Fire and Emergency Evacuation Plan Procedure

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1. Purpose of Document

This procedure outlines in detail the stages and responsibilities of the Fire and Emergency Evacuation Plan of the Institute of Technology Sligo (hereafter called the Institute).

2. Scope

This procedure applies to all persons attending the institute: staff, students, guests, contractors and others as applicable. The procedure is managed by the Institute facilities department.

3. Reference Documents

- Disability Act 2005
- BS and EN standards including BS 7176
- Dangerous Substances & Explosive Atmospheres Regulations 2002 (DSEAR).
- Health and Welfare at Work (General Applications) Regulations S.I No. 299 of 2007

4. Procedure

4.1 Stages of Emergency Fire Alarm Activation

The Campus Fire Alarm system provides for two stages of fire or other emergency warning:

1. **Alert Mode** when the alarm system emits an **intermittent tone.** There is no immediate danger; however, you should get prepared to evacuate (Refer 2.1 below).
2. **Evacuation Mode** when the alarm system emits a **continuous tone.** Immediate evacuation is required (Refer 2.2 below). In potentially more serious situations, the system will defer directly to evacuation mode skipping the alert mode stage.

4.2 Procedure in the Event of Fire Alarm Activation

4.2.1 When an Intermittent Alarm Sounds; (No immediate danger)

Immediate evacuation is not necessary, however prepare to evacuate by:

a) Securing sensitive materials and valuables, close and lock filing cabinets, safes and the like.
b) Commence powering down machinery and equipment and make safe other work processes or experiments in the event of evacuation being required.
c) Standby and await the evacuation signal (alarm will change to continuous sound) or indication that the danger has been eliminated and the situation is safe (sounders will cease).

4.2.2 When a Continuous Alarm Sounds; (Immediate evacuation is required)

Evacuation is now necessary, and the procedure described below must be followed:

a) Leave the building by the designated route as indicated on evacuation plan displayed in your area and if impeded be aware of alternate routes and be prepared to use them.
b) Cooperate and comply with all instructions from fire wardens.
c) Do not run.
d) Do not go to the cloakroom or toilets.
e) Do not stop to collect personal belongings.
f) Do not use lifts, always use stairs.
g) Assist those who may have disabilities, refer Section (3).
h) Ensure machinery, equipment, experiments and the like are left in a safe state where practical.
i) Close all doors as you leave your area; lock only if deemed necessary for safety reasons.
j) Report to your designated assembly point and advise Fire Warden if you are aware of anyone who has not evacuated the building or any other problems you have noticed.
k) Do not re-enter the buildings unless instructed to do so and on no account whilst the alarms are still activated.

Note: Evacuation plans are exhibited on doors in all rooms in the Institute. If plans have been removed please advise the Estates Office. Floor plans and assembly points are included at Appendix 1.

4.3 Evacuation of Persons with Disabilities

The Institute is committed to achieving the principle of planning for the safe, independent, equitable and dignified evacuation of everybody, regardless of their age, size or abilities insofar as this is reasonable and practicable. The rolling programme of achieving Disability Access Certification in compliance with the current Part M of the Second Schedule to the Building Regulations as Amended

is now well advanced with Blocks A, B, E, F, G, H, M & P having been certified compliant by Sligo County Council in accordance with the Disability Act 2005.

There will inevitably be challenges in seeking to ensure that persons with disabilities can exit buildings safely in the event of an emergency. Different disabilities present different challenges, for example:

- ***Mobility impairment*** affects the range or speed of movement to varying degrees.
- ***Sensory impairment*** affects the ability to gather information through the senses such as sight or hearing.
- ***Cognitive oriental health impairment*** affects the capacity to process information and react appropriately.
- ***Other disabilities/conditions*** the stress of an emergency situation may trigger a condition such as asthma or heart problems.

Consultation and engagement with staff, students, and other regular visitors to the Institute, with disabilities is an essential element of identifying risk and planning for their safe evacuation. Persons with impairments should be consulted with individually to develop and document **P**ersonal **E**mergency **E**gress **P**lans (PEEPs). PEEPs should be developed or modified in response to any issues that may emerge during routine fire drills or evacuations. Regular review of these plans is essential to ensure they are kept up to date and take account of any changing needs.

Designated Refuge Areas
Passenger lifts are not designed as a means of emergency evacuation and will return to ground level on activation of the fire alarm and will remain there whilst the alarm is in activation.

Refuge areas are designated areas within protected zones, mainly stairwells, which provide a safe and direct route, with enhanced fire protection, to a ground level exit. Refuge areas are intended to allow people with disabilities which prevent them using the stairs to wait in safety whilst assistance with their evacuation by the Fire Service is organised.

Refuge areas are clearly identified on the evacuation plans (Appendix 1) and denoted by building reference, floor level and specific refuge number e.g. B/F/2 refers to Block B/ First Floor/Refuge Area 2.

A number of refuge points have a two-way communication system between the refuge area and the management control point so that the person at the refuge area can be identified quickly and reliably. The person at the refuge should confirm to the control point the designated refuge reference e.g. B/F/2 to facilitate location and assistance with their safe evacuation.

