

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

FIRE SAFETY REGULATIONS FOR CONFERENCE ORGANISERS, GROUP LEADERS AND GUESTS.

(Version 4)

INTRODUCTION

In accordance with the Fire Risk Assessment requirements made under current Fire Safety Legislation, all College buildings are provided with a **Means of Escape** in case of fire, a range of **Fire Safety Equipment**, **Fire Assembly Points**, and are subject to **Management Procedures** which ensure, as far as reasonably practicable, the safety of people who use those buildings, whether as regular users or visitors.

The College has a duty to bring to your attention these fire safety features and the requirement for you to familiarise yourself, and others you are responsible for, with them. This applies to both academic and residential rooms.

In the case of academic rooms the lecturer or person in authority should draw the attention of the delegates to the fire exits, the means of raising the alarm, and the location and number of the assembly point. This should be done at the start of the use of the room and it should be repeated when different delegates use the same room. It needs only to be done once to each group of delegates, on first use of the room.

MEANS OF ESCAPE

All College buildings are provided with a means of leaving the building safely in the event of fire. Depending on which floor you are on this will include:

Stairs/Corridors/Fire Exit doors leading to open air.

You are required to ensure that all members of your party are made aware of their alternative escape routes. All will be indicated by Fire Exit signs and provided with Emergency Lighting where appropriate.

WINDSOR BUILDING – Special arrangements

The College has created a set of 'generic' emergency evacuation plans for the Windsor Building for persons who may require assistance in escaping. A set of STANDARD ESCAPE PLANS for visitors and casual users of this building is maintained at the Reception Desk. These are written procedures, in the form of OPTIONS, for people with disabilities to choose from. Whilst every effort has been made to cover a wide range of disabilities, there may be occasions when a particular case lies outside of the options set out here. In such circumstances staff should undertake a discussion with the individual and develop a plan which offers a best fit to their needs.

FIRE SAFETY EQUIPMENT

The range of equipment will include:

- Heat and Smoke Detectors
- Fire Alarm Call Points
- Fire Extinguishers and Blankets
- Fire Exit signs
- Fire Action Notices
- Self-closing Fire Doors

It must be made known to **all** members of your party that it is against the College Fire Safety Policy, and a "criminal offence", to tamper with any equipment or arrangements provided for safety in the

event of a fire. Where any fire equipment is damaged, tampered with, moved or disabled in any way, a charge will be levied against the client responsible for the group in respect of repairs, replacement and work hours.

FIRE ASSEMBLY POINTS

In the event of an evacuation of your building you will be required to make your way to the designated Assembly Point, which is denoted by a large Green and White sign, at a suitably safe place away from the building. Each building has its own Assembly Point, which is identified by a number or letter, on the Fire Action Notices located at each Fire Alarm Call Point.

MANAGEMENT PROCEDURES

The procedures in place for each College building include the **Testing of Fire Alarms**, what to do **If You Discover a Fire** and the proper management of **Fire Evacuations**.

Fire Alarm Tests

The Fire Alarm in each building is tested at the same time, on the same day:

- Once a week for Residential Accommodation buildings and the Science Buildings (Queen's; Bourne; Tolansky/Wilson; Wolfson)
- Every two weeks for all other buildings.

The schedule of tests is posted in the entrance to each building and it is the responsibility of building users to familiarise themselves with the relevant testing time. The alarm is a continuous ringing bell or sounder.

During the test the alarm will normally be sounded for about 15 – 30 seconds. Should the alarm sound for more than this, it must be treated as an unscheduled event, and the building evacuated without further delay.

If You Discover a Fire

You must:

1. Operate the nearest Fire Alarm Call Point
2. Leave the building by the nearest exit
3. Go to your designated Assembly Point

Fire Fighting Equipment must only be used by persons who have been trained to do so, and only after the alarm has been sounded.

All Fire Alarm activations in College buildings are investigated by College Security Officers as Surrey Fire & Rescue Service will only respond to a confirmed fire. If you have operated the alarm because you have discovered an actual fire, College procedure requires that you follow this up with a phone call to the College Security Office, using either the internal phone system on 444, or on an external line/mobile phone using 01784 443888. This will ensure that the Fire Service is called at the earliest opportunity. You must make yourself known to a Security Officer or a Fire Marshal (see Fire Evacuations, below) and pass over all relevant information.

Fire Evacuation Procedure

If the Fire Alarm sounds at any time other than a scheduled testing time (or for longer than 30 seconds on a scheduled test, as above) then you must:

1. Leave the building by the nearest exit
2. Close doors behind you
3. Report to your designated Assembly Point
4. Do not return to the building until authorised to do so
5. Do not use lifts

There is no provision for College staff to check off visitors from a master list. Organisers of conferences and Group Leaders are held responsible for seeing that attendees know the route to the nearest fire exit and designated Assembly Point. They are also responsible for ensuring that group members evacuate the building in a quick and orderly manner and for carrying out a roll-call at the Assembly Point.

All College buildings have designated Fire Marshals, who wear an Orange Tabard (with *Fire Marshal* on the back) and they, along with College Security Officers, will manage all Fire Evacuations. All building users are required to comply with any instructions given by them and to report to them following a roll-call of their group.

FOUNDER'S BUILDING – Special arrangements

In order to assist with the control of an evacuation and re-occupation of the Founder's Building, a Flashing Red Light has been fitted to each of the 8 access points. These lights will flash when the Fire Alarm has been activated and **re-entry into the building will only be allowed when these lights are turned off** (regardless of whether the sounders are sounding). They are under the control of the Security Staff, who will only turn the lights off when they are satisfied that it is safe to go back into the building and have fully reset the alarm system.

Roll Call

A roll call will be carried out at the assembly point by the **Supervisor** or **Organiser** of the conference, or the **Group Leader**.

If a group is residing in more than one residential block or, in the case of Founders, on both East and West wings, then a Conference Supervisor/Group Leader must be present in each block/wing of a residence to carry out a roll call in the event of an evacuation.

Where a group is using academic rooms a Conference Supervisor/Group Leader will be required for carrying out a roll call for each building in use. It is recommended that daily attendance sheets are kept for each building.

After completing the roll call the Conference Supervisor/Group Leader must report the outcome to a Fire Marshal or a College Security Officer. If someone has failed to report in at the roll call, and there is reason to believe that they are still inside the building, their name and room number must be reported to a Fire Marshal or Security Officer.

In the case of an evacuation in Founder's Hall after 17.00 or before 09.00, the Conference Supervisor/Group Leader on the West wing must report to a Fire Marshal or Security Officer on the East wing when the roll call is complete. A Security Officer is always located in the Security Office, opposite the main reception in the East wing.

Should you have any queries regarding the system of evacuation prior to your arrival please contact the Conference Events and Hospitality Manager between 09.00 - 17.00 on telephone number: 01784 414149

Any queries during your visit should be directed to the Duty Manager of the hall in which you are staying via Reception.

I hereby agree to abide by the conditions and procedures stated in the document "Fire Safety Regulations for Conference Organisers, Group Leaders and Guests". I will be responsible for ensuring that all delegates registered with the conference are aware of and comply with the aforementioned regulations.

Signature :

Name :

Position :

Date :

Alan Oakes Fire Safety Officer
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