Fire Safety Policy

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Contents

1. Fire Policy Statement

It is the policy of Loughborough University to ensure that all employees, students, contractors, and visitors are protected from the risks of fire. To achieve this aim, appropriate fire prevention/precaution measures shall be taken, including minimising the spread of smoke. Also, appropriate evacuation procedures shall be developed, implemented, and periodically tested. All persons shall be provided with sufficient appropriate fire awareness training and instruction. All premises shall comply with relevant fire safety legislation and recognized good practice.

2. Regulatory Background

The regulatory framework within which the University operates is provided by the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O 2005). This legislation is enforced by the local Fire and Rescue Service, and therefore Leicestershire Fire and Rescue Service for most of the University's estate.

The legislation places a responsibility on a nominated Responsible Person to take general fire precautions as far as is reasonably practicable as to ensure the safety of employees, visitors, and contractors whilst on the Responsible Person's premises.

Fire safety is also governed by the Building Regulations 2010. It applies to all new buildings and many refurbishment projects. Compliance with Building Regulations 2010 is required by law for all new University buildings.

Breaches of Regulatory Reform (Fire Safety) Order 2005 can result in legal action taken by the enforcing authority.

This policy details the roles and responsibilities specific for fire safety.

3. Definitions

- Combustible material
    - A substance that can be burned.
- Competent person
    - A person with enough training and experience or knowledge and other qualities to enable them to assist in undertaking the preventative and protective measures.
- Dangerous substance
    - A substance which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace creates a risk.
- Escape routes
    - Routes forming that part of the means of escape from any point in the premises to a final exit.
- False alarm
    - A fire signal, usually from a fire warning system, resulting from a cause other than a fire.
- Fire door
    - A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which, when closed, is intended to restrict the passage of fire and/or smoke to a predictable level of performance.
- Flammable material
    - Easily ignited and capable of burning rapidly.
- Means of escape
    - Routes provided to ensure safe egress from premises or other locations to a place of total safety.
- Responsible person
    - The person ultimately responsible for fire safety as defined in the RR(FS)O.

4. Arrangements

Duties and responsibilities of the "Responsible Person", "Competent Person" and "Duty Holder" and provided below.

Position	Designation under the Regulatory Reform (Fire Safety) Order 2005
Loughborough University	The university is named as the 'Accountable Person' for the purpose of the Building Safety Act 2022.
Vice Chancellor	The Vice Chancellor is the most senior member of the University body and as such is designated as the "Responsible Person" under the Regulatory Reform (Fire Safety) Order 2005. The post holder is responsible for ensuring that fire safety matters are delegated to appropriate members of staff and are planned and resourced appropriately.
Chief Operating Officer	The Chief Operating Officer ensures sufficient resources are made available to confirm fire safety is effectively delivered. The Chief Operating Officer ensures that monitoring arrangements are in place to make sure that fire standards are maintained. The Chief Operating Officer will also periodically receive reports on the adequacy of fire safety standards on the Loughborough Campuses. The Chief Operating Officer is responsible for ensuring that the university registers any High-rise Residential Buildings (HRB) under the requirement of the Building Safety Act with the Building Safety Regulator (BSR).
University Fire Officer/Deputy Fire Officer	The University Fire Officer and their Deputy have the technical and practical knowledge to assess, investigate and report on fire hazards associated with the infrastructure of university property. The University Fire Officer and their Deputy are designated as the "Competent Persons" and they act on behalf of the Vice Chancellor in discharging these duties. The University Fire Officer is responsible for developing and maintaining the Building Safety Cases of any buildings necessary that fall into the scope of the Building Safety Act 2022.
Dean of School, Directors and Head of Professional Services	Deans of School, Directors and Head of Professional Services have responsibility for the day to the day running of their departments and therefore are designated as "Duty Holders" for fire safety matters under their control. Duty Holders must ensure that: - Fire hazards are managed appropriately and that activity within their area of control in particularly that the use or storage of dangerous substances, does not create or exacerbate a fire risk. Further advice is available in Loughborough University's Chemical Storage Safety Guidance. - Where applicable, competent persons are appointed to undertake specific risk assessments such as the Dangerous Substances and Explosives Atmospheres Regulations (DSEAR) 2002. Further information can be found in Appendix C – Fire Risk Assessments and the DSEAR Policy - Fire marshals, wardens and sub- wardens have been appointed and have been trained by the University Health & Safety Services. - Staff and students who may need assistance (for instance, a person with impaired mobility) from a building have been assessed, and where applicable a Personal Emergency Evacuation Plans (PEEPs) or General Emergency Evacuation Plans (GEEPs) has been developed. - Issues identified through the fire risk assessment process are resolved. - Fire Emergency Plans are designed specifically to match the needs of the building it relates to and the organisation of the University. This is to ensure that special/specific procedures required are documented in the building fire action plan. See Appendix B – Example LU Fire Emergency Plan. In discharging their duties, Duty Holders may appoint members of staff, such as Departmental Safety Officers (DSO) Wardens and Sub-wardens to assist with carrying out fire safety tasks. Duty Holders receive reports and Fire Risk Assessments (FRA) from the University Fire Officer or their Deputy and are responsible for implementing action plans to remedy any deficiencies. They must also ensure special/specific procedures required for the Fire

