



ST. HUGH'S COLLEGE, OXFORD

FIRE EMERGENCY PLAN

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FIRE EMERGENCY PLAN

Introduction

The Emergency Plan has been developed to ensure all employees are aware of the action they should take in the event of fire.

The Emergency Plan will be issued to all members of staff and will form the basis of their annual Fire Safety Training which is organised by the individual Line Managers.

The initial staff training will include watching the following training DVDs produced by the Fire Protection Association and refresher training via a toolbox talk through Fire section in the H&S handbook:

- Action in the event of Fire.
- The role of the Fire Warden.
- Extinguishing Fires at Work.

All staff **MUST** fully understand their responsibilities in the event of fire, if they have any doubt, they should speak to their Line Manager.

IF YOU DISCOVER A FIRE

1. Operate the nearest fire alarm call point.
2. Call the Fire Service by dialling 999 clearly stating there is a fire at St Hugh's College, St Margaret's Road, Oxford, OX2 9BY.
3. If you have been trained, tackle the fire with an appropriate fire extinguisher, do not take risks.
4. If you are unable to tackle the fire, leave the building immediately, closing all doors and windows behind you and report to your designated assembly point.
5. Inform others to leave the building immediately.
6. Immediately inform the College Lodge of the action taken (Tel 01865 274900).

NOTE - Do not tackle a fire if there is a possibility that your escape route could be cut off, stop if the fire continues to grow despite your efforts or if it spreads towards explosive or toxic materials, gas cylinders or pressurised containers.

ON HEARING THE FIRE ALARM

1. Evacuate the building immediately and report to your designated assembly point.
2. Use the nearest available exit.
3. Inform others to leave the building immediately.
4. Do not stop to collect personal belongings.
5. Do not use lifts.
6. Do not take risks.

7. Do not re-enter the building until you are told it is safe to do so.

FIRE ALARM SOUNDERS, TESTING AND DRILLS

The fire alarm bells ring continuously in the event of an emergency. If activated you must immediately follow the procedure '**ON HEARING THE FIRE ALARM**'.

NOTE - The fire alarms are tested on a Tuesday morning every week between 10.00 and 12.00 hrs. The alarm will sound for approximately 5 seconds and it will then be silenced. If the bells continue to ring you **MUST** immediately follow the procedure '**ON HEARING THE FIRE ALARM**'.

Fire evacuation drills for all College buildings will be held as a minimum once per year generally in Michaelmas Term. They are arranged by the Accommodation and Facilities Manager in conjunction with the Dean.

FIRE ALARM ACTIVATION

All College buildings are fitted with a fire alarm system consisting of smoke and heat detectors which are designed to automatically alert staff, residents and visitors to the danger of fire by activating the fire alarm bells.

In addition, there is a system of manual call points which can be used to activate the fire alarms should you discover a fire. These are generally located by fire exit doors and in prominent locations within stairwells and escape corridors. They can be activated by simply breaking the glass front cover.

If the alarms are activated, either by the detectors or via a manual call point, an automatic signal will be sent to the fire alarm panel in the College Lodge giving details of said activation. This will initiate the College's emergency procedure for 'Attending fire alarm activations' which is subject to a detailed risk assessment, which is managed by the Head Porter.

If you discover a fire and following activation of the fire alarms you **MUST** follow the instructions detailed above within '**IF YOU DISCOVER A FIRE**' or '**ON HEARING THE FIRE ALARM**'.

ARRIVAL OF FIRE AND RESCUE SERVICE

The College Porters will confirm to Fire Service Control the exact location of the fire and the most convenient entrance to the College site. One porter will meet the Fire Service with all necessary keys at the agreed location while the other remains in the College Lodge. Communication will be maintained via the emergency mobile 'phone and by walkie-talkie.

On arrival of the Fire and Rescue Service, the Porter will inform the Fire Officer in charge of the situation and provide further information as requested. This should include the location of highly flammable materials and the services isolation points.

EXTERNAL MONITORING

The College fire alarm is also externally monitored by Southern Monitoring which is managed by Trinity Protection Systems Ltd, the College's specialist fire alarm company.

If the fire alarm is activated, the monitoring station is alerted and will place a call to the College Lodge emergency telephone. The porter will confirm the current status regarding the fire alarm activation.

EVACUATION

The College has twenty separate fire alarm systems within the buildings around the site. The main panel is located within the College Lodge to the north of the site on St Margaret's Road.

The bells only sound within the building / area where the alarms have been activated. Initially only the building where the fire alarms are sounding will be evacuated.

