# Fire Safety Policy

## Reviews and Revisions

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Introduction

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Emergency Evacuation Procedure

A. Any Persons’ Response on Discovering Fire
B. All Persons’ Response on Hearing the Fire Alarm (Students, Visitors, Contractors, etc.)

C. Fire Marshals

D. Fire Response Team (FRT)
   1.0 Assess Emerging Situation by:
   2.0 Ensure Security Control Communicate with Fire Emergency Dispatch
   3.0 Control Flow of Evacuees from the Building by:
   4.0 Receive status reports from Fire Marshals.
   5.0 Liaise with Senior Fire Officer Attending the Scene by:
   6.0 Communicate with University Services particularly where:
   7.0 Assist Disabled Persons by:
   8.0 Organise Disabled Evacuation using Evacuation Lift

E. Security Control will:

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Personal Emergency Evacuation Plan
1. Policy Statement

Fires cause loss of life and damages property and businesses every year.

Northumbria University seeks to avoid such losses by managing fire risks so as to prevent fires if possible, and to have in place safety and contingency procedures that mitigate the harmful effects of a fire should it occur. This policy explains how these responsibilities are to be managed and how the fire risks are to be controlled. In the main, this will encompass all University owned or leased buildings on campus, and also off-campus residences, and buildings used by the University but owned and managed by other parties.

The University has responsibilities imposed under the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 in relation to fire safety, in which it is required to take the initiative in managing fire risks in its buildings.

Where appropriate, fire safety training and instruction will be given, together with the provision of safety devices, equipment and instructions to carry out the duties in a safe and proper manner.
2. General Management Arrangements for Fire Safety

2.1 The Responsible Person

The Board of Governors as employer is designated as the ‘responsible person’ under the Regulatory Reform (Fire Safety) Order 2005. The Board delegates operational responsibility to the Vice-Chancellor and Chief Operating Officer, who oversee management arrangements for fire safety.

Campus Services Department

The Director of Campus Services is the building landlord for all University owned buildings and is responsible for:

- Ensuring that the buildings that constitute the University’s estate are safe for occupants to use at all times;
- Fire safety in relation to all aspects of building design and development, new build works, alterations and refurbishments;
- Fire safety in relation to the maintenance of and minor works to all buildings;
- The control of contractors, in so far as they affect fire safety;
- Ensuring that an Emergency Evacuation Plan is developed and implemented by Campus Services Facilities Management for each building on campus (See Appendix 1 for Emergency Evacuation Plan Checklist);
- Co-ordinating the response of the University with the emergency services;
- Monitoring the operation of fire alarm systems and related building fire precautions and ensuring the outcome is recorded in the Fire Log Book;
- Assisting occupants in the evacuation of buildings in a fire, through Security and Facilities Support Assistant staff;
- Ensuring that practice drills are organised and conducted twice a year in teaching buildings and once a year in non-teaching buildings.
- These day to day responsibilities are delegated to Assistant Director, Facilities Services (Responsible Person Campus Services)
2.2 Faculties and Service Departments’ Management Groups

Executive Deans and Directors should ensure:

- They can evacuate their staff, students and visitors in the event of a fire by appointing adequate numbers of Fire Marshals in accordance with the Emergency Evacuation procedure in Appendix 2;
- Those members of staff with specific duties under the policy e.g. Fire Marshals etc. receive appropriate training within 3 months of their appointment to the role;
- They manage fire risks and conduct housekeeping to prevent fires in accordance with Section 12 of the policy;
- That their staff are encouraged to report any defects in the buildings which may impact upon fire safety;
- That the relevant sections of the Fire Risk Assessment are actioned in a timely manner.
- That when hosting external events in University premises the Emergency Evacuation Plan for the building is conveyed to the person in charge of the event.

2.3 All Staff

It is the duty of all staff to assist management in its efforts to protect people and comply with fire safety law by ensuring that their work does not create fires or encourage the conditions under which a fire could start. They should assist their fellows by raising the alarm if they discover a fire, and follow the instructions given to them by Security or the emergency services.

2.4 Human Resources

Human Resources will administer the annual on-line basic fire safety training for all staff, and arrange additional training of specific persons and groups in relation to more specialised roles such as the Fire Response Team and Fire Marshals. This training will be refreshed every 3 years.

3. Building fire risk assessments

The Fire Risk Assessment (FRA) is a methodical assessment of fire hazards, in the building fabric, plant and services and arising from activities and the ways that people use a building, weighed against the type of structure and the fire precautions that are in place. The purpose of the FRA is to identify any improvements needed to achieve a satisfactory level of fire safety, both in preventing fires or minimising their effects.

