

KINGSLAND ROAD SHOREDITCH BUILDING

FIRE SAFETY & EVACUATION PROCEDURES

These procedures are for occupants of the part of 35 Kingsland Road Shoreditch Building, occupied by London Metropolitan University. This part of the building is referred to as Block R, by Hackney Community College.

Fire Detection and Alarm System

The fire detection and alarm in 35 Kingsland Road is part of the system for the whole Hackney Community College (HCC) building. There is good provision of automatic fire detectors in the building. The alarm is a staged alarm. This means that if the fire alarm is raised in one block the fire alarm only sounds in that block with the adjacent block(s) hearing an intermittent "fire alert" signal.

Normal Working Hours

All able bodied occupants: On hearing the continuous fire alarm, occupants should leave the building by the nearest exit and assemble in the Basing Place car park.

Lifts must not be used in the event of a fire alarm.

The fire brigade will be called by the security staff in HCC who have access to the building fire alarm panel.

The last person leaving a particular room should report to the duty receptionist, who will be wearing a fluorescent band and standing in the Basing Place car park, that the room is empty.

If your room is adjacent to toilets, kitchen or other communal area please check that the area is clear on your way out and report this to the duty receptionist in Basing Place car park.

Training/Event/Meeting organisers: At the start of each event the event organiser should ensure that all visitors & attendees are given instructions, written or verbal, on what to do in the event of a fire alarm. These should include the location of fire exits and escape routes from the training room, the location of the assembly point (Basing Place car park) or HCC Site) and whether there are any planned fire alarm tests during the course so that any unplanned alarm should be taken as genuine.

Event organisers should keep a list of attendees and take this with them to the assembly point in order to check that all attendees have left the building.

It is the responsibility of the Event organiser to ensure that the training room is cleared in the event of a fire alarm.

Visitors: Visitors will be signed in and out by the reception staff and the visitors' registration book will be taken to the assembly point by the duty receptionist in the event of a fire. It is the responsibility of the host to ensure their visitors reach the assembly point in the event of a fire alarm.

Reception staff: In the event of a fire alarm the duty receptionist will put on a reflective arm band or jacket and go to the assembly point taking the room check list and visitors' registration book with them.

At the assembly point the duty receptionist will record the cleared rooms as they are reported and check off visitors as they or their hosts report them present. This information will be conveyed to the Fire Brigade when they arrive.

Out of normal working hours

This time is defined as any time that main reception is not staffed (normally after 17:30 until 08:30).

Anyone working out of normal hours should ensure that they sign in the out-of-hours book at reception at the start of the out-of-hours period and sign out on leaving. This is to assist fire service when attending out of hours.

On hearing the continuous fire alarm all occupants should leave the building by the nearest exit and assemble in the Basing Place car park or HCC site where they should report to the HCC security staff.

If the intermittent alert is heard occupants should prepare to evacuate but remain at their workplace.

Disabled Occupants

Staff with a disability should be given the opportunity to prepare a personal emergency evacuation plan (PEEP) in conjunction with their line manager and with assistance from the University Fire Safety Advisor.

Wheelchair users and others unable to use stairways should begin their evacuation on hearing the alert signal.

Those on the ground floor should make their way by the most suitable route to the assembly point.

Those on other floors should move to the nearest designated refuge area on stair 19.

If the evacuation alarm sounds in R block (Shoreditch Building) wheelchair users and others unable to use stairways should move to the stairway between R block and the next block P (Stair 19?). In the event of a fire in R Block horizontal evacuation is possible into the other blocks of HCC. These blocks have adequate structural separation to be temporary places of

safety. Lifts in unaffected block of HCC may be used if complete evacuation becomes necessary.

If access to the HCC is not available the designated refuges in the lift lobbies of stairway 19 in R Block should be used.

People intending to await assistance in a refuge should ensure that a colleague, or their host in the case of a visitor, is aware of the location so that they can report this to the evacuation controller (Duty Receptionist).

Hearing impaired occupants should be made aware of a fire alarm by colleagues.

Visually impaired occupants should be given assistance by colleagues or their host.

EVACUATION PROCEDURES

SHOREDITCH BUILDING

On Hearing the Fire Alarm

- On hearing the fire alarm leave by the **nearest** exit
- Do not stop to collect belongings
- Do not use lifts
- Go to assembly point (Basing Place car park)
- Report to the Evacuation Controller
(Duty Receptionist normal hours, HCC Security Staff out-of-hours)

On Discovering a Fire

- Immediately raise the alarm
- Alert anyone nearby
- Operate the nearest break glass call point
- Leave the building by the **nearest** exit
- Report location of fire to the Evacuation Controller

(Duty Receptionist normal hours, HCC Security Staff out-of-hours)

- Do not attempt to fight the fire unless trained to do so