	Emergency Plan are produced and where this cannot be actioned, the issue is brought to the attention of the Chief Operating Officer. Where premises are occupied jointly, Duty Holders are responsible for cooperating with fellow duty holders insofar as this effect's areas under their joint control.
Director of Estates and Facilities Management	The Director of Estates and Facilities Management is designated as the "Main Duty Holder" under the RR(FS)O 2005. The Main Duty Holder is responsible for ensuring that University buildings are designed, built and maintained to be protected, so far as is reasonably practicable, from the effects of fire. The Director of Estates and Facilities Management may receive advice and information from the University Fire Officer or his Deputy to assist them in discharging this duty effectively. The Director of Estates and Facilities Management is responsible for registering any HRB as required under the Building Safety Act 2022.
Head of Maintenance, Engineering and Sustainability	The Head of Maintenance, Engineering and sustainability is designated as a "Duty Holder" and is responsible for ensuring the following: • Resolving issues identified through the Fire Risk Assessment process. • Their staff are competent on fire safety matters. • Construction projects and refurbishments deliver fully compliant facilities designed in accordance with the Loughborough University Fire Design Strategy and in the absence of detail in the strategy that key fire legislation is followed and that all fire safety measures are fully functional at handover. • Fire Risk Assessments are updated following the completion of a project. • Records are maintained regarding the building and equipment which are being developed. • Suitable handover arrangements are in place during building and refurbishment. • Fire safety controls such as permits to work are in place during construction, refurbishment, and maintenance activities. Storage and use of flammable substances, waste transfer arrangements, maintenance of any temporary, contractor installed fire alarm system, and reduction of dust generation are all managed.
Assistant Director of Capital Projects & Programme Management	The Assistant Director of Capital Projects & Programme Management is designated as a "Duty Holder" and is responsible for ensuring the following: • That construction projects and refurbishments deliver fully compliant facilities designed in accordance with the Loughborough University Fire Design Strategy and in the absence of detail in the strategy, that key fire legislation is followed, and all fire safety measures are fully functional at handover. • The Fire Risk Assessment is updated or undertaken following the completion of a project. • Records are maintained regarding the building and equipment which are being developed. • Suitable handover arrangements are in place during building and refurbishment works. • Fire safety controls such as permits to work are in place during construction, refurbishment, and maintenance activities. Storage and use of flammable substances, waste transfer arrangements, maintenance of any temporary, contractor installed fire alarm system, and reduction of dust generation are all managed.
Hall of Residence Wardens	Hall of Residence Wardens are designated as a "Duty Holder" and are responsible for ensuring the following: • That the local fire action plan to the students' accommodation/hall is understood by those residents. • All Sub-Wardens are trained or have received annual refresher training before commencement of the academic year. • Controlled fire evacuations are undertaken and recorded.

	• Students who may need assistance (for instance, a person with impaired mobility) from their residence have been assessed, and where applicable a Personal Emergency Evacuation Plans (PEEPs) or General Emergency Evacuation Plans (GEEPs) has been developed. Residential students are obliged to attend a fire safety induction session provided by the Hall Warden team. During the session, students will be made aware of the relevant precautions and procedures for the specific residence and will be made aware of the dangers within. Penalties associated with tampering with fire safety equipment should also be made clear. The evacuation procedures and the location of assembly points shall be displayed on Fire Action Notices located at strategic points throughout University buildings. In discharging their duties, Duty Holders may appoint members of staff, such as Sub-Wardens to assist with carrying out fire safety tasks.
Hall Managers, Wardens, Sub-Wardens and Fire Marshals	Required to ensure that safe evacuations take place in the event of the alarm being raised in a university building, and that an investigation into the cause of the alarm is implemented. Detailed guidance can be found in Appendix A – Fire Marshals.
University Teaching Staff	Responsible for the safety of their students when in class and must make themselves aware of the fire procedures for the buildings in which they lecture, to ensure the following: • Student(s) under their supervision are aware of what to do on hearing the fire alarm. • Leave the building by the nearest available exit route in a calm and orderly manner and proceed to the designated assembly point allocated to that building. • Students remain at the assembly point until a clear instruction from the Fire Marshal/Security Officer has been given to re-enter the building.

5. Key Legislative Requirements

The University will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the following:

- The Health and Safety at Work etc Act 1974; (the Act), sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other. These duties are qualified in the Act by the principle of 'so far as is reasonably practicable'. In other words, an employer does not have to take measures to avoid or reduce the risk if they are technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk.

- The Management of Health and Safety at Work Regulations 1999 generally make more explicit what employers are required to do to manage health and safety under the Act. Like the Act, they apply to every work activity. The main requirement on employers is to carry out a risk assessment. Employers with five or more employees need to record the significant findings of the risk assessment.

- The Regulatory Reform (Fire Safety) Order 2005, (RR(FS)O); implements a risk-based approach to fire safety in community, industrial and business premises. It requires the responsible person (usually the employer, owner or occupier) to carry out a fire safety risk assessment and implement appropriate fire precautionary and protection measures, and to maintain a fire management plan.

- The Building Regulations 2010; set out the minimum requirements and basic performance standards designed to secure the health, safety, and welfare of people in and around buildings.

- The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR); require employers to protect workers from the risks from explosive atmospheres. To ensure compliance, Departments and Professional Services are required to:

  1. Carry out a risk assessment of any work activities involving dangerous substances;
  2. Provide technical and organisational measures to eliminate or reduce as far as is reasonably practicable the identified risks;
  3. Provide equipment and procedures to deal with accidents and emergencies;
  4. Provide information and training to employees;
  5. Classify places where explosive atmospheres may occur into zones and mark those zones where necessary.

6. Evacuation Procedures for Disabled Persons

The University has a responsibility to ensure that we can safely evacuate all occupants of all our buildings. To achieve this, the University will establish a system of personal emergency evacuation plans (PEEPS) and generic emergency evacuation plans (GEEPS), in order to support those who are unable to self-evacuate and those who require additional support.

Responsibility for ensuring completion for PEEPS lies with the line manager or disability liaison officer (DLO) in the case of students, however, this process should be collaborative and must include consultation with the individual in question. The University Health and Safety Service and specifically the Fire Safety Team are available to offer support and guidance.

6.1. Wheelchair Users and People with a Physical Disability

A wheelchair user must notify their tutor (or line Manager) of the details of their PEEP. If, due to the nature of the impairment, the individual cannot be removed from their wheelchair without risk of serious injury, movement to a point of temporary refuge will be considered as part of their PEEP.

It is essential that wherever possible Fire Safety Coordinators / Hall Managers, Fire Marshals/Wardens are aware of staff, students or visitors to the building who have specific emergency evacuation needs.

NB. Most fire escape stairways or designated refuge areas are of half hour fire resistance and will also provide the necessary protection until the arrival of the Security personnel with the C- Max evacuation chair or the Fire and Rescue Service to allow a safe evacuation.

Most refuges have the provision of an Emergency Voice Communication System (EVCS), which are directly linked to the Security Control Centre.

6.2. Deaf/Hearing Impaired Persons

In certain University Academic buildings Deaf Alerters or Visual Alarm Devices (VAD's) have been installed. Deaf or hearing-impaired staff/students that are likely to be working in an isolated area are encouraged to advise an appropriate member of staff of this fact, so that they may be notified of any alarm. In certain Halls, Deaf Alerter or VAD's have been installed and can be augmented by vibrating pillows which are available upon request.

6.3. Blind/Visually Impaired Persons

Blind or visually impaired persons are advised to locate evacuation and assembly points as soon as possible upon arrival to the University and should contact the University Health and Safety Service to be advised on the fire evacuation routes from buildings they regularly frequent. It is essential that this takes place immediately upon arrival at the University rather than waiting until an evacuation takes place.