It is essential that anybody with a disability who may have to wait at a refuge area is made aware of this evacuation procedure beforehand and same should be included within their **P**ersonal **E**mergency **E**vacuation **P**lan.

Describe the steps and processed required by the procedure section 4 and subsections.

4.4 Procedures in the Event of Discovering a Fire

1. On discovery of a fire activate nearest break glass unit which will activate the evacuation mode immediately where only a first stage “alert tone” may have been activated. If there has been no first stage activation two break glass units require to be activated for evacuation mode.

2. Report nature of the incident immediately to Security on **087 637 9470** as soon as safe to do so.
3. The fire service should always be called to a fire. This should be done immediately on discovery of a fire.
4. The fire service should be met on arrival, directed to the fire and provided with the fire safety file detailing locations of electrical switch rooms, gas installations, isolating switches, water mains, location of chemicals / fire hazards and other relevant information.
5. Follow the evacuation procedure as outlined in Section (2.2) above.

4.5 Evacuation Procedures during Out of Hours

The Institute's opening hours are as follows:

Term Time:
Main Campus: Mondays to Thursdays 8.30am to 10.00pm.
Fridays and Saturdays 8.30am to 6.00pm.
Sundays closed.
Buildings K & L: Mon to Fri 8.30am to 6.00pm (Two late openings).
Saturdays and Sunday closed.

Non-Term Time:
All Buildings: Mondays to Fridays 8.30am to 6.00pm.
Saturdays and Sundays closed.

All Buildings are closed on Bank Holidays and Public Holidays.

Security will close and lock all entrances when the buildings have been vacated at normal closing time as above.

During all hours when the main Institute is closed access to buildings will operate strictly on a sign in / sign out basis.

Any member of staff or other authorised person re-entering the buildings after closing time are required to sign in and out with Security. Equally those staying on in the buildings after closing time are required to advise Security accordingly so that they may be signed in.

In the event of a fire alarm activation during out of hours it is essential that all occupants, following evacuation, remain on campus and make their nearest Assembly Point as indicated on the evacuation plan, where they can be accounted for by Security. This is necessary to enable Security to confirm that the buildings have been safely evacuated thus avoiding the need for others including the Fire Service to put themselves at risk in re-entering the buildings to search for unaccounted occupants.

Opening of Buildings Outside of Normal Hours.
Where any standalone building including the Knocknarea Arena (Block P) is opened for special events etc., outside of normal opening hours, the evacuation procedure for that building shall be the same as during normal opening hours.

4.6 Campus Fire Safety and Life Systems

The Institute is required under statute to maintain all of its buildings and facilities in compliance with the Fire Safety Certification granted by Sligo Building Control Authority in accordance with the

requirements of Part B of the Second Schedule to the Building Regulations as Amended. These regulations deal with different aspects of fire safety under five sections namely:

B1 Means of escape in case of fire.
B2 Internal fire spread (linings).
B3 Internal fire spread (structure).
B4 External fire spread.
B5 Access and facilities for the fire brigade.

Further and in compliance with these regulations many of the Institute Buildings are designed and constructed through the adoption of a Fire Safety Engineering approach which considers:

- The risk of a fire occurring.
- The resulting fire severity.
- The fire safety measures provided.
- The risk to persons in the event of a fire occurring.

Measures incorporated in accordance with this Fire Safety Engineering strategy include:

- A comprehensive automatic fire detection and alarm system comprising a fully addressable and centrally monitored double knock fire alarm installation.
- Provision of smoke control systems.
- Control of rate of growth of a fire.
- The degree of fire containment.
- Fire separation between buildings and/or parts of buildings.
- Active measures for fire extinguishment and/or control.
- Facilities to assist the fire service.
- Fire safety management including the maintenance of fire safety systems.

Only authorised personnel approved by the Estates Office are permitted to work on the Institute's fire and associated life systems. It is a disciplinary offence and potentially a criminal matter to interfere with these systems or to knowingly cause a false alarm activation by deliberately setting of a break glass unit or by other intentional means.

There are various fire related life/safety features in buildings as required in accordance with respective Fire Certificates. These are summarised at Appendix 1 and include:

- **Smoke vents:** These open when activated by the fire alarm. You may notice some of these open in the summertime as they automatically operate in hot weather.
- **Smoke screens/shutters:** Close fully during fire alarm activation and are a requirement of the fire safety design. The routes blocked are not designated fire escape routes.
- **Smoke curtains:** Drop under alarm activation to divert smoke away from escape routes.
- **Smoke spill fans:** These are particular to Block E and are activated by the fire alarm for the purpose of exhausting smoke from the principle escape route. Note these are noisy in operation.
- **Automatic internal fire doors:** These are designed to protect escape routes and in normal use are held open to facilitate circulation. They release when activated by the fire alarm.
- **Automatic external fire doors/vents:** Operate in a similar way but open outwards to allow replacement air for smoke evacuation.
- **Automatic sliding and revolving doors at entrances:** Open automatically when the fire alarm is activated.
- **Self-Closing Fire Doors:** Generally, all doors fitted with self-closing mechanisms are fire rated doors which serve to control the spread of fire "containment" and for fire separation "compartmentation". Fire doors should not be wedged open.