If the fire starts to threaten other College buildings the Fire Service, in consultation with the College Lodge, will authorise and initiate a phased evacuation of any building that is potentially at risk.

ASSEMBLY

Following the activation of the fire alarm, staff, students and visitors should generally assemble within the main College gardens a minimum of TWENTY metres away from the buildings. In certain circumstances the exclusion zone may be increased on the instruction of the Fire Service or the College Fire Wardens.

There are some specific arrangements for assembly in some buildings and for certain key staff. These are detailed on the Fire Action Notices and / or within individual sections' specific fire safety instructions.

If staff and students require temporary shelter during an emergency, the senior manager on duty will ensure there is access to the ground floor of Maplethorpe. The alternative would be Main Building Dining Room.

If the existing accommodation or facilities have been damaged or destroyed, then the Bursar will instigate section 6.1 of the College's Business Continuity Management Plan.

ROLL CALL

The Line Managers and Supervisors will meet their staff at the pre-determined assembly point. A check will be carried out to ensure all staff have evacuated safely. If they suspect that any staff may still be in the building, the Manager will immediately report the details to the Fire Service Officer and College Lodge.

It has been agreed by the College that it is unrealistic to carry out a roll call for the 600 resident students, as no register is kept of their whereabouts.

FIRE FIGHTING EQUIPMENT

Fire extinguishers and other firefighting equipment are situated at key locations throughout all College buildings.

If you have been trained, you should tackle the fire with an appropriate fire extinguisher, but under no circumstances should you take any risks. Never tackle a fire if there is a possibility that your escape route could be cut off, stop if the fire continues to grow despite your efforts or if it spreads towards explosive or toxic materials, gas cylinders or pressurised containers.

The Building Maintenance Manager is responsible for the installation and maintenance of firefighting equipment. All defects should be reported via the maintenance request system as high priority.

FIRE WARDENS AND OTHER RESPONSIBILITIES

Fire Wardens play a critical ongoing role in ensuring the College buildings are safe and free from hazards. Although all staff are encouraged to report defects, Fire Wardens have a special responsibility to continually monitor their work area and immediately report any issues to the College Lodge.

They also play a critical management role in an emergency:-

- Helping staff, students and visitors evacuate the buildings.
- Providing assistance to disabled and elderly visitors.
- Ensuring the nearest available exits are used.
- Giving clear and calm instructions.
- Checking the premises to ensure everyone has left.
- Using firefighting equipment if safe to do so.
- Ensuring doors and windows are shut.

ISOLATING POWER SUPPLIES AND OTHER SERVICES

The main gas and ventilation systems within the Main College Commercial Kitchens are automatically shut off on activation of the fire alarm system.

Following a request from the Fire and Rescue Service to isolate all main services to the building, the porter should contact the Building Maintenance Manager via walkie-talkie during normal working hours or on his mobile 07885269773 at all other times.

The Building Maintenance Manager will arrange the disconnection, or give advice and instruction to the Fire and Rescue Service.

HIGHLY FLAMMABLE MATERIALS

The College Porter should inform the Fire and Rescue Service of the following areas where highly flammable materials are stored:-

- MGA Building, Basement Workshops - Maintenance Materials.
- 10, Canterbury Road, Garage - Petrol and machinery.
- RTB, student bar - Alcohol, sprits.
- Kenyon Basement - Oil storage tank (now empty and awaiting permanent removal).
- Kenyon Basement- Domestic Stores.
- 82, Woodstock Road - External oil storage tank (now empty and awaiting permanent removal).
- Kitchen Car Park, external store - LPG tanks.

All Managers should continue to ensure they reduce (whenever possible) the amount of flammable and highly flammable materials/ products stored within College.

Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 replaced all other fire safety legislation. The cornerstone of the order is the 'Fire risk assessments', which has brought fire procedures in line with all other Health and Safety legislation.

The key staff that have specific responsibilities under the order are:-

Gareth Prior, Bursar - Responsible Person.

Richard Noonan, Head of Estates - Competent Person.

Paul Blake, Building Maintenance Manager - Deputy Competent Person.

Robert Lewis – Head Porter (Lead Fire Warden/Marshal)

All managers that take bookings / organise external events and functions MUST liaise with the Responsible Person from said organisation and provide them with all necessary fire safety information.

DISABLED VISITORS, STAFF AND STUDENTS

All disabled staff employed by the College will be provided with an individual Personal Emergency Evacuation Plan (PEEP) and risk assessment completed by their Line Manager. This will include all necessary control measures.