The Assistant Director Facilities Services will ensure that Fire Risk Assessments for all buildings owned and managed by the University are carried out with the following aims:
• To evaluate whether existing precautions in each building are satisfactory in the light of its current uses and fire hazards;

To achieve consistent levels of safety in relation to fire risks across the University’s estate;

• To allow Campus Services Facilities Management to decide the protection strategy for example, the effect on business continuity. If a building is lost to fire or there is a high value placed on it or its contents, additional levels of protection may be needed;

• FRAs will follow the specification in British Standards Institution PAS 79:2007 ‘Fire risk assessment – 2007 Guidance’ and a recommended methodology or use another recognised suitable format;

• To develop a building protection strategy. In certain cases, the use of fire engineering to offer an alternative strategy in buildings where the prescription of statutory Building Regulations is not appropriate;

• Assistant Director Facilities Services will obtain FRAs for other buildings used by staff and students. These will be reviewed at regular intervals to accommodate changes in fire law, structural alterations to buildings, or changes in fire precautions technologies, or use by occupants;

• The Responsible Person will ensure actions from FRAs are communicated to each building’s Senior Managers so that they can act on those aspects of the FRA relating to their use of the building and particularly the fire hazards they introduce as part of their teaching, research or other activities;

• Campus Services will incorporate FRA recommendations into its planned maintenance and improvement works to buildings.

3.1 Occupiers

Executive Deans and Directors should ensure that their staff contributes to reducing or removing fire risks by managing fire safety in the areas they occupy (see section 12 below for details). They will also comply with recommendations in the Fire Risk Assessments for the buildings their Faculty or Department occupies that apply to the fire risks arising from their occupancy and activities.

4. Buildings not owned or managed by the University

As part of University business, staff and students occupy a number of buildings that are not owned, and in some cases, even managed by the University. To satisfy itself that the owner or manager of each building has taken the appropriate fire safety precautions and is managing fire risks in their building, Campus Services will:
• Commission Fire Risk Assessments (FRAs) for each building, or where the owner or manager has already completed one, obtain their FRA for scrutiny. It will be examined by the Fire Safety Adviser to assess the adequacy of existing precautions;

• Obtain assurances from the owner or manager of each building that they have arrangements in place to maintain fire precautions and manage fire risks in accordance with the FRA and the fire law. The Head of Student Accommodation will arrange to monitor these arrangements under local agreement with each building’s owner or manager, and act where there is a shortfall in precautions needed to protect our staff or students.

The purpose of these arrangements is to ensure that where staff and students occupy buildings outside of the University’s direct ownership and control, the fitness of the building in terms of its fire precautions and its management is assessed as satisfactory and then monitored to ensure that this remains the case.

Any Faculty or Department considering the use of accommodation not owned or managed by the University should advise the Campus Services and implement its recommendations.

5. Building development - planning & design

Campus Services will ensure all building design work that affects a building’s existing fire precautions or introduces new hazards for which these precautions are not compliant, conforms to good practice and relevant industry standards, including (for example):

• Approved Document B ‘Fire Safety’ Building Regulations 2010 (revised edition 2006);
• Institute of Electrical Engineers (IEE) Wiring Regulations (17th Edition) BS7671;
• British and European Standards on building fire safety;
• Regulatory Reform (Fire Safety) Order 2005.

Proposed changes to the design of the building’s fabric or services should be integrated sympathetically with the existing fire precautions including those described in the Fire Risk Assessment, Fire Policy and the building’s Emergency Evacuation Plan. It must be recognised that the planning and design of development projects can change occupancy levels, building capacities and flow-rates on escape routes therefore additional fire precautions may be necessary or occupancy numbers reduced.

Consideration should be given to the Building Design Guide

Campus Services will ensure that the design of works is referred to the Statutory Authorities as appropriate, including, but not limited to, making Building Regulation applications and consulting with the Fire Authority.

Campus Services will maintain and publish appropriate as-built information including fire plans.
and building fire escape routes.

Campus Services will ensure that any person undertaking design work is competent. No University Faculty or Service (e.g. IT Services, Telecoms) should engage designers or contractors for the purpose of altering a building’s fabric or services without referring the matter to Campus Services.

6. Building Alterations

6.1 Maintenance, Minor Works, Refurbishment and New-Build

Campus Services will manage fire risks associated with construction and maintenance works so as to avoid fires. Campus Services will engage contractors who can demonstrate suitable knowledge, qualifications and experience to carry out any works to the building’s fabric or services that materially affect existing fire precautions or relies on correct installation of new precautionary measures. To these ends, Campus Services will:

- Supervise all such work;
- Provide Construction Design & Management (CDM) Principal Designers, designers and contractors with relevant existing fire plans, escape information, compartmentation drawings and Fire Risk Assessments;
- Monitor contractors’ control of fire risks arising from all demolition & construction work;
- Direct CDM Principal Designers to identify fire risks anticipated in the scope of the works, particularly hot-works and other high risk activities and include these in the information pack to prospective contractors and designers (where the CDM Regulations apply);
- Direct designers to consider fire risks associated with the designs they propose and mitigate those risks if necessary;
- Request that client Faculties and Departments remove or reduce the level of any materials or other hazards that introduce or increase the risk of fire during any construction or maintenance works prior to their starting;
- Specify that contractors do not affect the existing fire precautions except where absolutely necessary and only in consultation with the Fire Safety Adviser;
- Ensure during the construction phase of a project that the existing fire precautions are maintained or alternative suitable temporary arrangements are made and communicated to the Fire Response Team, building users etc.;
- Campus Services officers will monitor the contractors’ management of fire risks during construction and maintenance works, intervening where these risks are not being controlled adequately to prevent fires occurring;
• At the end of each shift, of such construction and maintenance works, the contractor will ensure that any ‘bagged’ automatic fire detectors (AFDs) are cleared of obstructions and are serviceable, and that all fire alarm zones are returned to the fire alarm system after isolation. At the completion of works, the contractor will ensure that any breaches in the building’s fire compartmentation (walls, fire breaks, risers, etc.) are reinstated to give protection against fire spread. The Campus Services Project representative will tour the site periodically with the contractor to ensure that these actions are being carried out.