- **Emergency Lighting and exit signage:** Operate in the event of a power outage to enable safe evacuation at night-time.
- **Lifts:** All passenger lifts will return to ground level on activation of the fire alarm and will remain there whilst alarms are activated. Lifts are not designed as a means of emergency evacuation.

It is vitally important that these features are not interfered with and are free to operate upon activation. For instance, do not obstruct the path of fire curtains, fire shutters, fire doors etc.

It is further important that the following general principles are observed so as to maintain the integrity of the Fire Certification and ensure safe means of escape from the Institute's buildings and facilities:

- No works are to be carried out to the fabric or finishes of buildings without the prior agreement of the Estates Office; such works may compromise the fire engineering design of the building.
- No modifications or alternations are to be carried out to electrical or other service installations without the prior agreement and written approval of the Estates Office.
- In no circumstances should emergency exit doors be locked preventing escape.
- In no circumstances should enclosed stairwells be used for storage purposes. Enclosed stairwells are designed and designated as protected areas under the Fire Certification and such storage could present a potentially serious risk to safe evacuation. These protected zones are also used as refuge areas for people with disabilities who cannot be immediately evacuated in an emergency, refer Section (3). Furniture or other materials stored or left in these areas will be removed without notification and may be disposed of.
- Photocopiers or other heat generating electrical appliances must not be located on circulation routes as these are precluded from being situated on routes of escape under Fire Certification.
- Soft furnishings and other loose furniture and fittings should not be placed in circulation areas unless certified as compliant with the Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly, Department of the Environment. Further all fabrics shall be certified to achieve Class O spread of flame and be to current BS and EN standards including BS 7176. Any furnishings or fittings not confirmed as being so certified will be removed.
- Access for emergency fire service vehicles should not be obstructed.

4.7 Portable Fire Extinguishers

Portable handheld fire extinguishers are provided as part of the Institute's fire engineering strategy for fire extinguishment and control. Extinguishers are located in groups throughout the Institute and in particularly high-risk areas.

Training will be provided to appropriate staff including fire wardens on the safe operation of handheld extinguishers.

Only in extreme circumstances e.g. where there is an immediate threat to life or for very minor fires should untrained persons use handheld fire extinguishers and **ONLY** after having first activated the nearest emergency break glass unit.

Fire Extinguisher Types: There are three main types in use on the college campus namely: Carbon Dioxide (CO2), Foam and Water. The table below indicates their suitability for different fires.

TYPE OF FIRE	SUITABLE FIRE EXTINGUISHER		
	CO2	**FOAM**	**WATER**
Colour Coding	**Black**	**Cream**	**Red/Clear**
Flammable liquids	Yes	Yes	**No**
Live electrical equipment	Yes	**No**	**No**
Wood, paper or textile	**No**	Yes	Yes
Flammable metal fires	**No**	**No**	**No**
Gaseous fires	**No**	**No**	**No**

Please Note: Always identify the type of extinguisher before use. All fire extinguishers are red with a coloured coded box to distinguish contents e.g. a CO2 extinguisher has a black sticker/box.

When using Fire Extinguishers, a useful acronym is **PASS**:

- **P** Pull out the Safety Pin.
- **A** Aim at the base of the fire
- **S** Squeeze the trigger
- **S** Sweep the base of the fire

Particular care should be taken in small and/or confined spaces where smoke can present a much greater and imminent threat to life than the fire itself.

NEVER enter a room where there is any evidence that a fire has been burning even if it may appear to have extinguished.

A prudent rule of thumb concerning the use of handheld fire extinguishers is:

- If the fire is confined to its original starting point, use the appropriate extinguisher (e.g. water / foam /chemical). **If the fire has spread significantly from its original starting point, get out, close the door and activate nearest fire alarm break glass unit. The overriding consideration in the event of a fire is the safety of building occupants. Property can be replaced lives cannot.**

4.8 Fire Safety Prevention and Precautions

4.8.1 Emergency Evacuation Awareness & Drills

All staff and students should be fully familiar with the Fire and Emergency Evacuation Procedures. Evacuation drills are essential to support and reinforce familiarity with these procedures in practice and will be carried out at least once a year, with suitable records maintained. Evacuation drills may include:

a) A local emergency evacuation of a single building or group of buildings.
b) An Institute wide evacuation of all campus buildings.

All occupants are required to fully cooperate with evacuation drills without exception. Non-cooperation with any evacuation including a drill may be considered a disciplinary offence.

4.8.2 General Fire Safety Precautions Include:

- All staff, students and other regular building occupants and visitors should familiarise themselves with the escape routes to use in the event of a fire or other emergency.
- Staff in particular should be aware of their duties and responsibilities in relation to these evacuation procedures.
- Visitors to large events such as conferring's, conferences and the like should be informed of emergency exits and evacuation procedures at the outset of such events.
- Emergency exits, entrance halls, lobbies, corridors, stairwells and other escape routes must not be obstructed and should be kept clear at all times.

