation exercise at the beginning of each term (conduct more exercises if participation is poor).
6. To the very best of your ability prevent the possibility of **Arson** through maintaining the security of the buildings, not allowing a build-up of rubbish in any area (its combustible) and keep all cupboards which open into protected escape routes and common areas locked if they contain flammable materials.

#### **Specific Managerial Duties.**

##### **Steward:**

7. Ensure that all Scouts carry out an inspection of rooms and escape routes daily and sign the relevant logs to that effect.
8. For a daytime evacuation, arrange for the numbered **Muster Points** to be set out in the Chapel.

##### **Accounts Office Manager:**

9. Collect the 'emergency book' (staff signing-in logs) from the Lodge and assist in the role-call of College staff.

##### **Catering Manager:**

10. Ensure that all kitchen equipment is made safe.

##### **Butler:**

11. Ensure that all SCR equipment is made safe.

##### **Buildings Manger:**

11. Liase with Lodge Porter to arrange for the source of alarm to be traced and carry out any shutting down of utilities as may be needed.