• Prior to the completion of construction works, Campus Services Facilities Management must request written confirmation including the provision of test certificates from the contractor/designer to ensure that:
  • The fire compartmentation in the building is complete;
  • All fire systems (detection, alarms, fire doors signage etc.) have been installed, tested and commissioned in accordance with the design and specification;
  • All fire systems are fully operational;
  • Relevant statutory consents/approvals are in place;
  • Update information (Fire Risk Assessments, Building Emergency Evacuation Plans etc.) as necessary.

6.2 Managing Fire Risks in Construction Work

Campus Services will ensure that contractors comply with the standards in Health & Safety Executive’s Construction Information Sheet 51 ‘Construction fire safety’.

6.3 Briefing Contractors on Fire Safety

Campus Services will provide all contractors with a copy of the Contractors Induction Booklet and require the contractor to demonstrate that this is disseminated to all staff who works on campus.
7. Continuous Improvement

Campus Services will, in line with the Regulatory Reform (Fire Safety) Order 2005, introduce changes that either improve or at least do nothing that diminishes the protection that exists in each building.

8. Maintenance and Servicing of Building's Fire Safety Precautions

8.1 Fire Alarm Systems

Campus Services Facilities Management will ensure quarterly and annual maintenance of each building’s fire alarm system, in accordance with BS 5839, using specialist alarm engineers so that they are able to sound the alarm and alert occupants at all times. In circumstances where the installed fire alarm system is unserviceable, Campus Services will provide temporary arrangements to occupants for the manual raising of the fire alarm until such time as the fire alarm system can be repaired. Campus Services will examine and clean Automatic Fire Detection (AFD) where the fire panel shows a signal close to pre-alarm level. Security & Facilities Support Assistants will interrogate and report faults to the Helpdesk.

8.2 Emergency Lighting

Campus Services Facilities Management will check and maintain emergency light systems, in accordance with BS 5266 part 1 to ensure that they function during a fire alarm activation. Campus Services will maintain the back-up batteries for the emergency lighting in every building to ensure that they will work if there is a power failure.

8.3 Fire Fighting Equipment

Campus Services will select, install, check and maintain all fire fighting equipment, extinguishers, fire hoses and blankets in University buildings in accordance with BS 5306 parts 1 & 3. Selection will be appropriate for the types of fire that can be anticipated in each area of a building, and reviewed after any change in use. Maintenance and checking will include identifying and recharging discharged extinguishers. All staff should notify the Campus Services Helpdesk of extinguishers and other equipment that has been discharged or is defective.

8.4 Fire Doors

Campus Services will maintain all fire doors so that they meet the requirements of BS 476 and offer an effective barrier to fire and smoke so as to allow evacuation and resist fire spread throughout the building.
8.5 Fire Compartmentation

Campus Services will monitor any on-going construction and maintenance work so that breaches in fire compartment floors or walls can be made good (that is, repaired so that they are resistant to smoke and fire). Before commencement of work, other University services (e.g. Telecoms, IT Services etc.) must agree with Campus Services on the method and scope of installation and alteration work to the telecoms and IT network infrastructure to ensure that any damage to fire compartment walls or floors are made good.

Campus Services will undertake surveys from time to time to assess the integrity of buildings fire compartments and whether they will perform satisfactorily in a fire. Where there is reason to expect that this is not the case, Campus Services will take remedial action, paying particular attention to ceiling voids above fire doors, service risers, ventilation ducting, services, cable-routes and pipework.

8.6 Fire Signage

Campus Services will ensure that fire instructions notices, fire assembly points, fire escape routes, final exits and extinguisher locations in all buildings are appropriately marked in the current standard and maintained so that occupants are properly directed to exits, extinguishers and Fire Assembly Points.

8.7 Dry Risers

Where a building has a dry riser, Campus Services will ensure they are maintained and in a serviceable condition at all times in accordance BS 9990 2006.

8.8 Acting on Recommendations in FRAs

Campus Services will incorporate recommendations from Fire Risk Assessments into planned maintenance and refurbishment programmes, giving due regard to the urgency of the recommendation in each case.

8.9 Acting on Reported Defects from Drills

The Health and Safety Office will notify the Campus Services Helpdesk of all defects reported in the Building Evacuation Report after a fire drill so that they can be rectified.
9. Information

Every person who works or studies at the University should understand how fire safety is managed and have access to the Fire Policy. This will help them to contribute to controlling fire risks while they work or study, and to react in a way that protects their lives and the lives of others in the event of a fire. Information is provided through:

- The Fire Policy, which explains general arrangements for managing fire safety, and includes the Evacuation Procedure;
- The Emergency Evacuation Plan applicable to their particular workplace(s);
- Training and induction – see section 14 of this policy;
- Fire escape routes and Fire Assembly Points
- Information on building hazards for emergency services;
- Building services isolation points (for gas, electricity and water);
- Fire instructions notices (fire plans).