- Fire doors when closed serve to hinder the spread of fire. It is highly irresponsible to jam fire doors in an open position, for no other reason than to facilitate traffic flow.
- In no circumstances should emergency exits be locked from the inside preventing escape.
- There must always be clear space around heaters and other heat generating appliances.
- Good housekeeping should be observed in all laboratories, studios etc to avoid creating a potential fire risk or obstruction to safe escape.
- Whilst building refurbishments or other significant maintenance/alterations works are being carried out, escape routes may be temporarily restricted and fire safety systems deactivated. In such circumstances alternative temporary precautions will be put in place including a fire watch system however staff are requested to be particularly vigilant during these periods.
- The Estates Office should be contacted if you plan to undertake activities which may generate significant heat, smoke or dust in buildings as part of experiments, practicals etc as these can generate false alarm activations which create nuisance and if repeated may cause complacency in the event of the need for a genuine emergency evacuation. In these instances, detectors can be temporarily deactivated preventing false activation. In no circumstances should detectors be deactivated or covered other than by the Estates Office.
- Smoking is strictly prohibited in all buildings.

4.8.3 Other Specific Fire Prevention and Precautions Include:

1. Ensure that any faulty electrical connections or faults are reported immediately to the Estates Office
2. Any faulty or defective equipment must be removed from service immediately and repaired promptly.
3. Use of adapter plugs is not allowed other than for small power items such as phone chargers, PC speakers and the like.
4. Ensure that heating appliances and the like are used strictly in accordance with specification e.g. the surface of storage heaters should be kept clear. **Portable electrical heaters are strictly prohibited and will be removed without notification.**
5. Ventilation grills must be kept clear and not covered or blocked.
6. Departments receiving goods or equipment must ensure disposal of the associated packing in a prompt and responsible manner and not allow same to obstruct work areas or escape routes.
7. Chemicals, cleaning materials etc must be stored in an appropriate manner with due regard to manufacturer's instructions and guidance on separation and safe disposal.
8. Highly combustible materials such as bottled gas, heating oils, flammable cleaning products, solvents, chemicals, etc. must be stored in suitably designed and designated locations in accordance with appropriate regulations and/or codes of practice including the Dangerous Substances & Explosive Atmospheres Regulations 2002 (DSEAR).
9. Cooking areas must be kept clear of grease and all grease filters in extract units must be regularly cleaned in accordance with manufacturer's recommendations. Fat fryers must have their contents replaced before they become a fire hazard. Other cooking appliances should be maintenance in compliance with manufacturer's recommendations.
10. Electrical appliances such as tumble dryers, washing machines and the like must not be left on overnight as these represent a particularly high fire risk.
11. As a general principle all equipment not in use should be turned off at the socket and not left on standby.
12. All portable electrical appliances should be PAT tested in accordance with Health and Welfare at Work (General Applications) Regulations S.I No. 299 of 2007 and properly maintained.

13. Portable electrical appliances and/or other electrical equipment whether for work related or personal use, which are not the property of the Institute, must not be used on campus unless approved by the Department/Function head and confirmed as having been properly PAT tested and maintained.
14. Staff should inspect their classroom / office / laboratory, particularly at the end of the working day, for possible fire hazards and report any issues or concerns to the Estates Office
15. All external contractors are required to comply with the Estates Office Permit to Work System when they are engaged in activities involving hot works: This includes Brazing, Cutting, Grinding, Soldering, Torch Applied Roofing and Welding.

4.9 Specific Responsibilities

4.9.1. Estates Office

1. Manage and maintain the Institute's fire and emergency evacuation systems and procedures.
2. Ensure that the Institute's fire safety design and life systems are properly maintained in compliance with the issued Fire Certification.
3. Investigate all alarm activations and respond accordingly.
4. Manage the Permit to Work System including Hot Works Permit and ensure Contractors and the like are familiar with the Institute's fire and emergency evacuation systems and procedures.
5. Prepare reports including recommendations arising from any incident or emergency requiring evacuation of the campus or part thereof.
6. Liaise with the Fire Service in connection with all matters relating to the Institute's evacuation and emergency procedures.
7. Ensure that essential up-to-date information is maintained detailing locations of electrical switch rooms, gas installations, isolating switches, water mains, particular fire hazards and other relevant details as may be required by the Fire Service.