7. Controlled Evacuation Drills

In accordance with fire safety legislation, controlled fire evacuation drills will be implemented or overseen by the University Health and Safety Service for all appropriate University buildings, at least annually.

The drills will monitor the effectiveness of the local evacuation procedures and, where necessary, identify required changes. They will also be used to time the evacuation and compare to a previously determined acceptable time for the relevant building, based on national standards and accepted good practice. In cases where the evacuation takes longer than the expected time, a second drill may be carried out at a later date.

Halls of residence must have completed an evacuation drill by the 2nd week of the 1st semester and a second evacuation drill no later than the 4th week of the 2nd semester.

Reports on the effectiveness of drills will be produced by the Wardens team for each Hall and a copy sent to the University Fire Officer or their Deputy. A standard fire evacuation report form is at Appendix D – Fire Evacuation Exercise Report.

8. Fire Alarm Tests

All fire alarms in University buildings will be tested at designated times, Monday to Friday of each week, (as agreed with the University Health and Safety Service). Details of the tests should be entered into the test register which is supplied by the University Health and Safety Service. It is the responsibility of Deans of School, Directors and Head of Professional Service and the Director of the residential organization to nominate an employee to carry out these tests and complete the test register. Defects must be reported immediately to the Maintenance Engineer within Estates and Facilities Management with jobs entered on Archibus. In the event of a complete system failing, the University Health and Safety Service and University Fire Officer or their Deputy should be informed immediately; in turn temporary portable alarms will be provided for distribution throughout the building where possible and appropriate.

For further guidance on alarm tests, see Loughborough University's Alarm Test Guide.

9. Training, Instruction, and Information

All new employees shall be given local fire safety induction training by their Departmental Safety Officer (DSO), or other appropriate person, in the first week of employment. This will include identification of escape routes, location of fire extinguishers and call points, where the assembly point is and any local hazards that they need to be aware of.

Deans of School, Directors and Head of Professional Service must ensure that Fire Marshals have been appointed and have been trained by the University Health and Safety Service.

The Department of Student Services must ensure that all Sub Wardens are trained or have received refresher training, annually before commencement of the academic year. This will include but not limited to evacuation requirements and procedures, reporting incidents, and completing personal emergency evacuation procedures (PEEPs).

Residential students are obliged to attend a fire safety induction session provided by the Hall Warden team. During the session, students will be made aware of the relevant precautions and procedures for the specific residence and will be made aware of the dangers and penalties associated with tampering with fire safety equipment.

The evacuation procedures and the location of assembly points shall be displayed on Fire Action Notices located at strategic points throughout University buildings.

10. New Buildings and Alterations

When new buildings or significant alterations are being planned (including change to the premises, organisation or the activities), the Estates and Facilities Management Project Managers shall ensure that the requirements of relevant fire safety legislation, fire risk assessments and recognised standards are considered and that the proposed building/facilities meet the requirements of the University Fire Design Strategy. Details of the proposals shall also be sent to the University Fire Officer or their Deputy and the University Health and Safety Service, who will check them for compliance with fire safety legislation, standards, and good practice.

11. Fire Risk Assessments

In accordance with the RR(FS)O 2005, fire risk assessments shall be carried out by the University Fire Officer, their Deputy, or another competent person for every applicable University building and reviewed in accordance with the target frequency illustrated in. The fire risk assessments shall be amended as necessary when circumstances require it (e.g. building changes). They shall be reviewed whenever any changes to structure, layout or usage of the building takes place to ensure their on-going relevance and adequacy.

Risk Category	Building type	Target Review Frequency (Years)
High	Sleeping High usage facilities where hazardous substances are handled/stored	2
Medium	Larger teaching premises Larger Admin buildings Catering	3
Low	Smaller teaching premises Smaller Admin buildings Appropriate Houses Pavillions	4

Table 1 - FRA review frequency

12. Monitoring and Auditing

Supervisors and line mangers shall, as part of their day-to-day duties and during inspections, ensure that fire safety precaution and prevention measures are in place and are working as they are intended to.

Departmental Safety Officers' shall monitor local arrangements for the provision of training, etc. to ensure that they work satisfactorily.

Fire safety shall be included in audits of departmental and Professional Service safety management system carried out by the University Health and Safety Service.

13. Reporting and Investigation of Incidents

Operational or Security personnel who become aware of a fire-related incident shall report it as soon as possible to the University Health and Safety Service. In cases where this is done verbally or where health and safety personnel attend fires or false alarms, the standard fire incident report form shall still be completed and forwarded to the University Health and Safety Service.

Where and when appropriate, a member of the University Health and Safety Service shall carry out an investigation and make recommendations in accordance with health and safety policy.

Data provided by completed incident forms and subsequent investigations shall be analysed periodically by the University Health and Safety Service to identify trends and make recommendations. Appropriate reports shall also be provided to the Health, Safety and Environment Committee and other bodies as required.

14. Further Reading

- *Regulatory Reform (Fire Safety) Order 2005 SI 2005 No. 1541, (ISBN 0 11 072945 5)*
- *Fire Safety Risk Assessment Guides*
  - *Offices and Shops: ISBN: 13-978 1 85112815 0;*
  - *Sleeping accommodation: ISBN: 13-978 1 85112817 4;*
  - *Educational premises ISBN: 13-978 1 85112819 8;*
  - *Small and medium places of assembly ISBN: 13-978 1 85112820 4;*
  - *Large places of assembly ISBN: 13-978 1 85112821 1;*
  - *Theatres, cinemas, and similar premises ISBN: 13-978 1 85112822 8;*
  - *Open air events and venues ISBN: 13-978 1 85112823 5;*
  - *Healthcare premises ISBN: 13-978 1 85112824 2.*
- *Health and Safety at Work etc Act 1974: (ISBN 0 10 5437743).*
- *Management of health and safety. Management of Health and Safety at Work Regulations 1999, Approved code of practice and guidance, L21 HSE Books ISBN 0 7176 24889.*
- *Approved Document B: The Building Regulations 2010: Volume 1 & 2, 2019 Edition.*
- *Dangerous Substances and Explosive Atmospheres. Dangerous Atmospheres Regulations 2002. Approved Code of Practice and Guidance. L138 HSE Books 2003 ISBN 0 7176 2203 7.*

15. Appendix A – Fire Marshals

In large buildings where there are a significant number of people, it is not practicable to have a roll call or keep a formal fire register. Similarly, in most University premises, there are a significant proportion of 'mobile' people at any given time, and occupation levels are not predictable.