All disabled students at the College will be provided with an individual Personnel Emergency Evacuation Plan (PEEP) and risk assessment completed by College Office in conjunction with the Accommodation Manager. This will include all necessary control measures.

In the majority of cases, Conference Office or Development will be notified when a disabled visitor is attending an event in College. The College's Conference Manager, with advice from other College staff, will assess the suitability of the event location and arrange additional safety measures / management procedures.

In all cases the Head Porter or his Deputy should be informed when a disabled visitor is on site, especially if they are resident overnight or it has been agreed they can use accommodation above or below ground floor level.

On the activation of the fire alarm the Porter attending will take the College's evacuation chair and, if safe to do so, will help the disabled person evacuate the building. The Head Porter will ensure all Porters are adequately trained on how to use the evacuation chair.

Disabled refuge points are provided within the staircase enclosure of Maplethorpe Building, Dickson Poon Building and within the Mordan Hall seminar areas. Disabled people should not be left alone in a refuge area, whilst waiting for assistance to evacuate the building.

All staff must realise that it is not only people with obvious mobility problems that may require help in an emergency, there are many less obvious disabilities including impaired vision and impaired hearing where extra help may still be required.

FIRE PREVENTION AND GOOD PRACTICE

In addition to the above-mentioned procedures all members of staff receive annual training via their line manager covering the issues listed below.

1. Keep fire doors closed (do not wedge open).
2. All internal doors should be kept closed when the room / area is unoccupied.
3. Report fire doors that are not closing or which are damaged via the College Lodge and Maintenance Request System.
4. Practice good housekeeping, clear away combustible material from all corridors and escape routes.
5. Ensure combustible materials and waste that is stored externally is a minimum of 6m from the external walls.
6. All furniture with damaged upholstery should be replaced. All new upholstered furniture must comply with BS 7176:1995 and BS 7177:1995.
7. Observe the instructions on all Fire Safety Notices.
8. Do not overload electrics and switch off appliances when not in use.
9. Report to your Line Manager if you suspect a student is overloading the electrics within their room.
10. Familiarise yourself with the locations and types of firefighting equipment and how to use them in the event of an emergency. This includes both fire extinguishers and fire blankets.
11. Water extinguishers **MUST** not be used on electrical fires, burning fat or oil.
12. Report missing or damaged fire extinguishers via the Maintenance Request System and College Lodge.
13. Keep fire exits clear.

14. Take care when conducting hot works, consult the risk assessment file and College's Health and Safety document. Work to be agreed with the Head of Estates / Building Maintenance Manager.
15. Ensure flammable liquids and materials are stored safely.
16. Report any damage to fire alarm sounders, smoke and heat detectors via the Maintenance Request System and College Lodge. Ensure the detectors are not covered or obstructed in any way.
17. Report to the College Lodge if you have any concerns about the audibility of the fire alarms anywhere within College.
18. Portable electric heaters are not permitted in college, unless agreed for medical purposes or in the event of college heating failure. In both cases, portable heaters will be supplied via the main lodge. If in use, they must be kept well away from combustible materials. Do not leave them unattended.
19. Smoking is prohibited in all areas of College unless within designated smoking areas of College. Dispose of cigarette butts safely.
20. Familiarise yourself with escape routes in all areas of the College.
21. Familiarise yourself with the location and how to operate the fire alarm call points.
22. Familiarise yourself with the location and how to use the internal telephone system.
23. Report to your Line Manager any incidences of students using candles or cooking appliances within their bedrooms. Both are strictly forbidden.
24. In various rooms throughout College, the original historic open fires are exposed for aesthetic reasons. They have all been decommissioned and must not be used under any circumstances due to Health & Safety concerns.
25. Help and direct visitors and guests in the event of an emergency (they may not be familiar with the building).
26. In an emergency you MUST report to your assembly point, the location of which will have been agreed with your Line Manager. (At least 20m from any building.)
27. Line Manager and Supervisors will act as Fire Wardens during an emergency.

If you do not understand your responsibilities or any of the College's fire procedures you MUST speak to your Line Manager.

I confirm that I have attended the College's initial training seminar regarding the Fire Emergency Plan and general Fire Safety. This included watching the training DVDs produced by the Fire Protection Association called 'Action in the event of Fire', 'The role of the Fire Warden' and 'Extinguishing Fires at Work'. I have received an annual refresher with information above and from the Health & Safety Handbook from my line Manager and understand my responsibilities.

NAME

SIGNATURE.....

DATE.....

TRAINER.....

POSITION.....

Please refer to the College's Health and Safety Policy for further information.
A copy of this form should be placed on the employee's personnel file.