10. Checking and Testing

Regular tests and checks on the effectiveness of evacuations and the various elements of fire precautions for a building are essential if we are to be confident that they will work in an emergency. This ranges from simple daily checks that emergency lights work and emergency exit doors open to full diagnostics on a modern alarm system. Any defects must be reported to Campus Services via the Helpdesk (ext. 4070).

10.1 Weekly Fire Alarm Tests

Campus Services will ensure that weekly testing of fire alarm systems are completed each week as described in BS 5839. The purpose of this test is to ensure that all fire alarm sounders are working and making a noise loud enough to alert all occupants. The test requires the bells or klaxons to be run in short bursts (10-20 seconds). A different manual call point should be used at the time of every weekly test, so that all manual call points are tested over a period of time. Any defects (no sound, low sound) are to be reported to Campus Services via the Helpdesk (ext. 4070). The results of this test will be recorded in the fire log book and retained on site for inspection.
10.2 Emergency Lighting

Where a building is fitted out with emergency lighting systems this will be tested in accordance with BS 5266 any defects are to be reported to Campus Services via the Helpdesk on ext. 4070. The results of this test will be recorded in the fire log book and retained on site for inspection.

10.3 Fire Alarm Systems

Campus Services will run diagnostics checks on each building fire alarm control panel at 3-6 month intervals. The check should interrogate the panel for faults, isolated zones, and for signals near pre-alarm, for example circuit breaks/faults.

10.4 Fire Drills

The Fire Safety Adviser will arrange fire drills for all teaching buildings each semester. Campus Services Student Accommodation will run a similar programme for all halls of residence owned or managed by the University. Where Northumbria University students live in halls of residence that are neither owned nor managed by the University, Accommodation Services will obtain assurance that the landlord or building manager is doing so. Campus Services will obtain similar assurances for non-resident buildings;

For each building, the most senior Campus Services Security Officer present will trigger the alarm to begin the evacuation of the building, communicating with security control. It is the responsibility of the management in each building to have arrangements in place for conducting a swift and effective evacuation at any time when the building is open and occupied. Once the alarm has been triggered, Security and Facilities Support Assistants staff will assist (subject to available staff) in the marshalling and control of building entrances until the Security Officer or Chief Fire Officer attending gives the all clear.

Fire drills are intended to:

- Test local management arrangements to effect a swift and effective evacuation of the occupants in each building, including disabled identification and evacuation, to avoid any loss of life in a fire;

- To test the function of the fire alarm system, in particular to test the ability of the sounders to alert occupants to the fire wherever they may find themselves in the building;

- To look for any defects in the operation of the building’s fire precautions, or in the arrangements for evacuation, so that they can be rectified;

- To test that all devices that interface with the fire alarm system operate as intended or fail to a safe condition. Fire door hold-back devices, relays to passenger lift controls, galaxy alarm communications, turnstiles, ventilation controls, etc. should be inspected where feasible as part of the drill to confirm that they work as intended.
During a fire drill, the alarm should be triggered at a manual call point (MCP) break-glass rather than simply operating the bell-test button on the fire panel. This is to ensure that all interfaced systems are activated (the bell-test button simply tests the function of the sounder circuits, and is sufficient for sounder tests only). Devices that are interfaced with the fire alarm system should be identified by Campus Services for each building so that their operation can be monitored during drills and other activations.

It should be the aim of evacuation during fire drills that the building can be cleared of people in a reasonable time, commensurate with the size and complexity of the building and the associated risk. Staff who are supervising students should lead them to safety via the nearest escape route.

On completion of the drill, the most Senior Security Officer attending should fill in the fire drill report. Reports should then be sent to the University’s Fire Safety Adviser. Building management should then get regular feedback from the Fire Safety Adviser about their performance during fire drills. Defects noted in the drill reports will be passed by the Fire Safety Adviser to the Campus Services Helpdesk for remedial investigation.

The University Health and Safety Management Group should request reports periodically on the evacuation performance of building occupants and, where this is inadequate, ask the managers in that building for proposals to rectify poor performance.

11. Emergency Evacuation Procedure

The emergency evacuation procedure is attached, as an example, at appendix 2, but should be tailored to suit the needs of each individual building.

12. Building Occupants Management of Fire Risks and Housekeeping

Although the main responsibility for installation and maintenance of building fire precautions lies with Campus Services, it is often true that day-to-day control of fire risks is in the hands of each building’s occupants. As well as being responsible for managing evacuation, management occupying each building need to reduce the chance of fires occurring as far as reasonably practicable. Managers should contact the Fire Safety Adviser if they need advice on fire safety or are unsure how to proceed.