In such cases, Fire Marshals are appointed by the Deans of School, Directors and Head of Professional Service to assist in the safe evacuation of all staff and students present from pre-designated areas of the building.

Loughborough University has implemented such a system in most of its buildings and Fire Marshals have been trained to assist staff and students evacuate the area of the building when the fire alarm sounds.

Fire Marshals will be familiar with all the exit points for their area and will direct staff, students, and visitors towards the most appropriate available exit.

Additionally, the training allows any Fire Marshall to act as the Fire Safety Coordinator and to be the first point of contact with the Emergency Services when they arrive on site.

Fire Marshals will be trained in the use of emergency fire-fighting equipment; however, their priority is the preservation of life and as such firefighting equipment will be put to use very rarely. A Fire Marshal's primary function is to assist the progress of the evacuation and to either report to the Fire Safety Coordinator or, act as Fire Safety Coordinator. The duties of the Fire Safety Coordinator are in below in 15.3.

The number of Fire Marshals required for each building will be proportional to the size, complexity, and fire risk of a particular building. The University Health and Safety Service will advise Deans of School, Directors and Heads of Professional Service on the appropriate numbers of Fire Marshals for their area of responsibility.

15.1. Number of Fire Marshals required

15.1.1. Low risk premises; fire marshal requirements:

Fire marshals per number of employees/occupants			Additional fire marshals that may be required		
Fewer than 50	**50-100**	**For every additional 100**	**Large Sites**	**Shift Cover**	**Leave of absence**
At least 1 fire marshal	At least 2 fire marshals	1 additional fire marshal	1 fire marshal per floor/area	Each shift must be adequate	Add 25-50% to the number of fire marshals to cover absence

Example:
A workshop with a separate office area. The workshop employs 7 people, including 2 who work on the weekend. The office employs 3 people, who work Monday-Friday 9am-5pm.

In this instance the recommendation would be to nominate 5 fire wardens:
- 2 in the workshop, 1 for each shift
- 1 in the office
- 2 to cover absences

15.1.2. Medium risk premises; fire marshal requirements:

Fire marshals per number of employees/occupants			Additional fire marshals that may be required		
Fewer than 20	**20-75**	**For every additional 75**	**Large Sites**	**Shift Cover**	**Leave of absence**
At least 1 fire marshal	At least 2 fire marshals	1 additional fire marshal	1 fire marshal per floor/area	Each shift must be adequate	Add 25-50% to the number of fire marshals to cover absence

Example:
A large office building has 3 floors, a cafeteria, and a reception area. There are 280 employees in the offices, 90-100 on each floor, 15 people in the cafeteria working 2 shifts, and 5 people working in the reception area.

In this instance the recommendation would be to nominate 13 fire wardens:
- 6 in the office area – 2 on each floor
- 2 in the canteen – 1 per shift
- 1 in the reception area
- 4 to cover absences

15.1.3. High risk premises; fire marshal requirements:

Fire marshals per number of employees/occupants			Additional fire marshals that may be required		
Fewer than 15	**15-50**	**For every additional 50**	**Large Sites**	**Shift Cover**	**Leave of absence**
At least 1 fire marshal	At least 2 fire marshals	1 additional fire marshal	1 fire marshal per floor/area	Each shift must be adequate	Add 25-50% to the number of fire marshals to cover absence

Example:
A busy research building. The building has 300 employees working in several laboratories over 3 floors (100 persons per floor). One employee supports the reception area. The restaurant is only open during lunch periods and supports approximately 40 people.

In this instance the recommendation would be to nominate 20 fire wardens:
- 1 in the restaurant area
- 1 in the reception area
- 4 per floor (split across any lab areas)
- Additional 2 per floor for absences.

15.2. Fire Marshal duties in the event of a fire alarm sounding
1. To ensure that a safe evacuation of the building is taking place.
2. To sweep a designated area – providing assurance to the marshal is in their designated area when the alarm is heard.
3. To identify if any occupants have been unable to evacuate the building and to report this fact to the Fire Safety Coordinator. This is particularly pertinent if people with limited mobility have been placed into fire refuge areas. Where the refuge area has a form of communication, the Fire Marshal shall ensure that Security Control have been notified, by activating the emergency telephone, Deaf Alerter or CommuniCare System.
4. To act on the instruction of the Fire Safety Coordinator to monitor entrances to the building and to prevent people from re-entering until the all-clear is given.
5. To take instruction from either the Fire Safety Coordinator or an officer from Leicestershire Fire & Rescue Service that the building is safe to re-enter. This information is to be fed back to the occupants at the fire assembly point.
6. To take part in a short de-brief session with the Fire Safety Coordinator if requested to do so.

General duties
- To ensure that fire-fighting equipment is in place and to report to the University Fire Officer or his Deputy if equipment is missing or damaged.
- To identify and report to the Deans of School, Directors and Head of Professional Service any concerns regarding obstruction of fire exits or escape routes.

NOTE: Detailed guidance on the specific duties of Fire Marshals can be found in Appendix A – Fire Marshals.

15.3. Fire Safety Coordinator duties
In large academic buildings there will be a need for somebody to take a lead role in organising the evacuation and passing on information in a systematic manner. This is the duty of the Fire Safety Coordinator. This will be the first individual (Fire Marshal or Security Officer) to reach the scene of the fire incident.

After fulfilling the duties outlined in parts 1 to 3 in 15.2 above, the Fire Safety Coordinators duties are as follows:
1. To go immediately to the fire control point and notify Security that an evacuation is in progress.

NOTE: the first Fire Marshal or Security Officer to reach the fire control point will assume the duties of the Fire Safety Coordinator. Should for whatever reason the Fire Marshal feel uncomfortable or unwilling to take on the role of the Fire Safety Coordinator, the Security Officer in attendance will automatically assume that role.

2. To check in each Fire Marshal as they arrive at the fire control point, noting reports on the whereabouts of people who are known to be left in the building and if any signs of fire have been seen during the sweep and evacuation of the building.
3. To evaluate the information received from Fire Marshalls and if no reports of fire are received to organise an investigation of the reason for the alarm activation.
4. To call Security Control if fire is suspected, arranging for a 999-emergency call to be made to the Fire and Rescue Service.
5. If the alarm is found to be unwanted (false), liaise with Security to silence and reset the alarm system, and give instructions to allow people to re-enter the building. If the panel will not reset and there is uncertainty as to the cause, the Fire and Rescue Service should be called, and the building must remain evacuated.
6. To liaise with the Fire and Rescue Service on their arrival and inform the senior office of the whereabouts of anyone remaining in the building.