4.9.2. Contract Security; Evacuation Co-ordinator (ECO)

Term Time (Two guards on Duty):
The guard on duty designated as **Evacuation Co-ordinator (ECO)** will immediately report to the main control centre in Block A reception on alarm activation and co-ordinate the initial response to the activation as follows:

1. Identify the source of the alarm activation and direct the second guard to proceed immediately to investigate and verify the cause.
2. In the event that the alarm has gone into full evacuation mode and a number of detectors have been activated, immediately call the Fire Service and Estates office.
3. If found to be a false alarm, in the pre-evacuation stage, cancel the intermittent mode.
4. If confirmed as being a valid alarm, ensure that the pre-evacuation stage is upgraded to evacuation mode.
5. Receive acknowledgement from **F**unctional **E**vacuation **M**anagers that buildings have been evacuated and/or determine location of any persons remaining in the buildings including those in Refuge Areas.
6. Appraise the Fire Service upon arrival including confirmation of persons in Refuge Areas.
7. Report to the Estates office any issues arising from the evacuation.
8. Record all alarm activations and subsequent actions taken in the security log book.

Non Term Time (One guard on Duty):
During non-term time the campus population is significantly less and it is envisaged that the logistics, but not the urgency, of evacuation is reduced. During these periods the guard on duty will be the designated **Evacuation Co-ordinator** and will immediately report to the main control centre in Block A reception on alarm activation and co-ordinate the initial response to the activation as follows:

1. Identify the source of the alarm activation and proceed to immediately verify the cause.
2. In the event that the alarm has gone into full evacuation mode and a number of detectors have been activated, immediately call the Fire Service and the Estates office.
3. If found to be a false alarm, in the pre-evacuation stage, cancel the intermittent mode.
4. If confirmed as being a valid alarm, ensure that the pre-evacuation stage is upgraded to evacuation mode.
5. Receive acknowledgment from the **F**unctional **E**vacuation **M**anagers that buildings have been evacuated and/or determine location of any persons remaining in the buildings including those in Refuge Areas.
6. Appraise the Fire Service upon arrival including confirmation of persons in Refuge Areas.
7. Report to the Estates office any issues arising from the evacuation.
8. Record all alarm activations and subsequent actions taken in the security log book.

Outside of Opening Hours (One guard on Duty):
When the Institute is closed access to buildings will operate strictly on a sign in / sign out basis, refer Section (5). During these times the guard on duty will be the designated **Evacuation Co-ordinator** and will immediately report to the main control centre in Block A reception on alarm activation and co-ordinate the initial response to the activation as follows:

1. Identify the source of the alarm activation and immediately inform the Security Control Centre and mobile security unit who should proceed directly to the Institute if not presently on site.
2. In the event that the alarm has gone into full evacuation mode and a number of detectors have been activated, immediately call the Fire Service and the Estates office emergency out of hours contact numbers.
3. If found to be a false alarm, in the pre-evacuation stage, cancel the intermittent mode.
4. If confirmed as being a valid alarm, ensure that the pre-evacuation stage is upgraded to evacuation mode.
5. Proceed to Assembly Point 1 with Sign in / Sign out book and account for occupants signed in as being on the premises.
6. Appraise the Fire Service upon arrival including confirmation of any persons unaccounted for.
7. Report to the Estates office any issues arising from the evacuation.
8. Record all alarm activations and subsequent actions taken in the security log book.
9. In no circumstances should a loan guard approach or attempt to extinguish a fire by themselves.

4.9.3. Health & Safety Office

1. Co-ordinate with Academic Schools and Central Functions and maintain up to date the Fire Warden Schedule, Appendix 2.
2. Organise and assist with the training for Fire Wardens and other staff as may be required.
3. Organise and co-ordinate evacuation drills in accordance with these fire and emergency evacuation procedures and report any issues arising.

4.9.4. Heads of Function
Each Head of Function is responsible for the evacuation of the Fire Zones within their designated areas, refer Appendix 2 and shall:

1. Nominate a **F**unctional **E**vacuation **M**anager(s) **(FEM)** during Institute opening hours where the function is undertaking any authorised use or occupation of the campus buildings or facilities including a system of deputation in the event of the absence of the nominated FEM. More than one FEM may be required where there are more remote buildings eg Blocks K & L.
2. Nominate and maintain a register of a minimum of two fire wardens per Fire Zone within their functional area. In shared / common areas functions shall liase to co-ordinate appointment.
3. Nominate separate wardens for areas occupied after 6.00pm where the function is undertaking any authorised use or occupation of the campus buildings or facilities.
4. Ensure evacuation procedures are communicated to students, staff and visitors within the Functional Area as appropriate.
5. Consult and engage with staff, students and other regular visitors with disabilities to develop **P**ersonal **E**mergency **E**gress **P**lans (PEEPs) where appropriate; refer Section (3) above.
6. Ensure that the fire safety prevention and precaution measures referred to at Section (8) above are implemented within the functional area.
7. Ensure students and/or staff within the functional area who do not comply with instructions to evacuate or who are otherwise in breach of these procedures are appropriately sanctioned.