It is important that all managers and staff who occupy University buildings take responsibility for:

- Managing any fire risks associated with their teaching, research and other activities to avoid fires, including maintaining local fire precautions for processes and activities if necessary;

- Ensuring that the Emergency Evacuation Plan is read and understood;
• Ensuring that their own and their students actions do not interfere with or impair the effectiveness of the building’s existing fire precautions;

• Conducting regular spot checks to maintain housekeeping standards to minimise fire risks and maintain escape routes, etc.;

• Enforcing the University’s No Smoking Code of Practice;

• Ensuring that Portable Appliance Testing of electrical appliances is carried out regularly;

• Putting in place local arrangements to cover changes of use affecting the Fire Risk Assessment (for example, halls of residence offering hotel accommodation, large conferences etc.);

• Organising themselves so that they can evacuate everyone in the building quickly and safely, and provide reasonable information on the status of that evacuation to Security;

• Providing fire safety information while inducting students onto courses;

• Arrangements for the safe evacuation of staff supervising experiments outside building opening hours. The requirements of the Out of Hours Access Code of Practice should be followed;

• Not introducing additional hazards into the building without referring to the Fire Safety Adviser/Campus Services Department.

Successful management of fire risks arising from the normal range of activities in University buildings is about keeping ignition sources and fuel apart, otherwise a fire could occur.

Fire risks can and do arise as a consequence of poor housekeeping, which leads to an accumulation of combustible materials or fire accelerants (flammable liquids and gases) or the unsafe storage of these, creating an increased risk of fire or fire load in that part of the building.

Managing fire risks means regular servicing and maintenance of process plant & equipment used for teaching, research or services without which there is a risk of malfunction, overheating and fire. An example of this is where wear & tear on electrical components in a machine leads to short-circuit or overload, which results in a fire. Even in low risk areas such as offices, appliances in offices (desk fans, desk lamps etc.) that can cause fires if they are not inspected periodically and maintained in a safe condition.

Those engaged in some workshop and similar processes (for example, welding, grinding, cooking and heating substances in laboratories) need to be instructed and demonstrably competent as a result. They may also need to be supervised to achieve an acceptable level of safety.

To ensure that they have discharged their responsibilities and are managing fire risks for the building, managers in each building should:

• Use the Fire Risk Assessment (FRA) for their building, which will be provided by the Fire Safety Adviser to identify the main fire risks associated with their activities, and then
make local arrangements to control these fire risks;

- Use the FRA to evaluate the adequacy of their arrangements during different periods when the building’s mode of use changes (e.g. Arts shows to public in theatres and studios; halls of residences used for hotel accommodation during summer).

- Ensure that their staff in various parts of the building:
  - Don’t create fire risks by poor housekeeping and maintenance;
  - Manage hot-processes and other activities with higher risk of fire to control this, taking advice on how to do this where necessary;
  - Don’t compromise building fire precautions by blocking fire escape routes with furniture or materials, disabling parts of the fire alarm system, choking open fire doors etc.

13. Inclusive Fire Evacuation

Faculties and Service Departments must ensure that there are suitable arrangements for inclusive evacuation as part of the Emergency Fire Plan for the building. This is part of their responsibilities under the Equality Act 2010 and the Regulatory Reform (Fire Safety) Order 2005.

Inclusive fire evacuation of buildings must consider:

a) Those persons who work in, study, or regularly visit, the building, and
b) Persons who are visiting the building.

All potential needs must be considered and all options explored.

Needs may include:

- Limited or lack of mobility affecting movement horizontally, or down steps.
- Width of exit routes for wheelchair egress.
- Difficulty in opening doors.
- Visual impairment.
- Hearing impairment.
- Lack of understanding about what is happening.
- Reassurance to help dispel anxiety.

Options available include:

- Accommodating employees and students on the ground floor or close to final exits, where possible;
- Use of evacuation or fire-fighting lifts (Note that ordinary lifts must not be used in a fire situation);
• Use of refuge areas, as part of a staged approach to evacuation;

• Identifying employees or buddy’s willing to accompany disabled people while a refuge is in use;

• Provision of intercom in refuge areas;

• Provision of evacuation chairs, and the training of personnel who will assist in an emergency;

• Ensuring that those with language difficulties and visual, hearing, and learning impairment can be made aware when a fire alarm is activated.

The overriding aim is to be able to completely evacuate the building within a reasonable time, without having to rely on the Fire Service to rescue people from the building.

In the case of a) above, a Personal Emergency Evacuation Plan (P.E.E.P) must be produced for every employee and student who is not able to evacuate the building without assistance. Either the line manager or employee may raise concerns regarding ability to evacuate the building. The line manager and the employee will discuss personal needs and wishes, and agree a P.E.E.P which is reasonably practicable. The standard form attached as Appendix 3 should be used for guidance, exploring all options available. Similarly in the case of students the Course Leader should arrange for the P.E.E.P to be carried out in conjunction with the student.

It must be remembered that employees and students who need assistance on a temporary basis will also need to be considered, and a P.E.E.P compiled for the temporary period.

Campus Services Facilities Management will receive copies of P.E.E.Ps, and consider the implications for the overall Emergency Evacuation Plan for the building.

In the case of visitors to the building, building users will be responsible for considering the potential needs of visitors, taking into consideration the use to which the building is put, and whether there is a need for members of the public to access the building, or only certain parts of it. It is important that efforts are made to ensure that people visiting the building that may need assistance to evacuate, are identified at an early stage. This should be documented in the Emergency Evacuation Plan for the building.