15.4. Investigating the cause of the alarm
Investigating the cause of alarm activation is done to avoid unnecessary calls being made to the Fire and Rescue Service.

Whilst Fire Safety Coordinators are sufficiently trained, they must not put themselves at risk. A dynamic, on-the-spot risk assessment should be made, and the Fire Safety Coordinator may only re-enter or stay in a building, if there is no indication of fire.

The procedure is as follows:

1. The Fire Safety Coordinator verifies that no reported signs of fire have been made by Fire Marshals.
2. The Fire Safety Coordinator checks the alarm panel to identify which sensor or call point has been activated.
3. The Fire Safety Coordinator, Fire Marshal or Security Officer proceeds to the sensor/device, being vigilant for any sign of fire en route. Any indication of fire, such as smell or sight of smoke or flames, must be taken as a signal to leave the building immediately and to notify Security, requesting the attendance of the Fire and Rescue Service.
4. On reaching the activated sensor/device the Fire Safety Coordinator takes note of any reason for alarm activation.
5. The Fire Safety Coordinator, Fire Marshal or Security Officer leave the building and report their findings back to Security Control.

15.4.1. General Duties
To provide information gathered during the investigation to the University Health and Safety Service. Use the incident reporting system to report a fire incident, accessed *via* the University homepage.

Detailed guidance on the specific duties of Fire Safety Coordinators can be seen in Appendix B – Example LU Fire Emergency Plan.

In Residential Halls, the Hall Manager / Warden will adopt the role as Fire Safety Coordinator.

16. Appendix B – Example LU Fire Emergency Plan

LOUGHBOROUGH UNIVERSITY (Name of building) FIRE EMERGENCY PLAN

This Fire Emergency Plan has been designed specifically to match the needs of the building detailed above and the organization of the site at the University. There are specific duties for various members of the organisation, and these are explained clearly at different stages of the procedure. This document should be brought to the attention of all building occupants.

16.1. On discovery of a fire in the premises:

a) Immediately operate the nearest fire alarm call point to sound the alarm throughout the premises. Fire alarm call points (break glass) are found adjacent to final exit doors, corridors, and staircase lobbies/landings.
b) Inform Security Control by telephone from a safe venue and give them the relevant information, e.g. the correct address of the building. Security Control will then call the Fire and Rescue Service.
    a. **Security can be contacted in the following ways in an emergency:**
        i. **Use any University internal line dialling 888**
        ii. **Use external lines (e.g. mobile & private telephone lines) dialling 0800526966**
c) Should there be any problem or delay in contacting Security Control, call the Fire & Rescue Service direct by dialling 9-999 (using internal phones), or 999 and give the correct address of the building and any other information they require.
d) Evacuate in a calm and orderly manner and proceed to the fire assembly point.

Security Control can be contacted in the following ways:
- Use any University internal line dialling 888
- Use external lines (e.g. mobile & private telephone lines) dialling 0800526966

Only attempt to extinguish the fire if you are trained and proficient in the use of fire extinguishers. If you do attempt to extinguish the fire do not place yourself or any other person in danger.

16.2. On hearing the fire alarm:

a) Evacuate the premises in a calm and orderly manner using the nearest fire exit **(not using lifts)** and proceed to the designated assembly point for your area.
b) Do not stop to collect your personal belongings.
c) You may be specifically designated to undertake specific actions in the event of a fire alarm, for example to switch off machinery or to isolate a gas supply. You should do this prior to leaving, only if it is safe to do so.
d) Wait at the assembly point until you have been accounted for by your fire marshal.
e) Notify your fire marshal immediately or Security personnel of any persons you know who have not reached the assembly point and who may still be in the building.
f) Do not return to the building until you have been told it is safe to do so by your Fire Marshal, the Fire Safety Coordinator, Security personnel or the Fire & Rescue Service.

16.3. Specific Duties
16.3.1. Fire Marshals, Hall Wardens and Hall managers
(Fire Marshals at Holywell Park see 3.3)

On discovering a fire:

a) Raise the alarm by operating the nearest fire alarm call point.
b) Telephone Security Control on 888 on internal lines, or 0800526966 on external lines. Advise them of the location of the fire and your location, and what is on fire. (dial 9-999 if unable to contact Security control or you are in off campus buildings).
c) Only consider trying to extinguish the fire if safe and if proper training has been given, e.g. knowledge of which extinguisher to use on each classification of fire and how to handle the fire extinguisher.
d) Evacuate everyone from the area, directing staff, students, and visitors towards the nearest available fire exit.
e) Maintain a steady flow of people evacuating the building and prevent 'bottlenecks' building up by redirecting staff, students, and visitors towards other available exits, so they are not placed at risk.
f) Direct staff, students, and visitors away from potential sources of fire, where these are known.
g) Ensure, so far as is reasonably practicable, that each floor in the building is clear or is actively evacuating. Try to identify anyone who is unable to self-evacuate from the building and place them in a refuge area. Where the refuge area has a form of communication, the fire marshal shall ensure that Security Control have been notified, by activating the emergency telephone, Deaf Alerter or CommuniCare System.
h) Leave the building themselves by the nearest available exit.
i) Report to the Fire Safety Coordinator / Security personnel (who will be at the fire control point) on the status of their area.
j) Remain with the Fire Safety Coordinator / Security personnel so that they can be redeployed to aid in controlling other aspects of the evacuation or to be at the disposal of the senior officer of the emergency services on site.
k) Await instructions from the building Fire Safety Coordinator / Security personnel prior to allowing personnel back into the building.
l) If an individual is missing, make a note of their name and the last place they were seen. **Do not re-enter the building to find them**. Report this to the building Fire Safety Co-ordinator or attendant Security personnel.
m) Always ensure that you are in communication with the personnel waiting at the Assembly Point and keep them updated with the situation.

16.3.2. Fire Safety Coordinator
(the first Fire Marshal at the control point, or in their absence Loughborough University Security personnel)

After fulfilling the duties outlined in parts d) to h) of 3.1, the Fire Safety Coordinators duties are as follows:
a) Proceed to the fire control point and check-in each Fire Marshal as they arrive and make a note of their responses.
b) Contact Security Control and inform them that you have a fire alarm incident, and you are investigating.
   a. **Security can be contacted in the following ways in an emergency:**
      i. **Use any University internal line dialling 888**
      ii. **Use external lines (e.g. mobile & private telephone lines) dialling 0800526966**

IF SAFE TO DO SO:

c) Go to the address of the activation shown on the fire alarm panel, being vigilant for any sign of fire en route. Check the activated sensor / call point when you get there and verify the reason for the alarm activation.
d) Direct staff, students and visitors towards the fire assembly point

Any indication of fire, such as smell or sight of smoke or flames must be taken as a signal to leave the building immediately and to notify Security Control or the Officer-in-command (OIC) of the Fire and Rescue Service, that a fire has been confirmed.