4.9.5. Functional Evacuation Managers (FEM)

1. In the event of an evacuation put on the high vis Function Specific ***"Functional Evacuation Manager"*** vest and proceed directly to prearranged designated control point.
2. Check that all Fire Zones within the Functional area have been reported in by the Fire Wardens as having been evacuated and confirm same to the Evacuation Co-ordinator **(ECO)** on **087 637 9470.** Emergency radios may be used for this purpose if available otherwise a mobile text with Function reference may be sent eg "***ALL CLEAR SCIENCE***"
3. Immediately advise the ECO of any persons remaining in the Functional area and/or those in Refuge Areas awaiting assistance with evacuation. Communications should be concise and specific; the circumstances relating to anyone failing to evacuate can be dealt with later.
4. Attend post evacuation meeting at which any difficulties in relation to evacuation procedures for their area should be reported.

4.9.6. Fire Wardens

1. Put on high vis "***Fire Warden***" vest and advise people of need to immediately evacuate and which route to take.
2. Assist with the evacuation of designated Fire zone, check all rooms have been evacuated and close doors on leaving.
3. Report to designated control point and confirm to nominated **F**unctional **E**vacuation **M**anager that designated area has been cleared or if there are any persons still remaining in the building. If **F**unctional **E**vacuation **M**anager cannot be located call Security on **087 637 9470 immediately** if any person, including any disabled person remains in the building.
4. Attend post evacuation meeting at which any difficulties in relation to evacuation procedures for their area should be reported.

4.9.7. Lecturers Undertaking Classes/Practical's at time of evacuation

1. In the event of an Alert/intermittent alarm proceed as per (2.1) above.
2. In the event of an Evacuation/continuous alarm proceed as per (2.2) above.
3. Assist with the orderly evacuation of class.
4. Report to nearest Fire Warden anyone with disability requiring transfer to a refuge area in accordance with their PEEP.

4.9.8. Main Receptionist

1. Telephone the fire Service if requested by the ECO in the event an emergency.
2. Be familiar with the guidelines provided for dealing with bomb threats or other similar threats and warnings.
3. Immediately report into the President's Office and Estates Office any phoned in bomb or other threat which may necessitate the evacuation procedures being implemented.

4.9.9. All Staff, Students, Visitors and Other Occupants

1. All building occupants have a duty to cooperate with these evacuation procedures and to evacuate in the event of an evacuation/continuous alarm.
2. Cooperate with the instructions and directions of Fire Wardens and proceed to designated assembly point in an orderly manner as per (2.2) above.
3. In no circumstances re-enter the building until the all clear is given and on no account whilst the alarms are still activated.

5. Records generated by this Policy

- Appendix 1 Principle Fire Safety Features
- Appendix 2 Fire Zones & Fire Warden Schedule – (Master Copy)

6. Measurement of Effectiveness of this procedure

None applicable

7. Revision History

Revision No	Description of Change	Issue Date	Status
000	New Procedure	17/01/2022	Approved by Executive 10/01/2022

Appendix 1

Principle Fire Safety Features

Admin Building including library. **(Block A)**	**Science Building.** **(Block B)**	**Languages and Marketing** **(Block C)**	**1978 Building** **(Block D)**	**Engineering** **(Block E)**	**Business Innovation Centre / R & D** **(Block G)**	**Applied Technology** **(Block M)**
Library: Smoke ventilation windows overlooking fish on the lower ground floor open on fire evacuation. Same for high level windows in central atrium.	**Fire doors across central corridor near restaurant** close on fire evacuation.	**Fire doors on Ground Floor:** Close on alarm activation to deny access from Block B	**Fire shutter, mid corridor drops** to separate blocks C & D in event of fire.	**Fire curtains on L G level, adj. to E0010/17**: Drop to divert smoke from escape route	**Fire doors in Gnd. floor corridor to Education Centre:** Close on fire alarm activation.	**Reception Atrium:** Smoke vents at high level open on fire alarm activation.
Library stairwell smoke vent opens on fire evacuation. (exit is opposite fish sculpture)	**Fire doors in Gnd floor corridors (10 sets)** close on fire evacuation.	**Fire doors on 1st Floor** Close on fire to deny access from Block B.	**Fire doors on Ground Floor**, (6 sets) close to protect escape routes.	**Fire curtains on G. level adj. to E1008 / 14 / 15/ 18 & 19:** Drop to divert smoke from escape route.	**Fire doors in 1st.** **floor corridor to Education Centre:** Close on fire activation.	**Rear staircase:** Smoke vent at high level opens on fire alarm activation**.**
Main concourse: High level smoke vents open on fire evacuation.	**Fire doors in 1st Floor corridors (18 sets**) and 2nd Floor (2sets) close on fire evacuation**.**	**Smoke windows above B-C link**: Open when alarm activates.	**Lift** returns to ground floor and takes no calls.	**Fire curtain on 1st level adj. to E2007**: Drops to divert smoke from escape route.	**Fire doors in 2nd floor corridor to Education Centre:** Close on fire alarm activation.	**Side staircase:** Smoke vent at high level opens on fire alarm activation.
Reception atrium: High level smoke vents: open on fire evacuation.	**Shutters** at Café & Main canteen entrance + adjacent B3204 fall on fire evacuation.	**Fire Shutter, mid corridor** drops to separate blocks C& D in event of fire.		**Smoke fans at high level in main concourse**: start up when alarm activates to exhaust smoke.	**Reception Atrium:** Smoke vents at high level open on fire alarm activation.	**Lift** returns to ground floor and takes no calls**.**