It must be considered that, although visitors with disabilities may be able to access upper levels of buildings by way of lifts, or by moving slowly on stairs, there may not be a viable option to ensure that they can be evacuated promptly and safely in the event of an emergency situation. This is particularly so in the case of persons whose mobility is impaired. It may not be practical to provide cover for all types of disability or determine the particular needs of individual members of the public in an emergency.

For these reasons, the only practicable option may be to limit access to the building by members of the public, so that safe, prompt, and inclusive evacuation can be made.

If there is an overriding need for access to upper floors of a building by members of the public, a staged approach should be used. This will be achieved by using disabled refuges close to, or part of, protected stairways. The refuge will provide a place of comparative safety. Designated
employees, in contact with the building evacuation coordinator, will be allocated to help and accompany disabled persons to a refuge on the same level. The location, and number of disabled persons, and the nature of disability must be reported to the Building Evacuation Coordinator, and information sought regarding the fire situation.

These arrangements must be clearly identified in the building’s fire evacuation plan.

14. Training

All staff are required to successfully complete the online Basic Fire Safety Training and receive instruction on the evacuation procedure, including specific instructions on local arrangements for the buildings in which they work or study.

14.1 New staff inductions

New employees are inducted into general emergency procedures when they start work, supported by local induction which should include arrangements for the buildings they work in. New employees are also required to successfully complete the online Basic Fire Safety Training within 3 months of starting at the University.

14.2 Basic instruction for students

All Faculties should include basic emergency procedures at course induction for all University students so that they know how to respond during a fire alarm. This should be part of all introductory course information, which teaching staff then bring to the students’ attention at induction.

14.3 Persons with special responsibilities

There are several groups of University staff, who should receive specific training according to their respective roles, as follows:

The Fire Response Team – in particular should understand:

- The aims of this Fire Policy;
- Their roles and priorities in a fire evacuation and what is expected of them as defined in the Emergency Evacuation Plan for that particular building;
- How to respond safely;
- How the various fire alarm systems work and correct interrogation of the fire panels and identification of activations and faults;
- How to investigate activations safely;
• The Fire Response Team will receive instruction on responding to a request for assisted evacuation of a person or persons;

• How to locate a person who requires assistance evacuating;

• How to use the evacuation chair or other equipment e.g. evacuation lifts.

**Technical or Research Staff** - who work with processes that present additional dangers in a fire, should be instructed in how to stop or make safe the process before they evacuate, without endangering themselves.

**Fire Marshals** - should undergo practical fire safety training with the Fire Safety Advisor within 3 months of their appointment to the role.

This Fire Policy will be reviewed every 3 years or following a significant incident or change in legislation.

Head of Health and Safety
Northumbria University

May 2016
15  APPENDIX 1

Building Emergency Evacuation Plan Guidance

A plan should be compiled for every building, its contents communicated to all employees, and a copy kept with the Fire Risk Assessment. All plans should be based on the guidance below – as applicable to each building and be reviewed annually in conjunction with the Fire Risk Assessment, or following major refurbishment works.

Introduction

To the document that it details how fire safety is managed in that particular building.

1.0  General management arrangements for fire safety

Campus Services Department:
Include who manages the plan in this building.

Faculties and Service Departments Management Groups and Occupiers:
Include the Faculty and Service Department contacts for this building and who is responsible for ensuring Faculty/Service departments compliance with the Fire Risk Assessment.

2.0  Building Design

- Identification of key escape routes, how people can gain access to them and escape from them to places of safety;

- Essential structural features such as the layout of the workplace, escape routes, doorways, walls, partitions, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect the means of escape);

- Means for fighting fire (details of the number, type and location of the fire-fighting equipment);

- The location of the fire alarm panel, manually operated fire alarm call points and control equipment for the fire alarm;

- The location of any emergency lighting equipment and any exit route signs;

- The location of any automatic fire-fighting system and sprinkler control valve;

- The location of the main electrical supply switch, the main water shut-off valve and, where appropriate, the main gas or oil shut-off valves;

- The location of smoke detectors, access control and evacuation lifts.
3.0 Continuous Improvement

How learning from evacuation drills/activations/tests is discussed by key Fire Response Team (FRT) members and fed back to all FRT members. How the Fire Plan is communicated to staff who have responsibility/accountability for fire e.g. Building User Group.

4.0 Maintenance of Buildings Fire Safety Precautions

- Details of the fire-fighting equipment provided;
- Contingency plans for when fire protection measures fail (fire alarms, emergency lighting).

5.0 Checking and testing

Routine for fire drills, fire alarm test and detail other building specific equipment tests (include fire refuge points/lift alarm buttons). Where these are logged, who audits the log and how frequently.

6.0 Emergency Evacuation Procedures

- The action employees and students should take if they discover a fire – based on the University Emergency Evacuation Procedure in Appendix 2;
- How people will be warned if there is a fire;
- How the evacuation of the building should be carried out;
- Roles of the Fire Response Team (FRT) – normal working hours and out of normal working hours;
  - Security;
  - Support Staff and Facilities Support Assistants;
  - Evacuation Coordinators;
  - Evacuation Marshals.
- Where people should assemble after they have left the workplace and procedures for checking whether the workplace has been evacuated;
- Near and far assembly point;
- The duties and identity of employees who have specific responsibilities in the event of a fire;
- Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, members of the public and visitors to include:
- Location of fire refuges and evac chairs;
- List of evac chair operators and how they are contacted;
- Process for preparing PEEPs;
- Generic visitor PEEPs.