If the cause of the fire alarm activation is found to be unwanted (false):

e) Where you are satisfied the cause of activation is false return to the fire control point, ring Security Control on 222141 and explain that the activation was false and that there is no need for further action on their part.

f) A second call must then be made immediately to Security Control, informing them that you have proven the alarm to be false and that the fire alarm has been cancelled.
g) After resetting the fire alarm system, give instruction to the occupants to re-enter the building.
h) Complete fire incident report form.

If a fire is confirmed:

j) Contact the Security Control and request the Fire and Rescue Service are called.

Should there be any problem or delay in contacting Security Control, call the Fire & Rescue Service directly by dialling 9-999 (internal), or 999 (external). Give the correct address of the building and any other information they require. Then, if still safe to do so, retry contacting Security Control.

k) Only consider trying to extinguish the fire if it is safe to do so and correct training has been given, e.g. knowledge of which extinguisher to use on each fire and how to use the fire extinguisher.
l) Do not place yourself or any other person in danger.
m) Direct staff, students, and visitors towards the fire assembly point No.
n) Ensure, so far as is reasonably practicable, that all floors are actively evacuating, and identify if anyone is unable to self-evacuate from the area.
o) Identify yourselves to the Fire and Rescue Service and other personnel in authority by wearing a Hi-Vis tabard were possible.
p) Provide any information to the OIC of the Fire and Rescue Service and inform them of any persons known or believed to be unaccounted for or the location of any staff, student or visitor who require assistance. **Do not re-enter the building to find them.**
q) Ensure communication is maintained with the personnel waiting at the assembly point.
r) Remain at the fire control point until told to stand down by the OIC of the Fire and Rescue Service.
s) Complete a fire incident report form.

In the absence of the Fire and Rescue Service, the building Fire Safety Coordinator or Security personnel have absolute control over ALL personnel on site.

16.3.3. Fire Marshals (The Charnwood Building)

On hearing the alarm:

a) Evacuate everyone from the area, directing staff, students, and visitors towards the nearest available fire exit, and then follow procedures e)-m) below.

On discovering a fire:

b) Raise the alarm by operating the nearest fire alarm call point.
c) Telephone Security Control on 888 on internal lines, or 0800526966 on external lines.
    a. Confirm they are in receipt of the alarm;
    b. Advise them of the location of the fire, your location, and what is on fire.
d) Only consider trying to extinguish the fire if it is safe to do so and correct training has been given, e.g. knowledge of which extinguisher to use on each classification of fire and how to handle the fire extinguisher.
e) Evacuate everyone from the area, directing staff, students and visitors towards the **nearest available fire exit.**
f) Maintain a steady flow of people evacuating the building and prevent 'bottlenecks' building up by redirecting staff, students and visitors towards other available exits, so that they are not placed at risk.
g) Direct staff, students and visitors away from potential sources of fire, where these are known.
h) Ensure, so far as is reasonably practicable, that each floor in the building is clear or is actively evacuating. Try to identify anyone who is unable to self-evacuate from the building and place them in a refuge area. Where the refuge area has a form of communication, the fire marshal shall ensure that Security Control have been notified, by activating the emergency telephone, Deaf Alerter or CommuniCare System.
i) Leave the building themselves by the nearest available exit.
j) Report to the assembly point.
k) Report any persons known to be, or believed to be, unaccounted for, or if any staff, student, or visitor requires assistance to evacuate the building, to the security officer in attendance or alternately contact Security Control on 0800526966. Do not re-enter the building to find them.

l) Ensure that all personnel waiting at the assembly point remain there and await further instructions from Security personnel prior to re-entering the building.

m) If necessary, ensure that all vehicle movement cease in the immediate area, where safe to do so.

16.4. Evacuation Procedures for Disabled Persons

This evacuation strategy will be specific to the needs and abilities of the individual in question. It is essential that wherever possible Fire Safety Coordinators are aware of staff, students, or visitors to the building who have specific emergency evacuation needs.

16.5. Special/Specific Procedures

These procedures are bespoke and will be produced by the relevant department in conjunction with the H&S office when required.

17. Appendix C – Fire Risk Assessments

17.1. Scope

The responsible person is charged under the RR(FS)O 2005 with ensuring that a suitable and sufficient fire risk assessment is carried out. The fire risk assessment must identify both general fire precautions and fire precautions arising from dangerous substances.

The responsible person has delegated the task of conducting fire risk assessment to the following persons:

17.2. General Precautions

The assessment of general fire precautions is delegated to the University Fire Officer or their Deputy.

NOTE: The assessment of general fire precautions does not extend to the physical inspection of ceiling voids and inaccessible places for breaches in fire walls and fire compartments. The fire risk assessment records the fire safety measures in place when the fire safety risk assessment was conducted, lists any inadequacies found and details all appropriate remedial action.

17.3. Dangerous Substances

The assessment of dangerous substances is delegated to the Duty Holder and is consistent with existing duties to access dangerous substances under the Dangerous Substances Explosive Atmospheres Regulations (DSEAR) 2002 and the Control of Substances Hazardous to Health Regulations (COSHH) 2002. The Duty Holder may appoint members of staff from within their own department to conduct the assessment and to implement such controls as lie within their authority. The Duty Holder may additionally require technical assistance/expertise from the University Fire Officer or his Deputy to identify building modifications or changes to the general fire precautions necessary to protect people from fire risks arising from dangerous substances.

N.B. The purpose of the dangerous substances risk assessment is not to interfere with the work of research laboratories but to ensure that suitable controls are in place to manage the risk from ignition sources and flammable material therein.

The findings of the fire risk assessment for dangerous substances shall be recorded and brought directly to the attention of the appropriate Duty Holders with a copy to the University Fire Officer.

The content of a suitable and sufficient assessment of general fire precautions is defined by article 4 of the RR(FS)O.

The content of a suitable and sufficient assessment of dangerous substances is defined by Part 1 Schedule 1 of the RR(FS)O.

In conducting fire risk assessments, the assessor must be guided by sources of authoritative information e.g. Loughborough University policies, guidance issued by fire authorities and the Health and Safety Executive, Building Regulations, British and European Standards and guidance issued by the higher education sector.