Admin Building including library. **(Block A)**	**Science Building.** **(Block B)**	**Languages and Marketing** **(Block C)**	**1978 Building** **(Block D)**	**Engineering** **(Block E)**	**Business Innovation Centre / R & D** **(Block G)**	**Applied Technology** **(Block M)**
Reception, entrance to E Block: Small smoke curtain drops on fire evacuation	**Smoke windows** (2) in main science extension stairwell	**Lift** returns to ground floor and takes no calls.		**External fire doors both ends of block at LG level:** open on alarm to provide replacement air.	**Fire doors in new extension, all floors**	**Fire doors in middle of central corridor on all floors** close on fire evacuation.
Reception Main Door: Automatically opens on fire evacuation.	**Gas isolator valve** operates to stop LPG to canteen and science laboratories			**Internal Fire doors LG level:** Close on alarm to deny access to A block.	**New staircase** **Smoke vent above**	
Fire shutter between Blocks A and B: Lowers on fire evacuation.	**Metal fire shutter between Blocks A and B,** Lowers on fire evacuation			**Internal Fire doors Gnd. Level:** Close on alarm to deny access to A Block	**Lift** returns to ground floor and takes no calls	
External fire doors by West link corridor. (adj. to Bank) 2 sets of doors open outwards on fire evacuation.	**High level windows** in atrium 2 of new science extension open on fire evacuation.			**Internal Fire doors 1st Floor: C**lose on alarm to deny access to A Block.		
Library lift returns to the ground floor and does not accept calls**.**	**Powered fire doors** (3) in restaurant open on fire evacuation.			**Lift:** Returns to Ground floor on fire evacuation**.**		

Admin Building including library. **(Block A)**	**Science Building.** **(Block B)**	**Languages and Marketing** **(Block C)**	**1978 Building** **(Block D)**	**Engineering** **(Block E)**	**Business Innovation Centre / R & D** **(Block G)**	**Applied Technology** **(Block M)**
Reception lift returns to the ground floor and does not accept calls.	**Bottled gas slam shuts** operate to isolate gases.					
	Lifts in main concourse and extension return to ground, takes no calls					
Technology **(Block(F)**	**Student Centre** **(Block H)**	**Knocknarea Arena** **(Block P)**	**Arts Building** **(Block K)**			
Ground floor fire doors (7 sets) close on fire evacuation	**Fire doors** close on ground floor corridor.	**Fire doors** on ground floor close on fire evacuation.	Front sliding doors to open on fire evacuation, so will fail safe in the open position. Single door in front lobby is not linked to fire alarm and will remain in the closed position. All external escape doors with mag locks to release on fire alarm to allow for escape			

Admin Building including library. **(Block A)**	**Science Building.** **(Block B)**	**Languages and Marketing** **(Block C)**	**1978 Building** **(Block D)**	**Engineering** **(Block E)**	**Business Innovation Centre / R & D** **(Block G)**	**Applied Technology** **(Block M)**
1st Floor fire doors (8 sets) close on fire evacuation	**Fire doors** close on first floor corridor.	**Fire doors** on first floor corridor close on fir activation				
2nd Floor fire doors close on fire evacuation.	**Main entrance**: Both sets of front doors open.	**Lift** returns to ground floor and does not accept calls.				
Lift returns to ground floor and does not accept calls.	**High level smoke** windows open above entrance atrium.	**Smoke window** at top of stairs opens to release smoke.				
	High level smoke windows open above central stairs.	**Smoke vents in main hall** Open on fire brigade activation.				
	Lift returns to ground floor and takes no calls.	**Steel shutter on reception desk** drops on fire evacuation.				
	Door entry maglocks to Health Centre released on fire evacuation.					
	Door release maglocks on Hulme					

Admin Building including library. (Block A)	Science Building. (Block B)	Languages and Marketing (Block C)	1978 Building (Block D)	Engineering (Block E)	Business Innovation Centre / R & D (Block G)	Applied Technology (Block M)
	Hall exits release on fire evacuation.					

Appendix 2

Fire Zones & Fire Warden Schedule – (Master Copy)

BUILDING REFERENCE & ACCOMMODATION		FLOOR LEVEL	FIRE ZONE	ASSEMBLY POINT	RESPONSIBLE FUNCTION(S)	FIRE WARDEN 1	FIRE WARDEN 2	FUNCTIONAL EVACUATION MANAGER
A	Reception, theatres & WCs	Lower Grd	**A1**	**1**	Registrar			
	Library social area	Lower Grd	**A2**	**1**	Registrar			
	Admin offices	Ground	**A3**	**1**	Registrar			
	Library & staff offices	Ground	**A4**	**1**	Registrar			
	Admin offices	First	**A5**	**1**	Secretary Financial Controller			
	Library quiet area	First	**A6**	**1**	Registrar			
B	IT Services, teaching, offices,	Ground	**B1**	**1 & 6**	SFC & Engineering			
	Black box, teaching, offices	Ground	**B2**	**1 & 6**	Engineering & Business			
	Main canteen, teaching	Ground	**B3**	**3**	Secretary Financial Controller			
	Kitchen & prep areas	Ground	**B4**	**3**	Secretary Financial Controller			