- How the fire brigade and any other necessary emergency services will be called and who will be responsible for doing this;

- Procedures for liaising with the fire brigade on arrival and notifying them of any special risks, e.g. the location of highly flammable materials;

- Where appropriate, any machines/processes/power supplies which need stopping or isolating in the event of fire;

- Specific arrangements, if necessary, for high fire-risk areas of the workplace, such as laboratories and workshops;

- What training employees need and the arrangements for ensuring that this training is given.

### 7.0 Building Occupants Management of Fire and Housekeeping

Routine for identifying, managing and resolving fire risks and managing housekeeping e.g. building walk round, FRA and Building User Group.

### 8.0 Inclusive Fire Evacuation

Any access limitations for disabled visitors/staff/students including out of hours.
APPENDIX 2

Emergency Evacuation Procedure

The purpose of this procedure is to explain what should happen to ensure a speedy and effective evacuation of a University building in the event of a fire, and the roles that various people need to play to achieve this.

The objectives are that:

- From the point at which a fire is detected, the building’s occupants are able to get themselves and everyone else out of the building safely and as quickly as possible;
- The Emergency Services are alerted at the earliest opportunity so that they can fight the fire;
- The building’s occupants are able to provide information to the Emergency Services and University Management on:
  - the state of the building’s evacuation;
  - persons in need of rescue or assistance;
  - building hazards that present a continuing threat;
  - building access and services that will assist the Emergency Services in their work, helping to deal with the fire and minimising injury and other losses.

Everyone benefits from working together during an evacuation.

A. Any Persons’ Response on Discovering Fire

1. Can you SAFELY extinguish the fire? (Even if you do, you must still raise the alarm and contact Security for assistance);

2. If not, leave the room, closing the door behind you to limit fire spread;

3. Activate the first manual call point you see as you escape. If you are in a small building without an alarm system, shout FIRE! as you leave;

4. Proceed to the nearest fire escape route, down the stairs and out of the building;

5. Call Security Control on extension 3200 to advise them of the location of the fire;

6. Go to your designated Fire Assembly Point (FAP).
Note:

You will find information on all building fire escape routes and campus FAPs on the University website.

The web-page is included in your Basic Fire Training, which is now delivered to most people’s computers every year. If you are teaching in an unfamiliar building, you can use the information on the web-page to familiarise yourself with exit routes.

B. All Persons’ Response on Hearing the Fire Alarm (Students, Visitors, Contractors, etc.)

1. Leave room/area (closing doors behind you) and proceed via nearest escape route to building exit;

2. Go to your designated Fire Assembly Point (FAP), giving information on evacuated areas if able to do so;

3. Await instructions from the most senior Security person present or Fire Officer before re-entering building.

C. Fire Marshals

Each Faculty and Service Department is responsible for the appointment of Fire Marshals and Deputies. Each building will be divided into zones – either by entire floors or by sub dividing floors, with a Fire Marshal and Deputy appointed to each zone. Their duties will include:

- Checking 3-4 rooms quickly in the vicinity where they are working (including toilets) before evacuating with everyone else. Knock loudly on toilet doors and shout FIRE! and ask if anyone is inside;

- They should only attempt this where there is no evidence of a fire in their vicinity, and their own evacuation is not unduly delayed (guide: 1 minute maximum);

- They should instruct anyone that they do find, to leave immediately;

- They should assist any disabled person to the nearest Fire Refuge and call security for evacuation assistance;

- Once they have left the building, they should go to the FAP and find the Senior Security Officer and report:
  - Any evidence of fire they witnessed;
  - The areas/rooms they checked and were empty;
  - Any persons unable or unwilling to leave the building;
Specific location of any disabled persons in a Fire Refuge.

- They may also assist in encouraging people toward the Fire Assembly Point.

**Important Note:**

Obviously, be alert for smoke or flame. Look through glass panel in closed doors before opening door and entering the room. Do not open a door if the handle feels hot to touch.

**All Employees**

In addition to following evacuation steps at (a) and (b) above, all employees can assist the appointed Fire Marshals to ensure that others evacuate the building in the event of an emergency.

**Inducting Students**

Course leaders should ensure that all students who arrive at the University to study must be inducted at the start of their courses on the emergency evacuation procedure steps (1) and (2) above, and reminded of this at the beginning of each academic year.

**Staff Supervising Students/Visitors during an Alarm**

Any member of staff who is supervising students or visitors in the building at the time of the alarm should lead those persons to safety.

**Disabled Persons**

Disabled persons should follow their Personal Emergency Evacuation Plan (P.E.E.P) and evacuate the building, drawing on assistance from colleagues as arranged. Any person who does not have a P.E.E.P should contact their line manager and the Health and Safety Team at the earliest opportunity. ([Follow this link for guidance and checklist](#))

At the sight or sound of the fire alarm, the person should leave as per (B) above, seeking assistance from colleagues if necessary. If they require assistance to descend stairs and leave the building, they should go to their nearest Fire Refuge and contact Security Control on extension 3200 or activate the intercom to inform a member of the Fire Response Team of their location and needs.