Fire risk assessments shall address risks to employees and other relevant persons. This is defined by the RR(FS)O as being any person who is lawfully on the premises or any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

The fire risk assessment is primarily concerned with life risk but where appropriate it may include reference to fire risks affecting business continuity, asset protection and building management systems. Duty Holders are responsible for taking any action specified in the fire risk assessment to address the fire risk.

If a Duty Holder is unable to take the actions specified in the fire risk assessment, they are responsible for bringing this to the attention of an individual or committee who can act on the findings of the fire risk assessment in a timely manner. The University Fire Officer or their Deputy must be informed of this action.

For further guidance on The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002, the DSEAR Policy can be found on the University Health and Safety Service webpage.

18. Appendix D – Fire Evacuation Exercise Report

Fire Evacuation Exercise Report

Building Name:

Local Fire Station Advised: Security Control Informed:

Date Exercise Conducted: Time of Exercise:

Time Expected to Complete Evacuation of the Building: Minutes   Seconds

Actual Evacuation Time: Minutes   Seconds

Bold Actuated:

Security Arrival Time:

1. Did all Fire Warden's report to the Fire Co-ordinator stating their area and evacuation status?

2. Could alarm be heard in all areas? (Ask Fire Warden's)

3. Were all smoke and fire control doors (Especially, Electronic Magnet Released) closed?

4. Were all Fire Warden's / Fire Co-ordinator's and members of staff familiar with the fire evacuation procedure?

5. Were all Fire Warden's / Fire Co-ordinator's easily identified?

6. Were the Fire Assembly Points used?

7. Were all fire exit ways clear and doors able to be opened?

8. Any problems encountered during the exercise? (Enter comments below)

9. Did the Fire Co-ordinator telephone Security Control?

10. Did the Fire Co-ordinator read the fire panel and confirm location?

Observations

Recommendations

Conclusion

Print Name   **Signature**

19. Appendix E – Procedures and Guidance

19.1. General Instructions

All staff must be familiar with the fire procedures as required by the Regulatory Reform (Fire Safety) Order 2005.

Fire procedures are posted throughout the University and can be found on exit routes normally adjacent to fire alarm call points and lecture theatres.

All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed.

Staff should get to know their assembly points which are indicated in the fire procedure for the building. Assembly points can be seen on the University interactive plan.

If you have to evacuate the premises:

- DO exit quickly and calmly.
- DO go directly to open air and report to the designated assembly point.
- DO close the door behind you.
- DO NOT enter an adjacent building unless directed by the Fire Safety Coordinator/Fire Marshal.
- DO NOT stop to collect bags.
- DO NOT use lifts.

Any staff not at their usual place of work on hearing the evacuation signal, must leave the building following the fire evacuation route signage, and go to the designated assembly point. On no account must they return to their own department.

The fire alarm call points can be found on corridors and adjacent to final exit doors.

Portable fire extinguishers are sited in 'high risk' areas and at regular intervals on corridors/exit routes.

In many buildings Fire Marshals/Wardens are utilised. Any instructions they give to staff must be complied with as they are exercising their duties outlined in the University Health and Safety Policy.

19.2. Fire Safety

Fire safety is everyone's responsibility. All employees, students, contractors, and visitors are expected to follow established safety procedures to ensure the safe use of electrical/gas appliances, the safe use, storage and disposal of hazardous/combustible materials and compliance with the requirements of the University's smoking at work policy.

In addition to the legal fire prevention requirements, guidance and advice on specific fire prevention practices are available from the University Health and Safety Service (UH&SS), and the Fire Safety, and Policies and Guidance links on the H&S web site.

19.3. Fire Safety Precautions

Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentalisation of the building and to prevent the spread of the fire and/or smoke.

Corridors, stairways, landings, and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency. Everyday objects such as boxes of paper left on an escape corridor pose serious obstacles during an emergency evacuation.

Hazardous materials must be stored, used, and disposed of in accordance with all legal requirements and safe working practices.

All fire-fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire-fighting equipment must not be removed or repositioned without authority from the University Fire Officer or their Deputy.

Any obvious or suspected damage to, or misuse of a fire alarm or fire-fighting equipment must be reported immediately to the University Health and Safety Service.

19.4. Fire Emergency Plans: Duties and Responsibilities

Any person suspecting or discovering a fire in the premises shall:

- Raise the alarm by operating the nearest fire alarm call point.
- Inform Security by telephone from a safe venue and give them the relevant information, i.e. the correct address of the building. Security Control will then call the Fire and Rescue Service.
- Should there be any problem or delay in contacting Security Control, call the Fire & Rescue Service direct by dialling 9-999 (internal, otherwise 999) and give the correct address of the building and any other information they require.
- If possible, tackle the fire with the correct type of extinguisher, but only if there is no risk to personal safety and practical, "hands on" training has previously been given by the University Health and Safety Service .
- If circumstances dictate, or if ordered to do so, leave the building by the nearest available exit route.

Any person on hearing a continuously sounding fire alarm shall:

- Leave the building by the nearest available fire exit route **(not using lifts)**.
- Go directly to the designated assembly point.
- Never re-enter the building until instructed to do so by the Officer in Charge (OIC) of the Fire & Rescue Service, a Fire Safety Coordinator, Residential Hall Manager, Fire Marshal/Warden for the building or Security personnel. Never re-enter a building whilst the alarm is still sounding.
- Follow any instructions given in an emergency evacuation by the Fire Marshal/Fire Safety Coordinator, Hall Manager/Warden.
  - Breaches of these procedures will be considered serious and may be dealt with under the University's disciplinary procedures.

20. Appendix F – Actions for Security Personnel on Duty

20.1. Actions for Security on Patrol

20.1.1. On discovering a fire

1. Sound the alarm by operating the nearest fire alarm call point.
2. Radio / ring Security Control on 888 (internal lines) or 0800526966 (external lines) (dial 999 if unable to contact Security), giving the location of fire.
3. Tackle the fire with the appropriate extinguisher, only if you have received extinguisher training, and only if you feel it is safe to do so.
4. Evacuate the building and go to the designated Fire Assembly Point.
5. Contact Security Control, updating them of the situation.
6. With instruction from Security Control, liaise with the emergency services as appropriate.