BUILDING REFERENCE & ACCOMMODATION		FLOOR LEVEL	FIRE ZONE	ASSEMBLY POINT	RESPONSIBLE FUNCTION(S)	FIRE WARDEN 1	FIRE WARDEN 2	FUNCTIONAL EVACUATION MANAGER
	Labs, teaching, offices	First	**B5**	**1, 3 & 6**	Science			
	Labs, prep, teaching, offices	First	**B6**	**3 & 6**	Science			
	Labs, prep, teaching, offices	First	**B7**	**3**	Science			
	Labs, prep, teaching, offices	Second	**B8**	**3**	Science			
C	Labs, classrooms	Ground	**C1**	**6**	Business			
	Lab, classrooms, offices	First	**C2**	**6**	Business & Science			
D	Teaching, offices, social area	Ground	**D1**	**6**	Business			
	Teaching, studios, offices	Ground	**D2**	**6**	Business			
	PC labs, teaching, offices	First	**D3**	**6**	Business			
	Teaching, studios, offices,	First	**D4**	**6**	Business			
E	Teaching, PC labs, offices	Lower Grd	**E1**	**1**	Engineering			
	Labs, PC labs, offices	Lower Grd	**E2**	**1**	Engineering			

BUILDING REFERENCE & ACCOMMODATION		FLOOR LEVEL	FIRE ZONE	ASSEMBLY POINT	RESPONSIBLE FUNCTION(S)	FIRE WARDEN 1	FIRE WARDEN 2	FUNCTIONAL EVACUATION MANAGER
	Studios, labs, offices	Ground	**E3**	**1**	Engineering			
	Studios, labs, offices	Ground	**E4**	**1**	Engineering			
	Studios, labs, offices	First	**E5**	**1**	Engineering			
	Studios, labs, offices	First	**E6**	**1**	Engineering			
F	Machine room, stores	Ground	**F1**	**1**	Engineering			
	Tool room, stores	Ground	**F2**	**1**	Engineering			
	Teaching, studios, offices	Ground	**F3**	**1**	Engineering			
	Teaching, studios, offices	First	**F4**	**1**	Engineering			
	Teaching, studios, offices	First	**F5**	**1**	Engineering			
	Teaching, studios, offices	First	**F6**	**1**	Engineering			
G	Labs, BIC units, offices	Ground	**G1**	**1 & 4**	TBC			
	Labs, BIC units, offices	Ground	**G2**	**1 & 4**	TBC			
	Social area, BIC units, offices	First	**G3**	**1 & 4**	TBC			
	Labs, BIC units, offices	First	**G4**	**1 & 4**	TBC			

BUILDING REFERENCE & ACCOMMODATION		FLOOR LEVEL	FIRE ZONE	ASSEMBLY POINT	RESPONSIBLE FUNCTION(S)	FIRE WARDEN 1	FIRE WARDEN 2	FUNCTIONAL EVACUATION MANAGER
	BIC units, offices	Second	**G5**	**1 & 4**	TBC			
	Labs, BIC units, offices	Second	**G6**	**1 & 4**	TBC			
H	Student Services, offices	Ground	**H1**	**1, 2 & 3**	Registrar			
	Student social area, changing	Ground	**H2**	**1, 2 & 3**	Registrar			
	Student Services, offices	First	**H2**	**1, 2 & 3**	Registrar			
	Social area, Hume hall	First	**H3**	**1, 2 & 3**	Registrar			
J	Teaching	Ground	**J1**	**3**	Science & Business			
K	Art studios, offices, stores	Ground	**K1**	**7**	Engineering			
L	Art studios, offices, stores	Ground	**L1**	**8**	Engineering			
M	Workshops, stores	Ground	**M1**	**4**	Engineering			
	Workshops, store, social area	Ground	**M2**	**4**	Engineering			
	Studios, labs, office	First	**M3**	**4**	Engineering			
	Teaching, offices	Second	**M4**	**4**	Engineering			

BUILDING REFERENCE & ACCOMMODATION		FLOOR LEVEL	FIRE ZONE	ASSEMBLY POINT	RESPONSIBLE FUNCTION(S)	FIRE WARDEN 1	FIRE WARDEN 2	FUNCTIONAL EVACUATION MANAGER
P	Hall, offices, changing rooms	Ground	**P1**	**5**	Strategy			
	Social area, gym, studio	First	**P2**	**5**	Strategy			
S	Water/ Effluent Lab	Ground	**S1**	**6**	Engineering			
	Prefab Offices	Ground	**S2**	**6**	Science & Business			
	Carpenters Workshop	Ground	**S3**	**6**	Estates			
R	Recycling, office	Ground	**R1**	**5**	Estates			