**Fire Refuges**

All staff should familiarise themselves with the locations of the Fire Refuges in the buildings in which they work.
D. Fire Response Team (FRT)

The Fire Response Team will be led by Security Officers in the early stages of a fire alarm, until relieved by Fire Officers attending the scene. Their purpose is to assess the emerging situation, investigate the cause of the activation where safe to do so; to communicate with the Emergency Services, the Evacuation Co-ordinator and University Management.

Fire Response Team’s functions are to:

1.0 Assess Emerging Situation by:

- Investigating alarm activation, and location and progress of any fire; (using information from the Evacuation Co-ordinator, interrogation of fire panels, or witnesses);
- Learning the state of evacuation (from the Evacuation Co-ordinator) and especially the location of any persons who need either rescue or assistance to evacuate the building;
- Decide whether Campus Services Facilities Support Assistants or other Campus Services staff need to attend to assist the evacuation and Emergency Services.

2.0 Ensure Security Control Communicate with Fire Emergency Dispatch

- Verifying the existence of a fire or false alarm, where able to do so;
- Updating Dispatch on the situation as it emerges.

3.0 Control Flow of Evacuees from the Building by:

Directing evacuees to keep moving to avoid bottle-necks in foyers, outside building entrances towards the Fire assembly Point (FAP).

Directing evacuees away from public highways and to a place of safety adjacent to the FAP.

4.0 Receive status reports from Fire Marshals.

The purpose of Security staff acting as Evacuation Co-ordinators is to ensure, as far as they are able to do safely, that all the building’s occupants have evacuated successfully, and advise Fire Service of the status of the evacuation, especially any persons who need assistance with their evacuation or rescue.

They should:

- Identify themselves to Fire Marshals and evacuees as they approach FAP from the building and ask them for the following information:
  - Any persons (especially disabled) who remain in the building and their location;
- Any evidence of fire and its location;
- Areas of the building cleared (tick off on building floor plans);
- In buildings with studios, workshops and laboratories, hazards that present a continuing risk to the Emergency Services.

### 5.0 Liaise with Senior Fire Officer Attending the Scene by:

- Explaining situation to Fire Officer;
- Giving the location of any persons remaining in the building who will need to be rescued;
- Co-ordinating/communicating with University services;
- Providing information on resource situation;
- Providing information regarding building hazards.

### 6.0 Communicate with University Services particularly where:

- Campus Services are needed to provide access or isolation of building services;
- Faculty or Department staff with knowledge of building and its hazards are needed by Fire Officers for evaluation of building hazards.

### 7.0 Assist Disabled Persons by:

Being able to deploy a group of able-bodied staff who can use an EVAC-CHAIR if needed to assist a person with mobility impairment, (the University has recruited and trained a number of staff). They will be deployed by the Security Officer when there is a person who needs assistance with evacuation, or where they are wheelchair bound, to crew the EVAC-CHAIR to carry them to safety.

### 8.0 Organise Disabled Evacuation using Evacuation Lift

In buildings with an evacuation lift, the evacuation lift should be used to bring persons with mobility impairment to the ground floor and out to safety. Once a person or persons have been located, Security Officers, Facilities Support Assistants, or a member of the FRT (if different) attending the building should take control of the lift as per instructions and bring these persons to the ground and out of the Building.

**E. Security Control will:**
- Receive alarm activation from either (1) person calling in alarm, or (2) Galaxy Activation;

- Direct a Security Officer to the building to lead Fire Response Team;

- Contact Fire Emergency Dispatch with details;

- Obtain information on persons in need of assistance to evacuate from either:
  1. Fire Refuge communication points in the building or
  2. Evacuation Co-ordinator via Security Officers at the scene, or
  3. P.E.E.P list.

Using this information, they will deploy the Fire Response Team in that building to attend if necessary;

- Update Fire Emergency Dispatch with investigation & verification of fire/false Alarm;

- Direct Fire Crews to the scene;

Contact University Management, if necessary. In the event of a serious fire incident, the Director of Campus Services will be contacted via the Head of Security to initiate the Incident Management Plan

Once the Fire Brigade are on site, FRT, Security, and others are to adopt a supporting role in dealing with incident (fire) itself.

17 APPENDIX 3

Personal Emergency Evacuation Plan
(P.E.E.P)

PERSONAL EMERGENCY EVACUATION PLAN FOR

Name
_________________________________________________

Department
_________________________________________________

Building
_________________________________________________

Floor
_________________________________________________

Room Number
_________________________________________________

AWARENESS OF PROCEDURE
I am informed of a fire emergency requiring evacuation by:

Existing alarm system  

Visual alarm system  

Other (please specify)  

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to evacuate the building in an emergency).

Name  

Contact details  

Name  

Contact details  

Name  

Contact details  

Name  

Contact details
METHODS OF ASSISTANCE:
(e.g.: methods of guidance, etc.)
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

EVACUATION PROCEDURE:
(A step by step account beginning from the first alarm).
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

SAFE ROUTE(S):
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
______________________________

Signature: ______________________________________________________________
Date: ______________________________________________________________
Review date: ______________________________________________________________