20.1.2. On hearing the alarm

1. Radio / call 888 (internal lines) or 0800526966 (external lines) and inform Security Control that you have a fire alarm activation and that you are investigating.
2. Check outside perimeter of premises and liaise with the Fire Safety Coordinator.
3. Investigate the cause of the activation of the alarm at the fire panel. Identify the location of the detection from the alarm panel and continue to investigate, only if safe to do so.
4. If there is any evidence to indicate the cause of activation is a fire, radio / call 888 (internal lines) or 0800526966 (external lines) and inform Security Control that the Fire Service are required. Dial 999 if unable to contact Security.
5. Where you are satisfied the cause of activation is false – radio / call 888 (internal lines) or 0800526966 (external lines) and explain that the activation was false and that there is no need for further action on their part.
6. Silence the alarms and reset alarm control panel.
7. Instruct any persons at the assembly points to re-enter the building.
8. Complete incident form.

20.2. Action for Security Control Room

On receiving a call on 888 or 0800526966

- Take details of the caller and location of activation.
- Ask if an investigation has taken place and if the emergency services are required.
- Relay information to appropriate emergency services when requested to do so.
- Dispatch Security personnel to assist.
- Liaise with Emergency services as appropriate.

20.3. On receiving an automatic alarm indication on the Bold system

20.3.1. From an occupied Hall or building on campus

- If no call is received from the Hall in the first 2 minutes after activation, phone or visit to investigate the nature of the activation.
- Follow procedure as for "On hearing the alarm" 1-8 above.

20.3.2. From an unoccupied Hall or building on campus

- Dispatch Security personnel to the building, to investigate the nature of the activation.
- Follow procedure as for "On hearing the alarm" 1-8 above.

20.3.3. From Holywell Park indicating a 1st knock (Alarms NOT sounding)

- Dispatch Security personnel to the building, to investigate the nature of the activation.

Follow the following procedure upon arrival at Holywell Park:

1. Check outside perimeter of premises.
2. If safe to do so, enter building *via* Core M.
3. View monitor located on the ground floor (BMS room).
4. Observe the addressed location to the detection from the monitor / alarm panel.
5. Only if safe to do so, investigate the location.
6. If there is any evidence to indicate the cause of activation is a fire operate the nearest call point, radio / call 888 (internal lines) or 0800526966 (external lines) and inform Security Control that the Fire Service are required (dial 999 if unable to contact Security). Then follow procedures as 2nd Knock (Alarms Sounding) 07:00 – 23:00.
7. Where you are satisfied the cause of activation is false, radio / call 888 (internal lines) or 0800526966 (external lines) and explain that the activation was false and that there is no need for further action on their part.
8. Reset alarm control panel *via* Core M (BMS room)

NOTE If reset fails, and alarm panel goes back in to fire fault, (contact FM Help desk or duty electrician for further advice).

9. Complete fire incident report form incident form.

20.3.4. From Holywell Park indicating a 2nd knock (Alarms sounding): 07:00 – 23:00

If not already done so, dispatch Security personnel to the building, to investigate the nature of the activation.

Follow the following procedure upon arrival at Holywell Park:

Check outside perimeter of premises.

1. If safe to do so, enter building *via* Core M.
2. View monitor located on the ground floor (BMS room).
3. Observe the addressed location to the detection from the monitor / alarm panel.
4. Only if safe to do so, investigate the location.
5. If there is any evidence to indicate the cause of activation is a fire, radio / call 888 (internal lines) or 0800526966 (external lines) and inform Security Control that the Fire Service are required (dial 999 if unable to contact Security).
6. Security personal are to enter reception and raise the barrier.
   a. Contact the attendant in the West Gatehouse security pod to instruct they open the gates to courtyard, raise the barrier to the service road. If out of hours Security Control must raise the barrier.
   b. Security Officer to place traffic cones and sign to close the access to all nonemergency traffic to the site and divert to main car park. (Cone and Sign are stored in the motorcycle shed).

7. Where you are satisfied the cause of activation is false – radio / call 888 (internal lines) or 0800526966 (external lines) and explain that the activation was false and that there is no need for further action on their part.
8. Instruct any persons at the assembly points (1- 6) that they may re-enter the building when the fire alarm is silenced.
9. Silence the alarms and reset alarm control panel *via* Core M (BMS room)

NOTE If reset fails, and alarm panel goes back in to fire fault, (contact FM Help desk or duty electrician for further advice).

10. Traverse the outside perimeter of the premises to confirm all assembly points have cleared and ensure all external fire exit doors to the building are checked and secured where necessary.
11. Allow all diverted nonemergency traffic from the main car park back into Holywell Park.
12. Lower the barriers where necessary.
13. Complete fire incident report form incident form.

20.3.5. From Holywell Park indicating a 2nd knock (Alarms sounding): Outside of 07:00 – 23:00
20.3.5.1. Security at the control room

1. Phone 999 for emergency services stating:

"***Premises is closed, site may have lone worker & a key holder is being mobilised***".
2. Relay information to appropriate emergency services.
3. Dispatch Security personnel to Holywell Park

Note: in the event of a fire incident occurring out of normal working hours contact will need to be made with the duty University Engineer.

20.3.5.2. Security arriving at Holywell Park

Upon arrival, security personnel should follow the procedure outlined below:

1. If closed, open main site gates, raise all barriers and await the arrival of Fire & Rescue Service at Holywell Park Gate House. Stop all movement of traffic emerging onto Holywell Park and direct all nonemergency traffic to the main car park. Request for a printout of the online out of hours register to be brought to site and present the information pack to the crew manager of the first crew in attendance.
2. Escort fire crew to Core M to determine the location of fire detection, if safe to do so.
3. Liaise with Emergency services as appropriate.
4. Liaise with Holywell Park Staff at the fire assembly points.
5. When the area has been made safe by the Fire & Rescue Service and the fire emergency is stood down. Instruct any persons at the assembly points (1-6) that they may re-enter the building when the fire alarm is silenced.
6. Silence the alarms and reset alarm control panel *via* Core M (BMS room). If unsure contact duty electrician.
7. Allow all diverted nonemergency traffic from the main car park back into Holywell Park and ensure all external fire exit doors to the building are checked and secured where necessary.
8. Complete fire incident report form.

20.4. The Charnwood Building Only

Due to the design of the fire alarm system in this building, which incorporates a two-stage fire alarm system in conjunction with a phased/partial evacuation, occupants in other areas of the main building not in fire alarm condition, will still have access to an area in fire alarm.

Therefore, the fire alarm must be left sounding until an investigation has taken place and the area in alarm has been checked and proven to be safe.

Security Control MUST inform the attending Fire and Rescue Service of this setup and seek their advice about access control if they request the alarms to be silenced DURING an investigation as this action could allow staff to access an area under investigation without prior knowledge of it being in an alarm state.