



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Fire Emergency Plan: UK

Policy Name	Fire Emergency Plan: UK
Responsible post holder	General Manager, UK
Created:	13 June 2019
Approved by:	SSG
Effective from:	25 June 2019
Next review date:	July 2020
Version control number	1.0

LCIBS FIRE EMERGENCY PLAN

The purpose of the Plan is to ensure the safety of all persons in the event of a fire.

Copies of this Emergency Plan will be made available to any person on request.

Address of the premises to which this Fire Emergency Plan relates to	Dock Managers Offices, Surrey Quays Road, London, SE16 2XU
Occupier of the premises	London College of International Business Studies
Uses of the premises	Education
Responsible Person	The General Manager has primary executive responsibility for building management and is therefore the Responsible Person. They are supported by the Facilities and IT Coordinator.
Other management responsibilities for fire safety	All peoples occupying or using the building at any time, all relevant managers and the Health & Safety coordinator have duties under official legislation and associated guidance, in accordance with the arrangements described in this Plan, and according to LCIBS' Health and Safety Policy. These duties include cooperation and coordination between areas/departments/functions as necessary to ensure that full, adequate and uniform fire safety arrangements are implemented and maintained. The General Manager and Facilities and IT Coordinator are nominated Building Fire Officers and are responsible for overseeing fire safety arrangements in the building.
Fire warning arrangements	An electrical fire alarm system with manual call points and heat and smoke detectors is provided throughout the premises. The fire panel is located in the library on the ground floor.

Mitigating Circumstances Policy

	<p>available, they should telephone 999 from a safe place.</p> <p>On hearing the alarm signal, all persons present should immediately and calmly evacuate the premises by the nearest available emergency escape route, and proceed to the Assembly Point as displayed on local Fire Action Notices.</p> <p>Persons evacuating must obey Building Managers' and Fire Marshals' instructions;</p>
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	<p>ensure others in the vicinity also evacuate; assist any person who needs help, if safe to do so; not stop to collect any personal belongings; not use lifts; proceed directly to the correct Assembly Point (locations are indicated on Fire Action Notices near to all alarm call points); remain there until officially instructed otherwise.</p> <p>The Building Managers will telephone the Fire & Rescue Service in accordance with local procedures.</p>
Emergency escape routes	<p>Emergency escape routes are clearly signed, and are kept immediately available and unobstructed at all times. All users of the building should ensure they are fully aware of both obvious/familiar and alternative escape routes</p>
Arrangements for fighting fires	<p>Firefighting equipment is provided as determined by fire risk assessment, and maintained.</p> <p>Persons with no specific training are not expected to fight a fire, but all occupants and staff should familiarise themselves with the location and basic operating principles of the equipment, in case they need to use it (i.e. only in order to effect their escape, if cut off by fire).</p> <p>The Building Managers are nominated and trained to use the firefighting equipment provided.</p>
Procedures for coordinating evacuation and for liaising with the fire brigade	<p>The Building Managers will check the fire alarm panel, direct available fire marshals from the Reception area to confirm evacuation, then control the fire evacuation at the front of the building and direct evacuating persons away towards the assembly point.</p> <p>The Building Managers will give the following information to the officer-in-charge of the first fire appliance to arrive: whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked; any dangerous substances stored in the building that are likely to become involved including substances known/logged as temporarily present; where the seat of the fire is thought to be located; and the best route to get to trapped persons or the seat of the fire.</p>

<p>Other key responsibilities in the event of fire</p>	<p>Nominated Fire Marshals are provided insofar as practicable. Records are held of all nominated persons.</p> <p>In an evacuation, adequate Fire Marshals are available at all practicable material times for the following, under the direction of the Building Managers: checking that each designated area is clear of all personnel, and closing doors if safe to do so; directing evacuating persons to the assembly point; reporting each area as clear (or otherwise) to the Building Managers; preventing persons from entering the building; attacking fires with available fire-fighting equipment if trained and safe to do so; and conducting regular fire safety inspections of their area and recording the results.</p> <p>Persons leading or facilitating events have responsibility for ensuring that all persons present evacuate safely to the final assembly point, and for reporting that the area is clear (or otherwise) to a local Fire Marshal or the person in charge of the building.</p>
<p>Special arrangements for disabled, young and elderly persons" evacuation</p>	<p>Fire Marshals or other nominated persons will assist disabled visitors or staff from the building during fire evacuations.</p> <p>Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating, should report to Reception and ask for the Fire Emergency Plan.</p> <p>Visitors with disabilities should make themselves known to Reception and/or departmental management where they should receive guidance on what to do in an evacuation.</p> <p>Regular users of the building are consulted and their needs discussed and assessed with appropriate members of staff.</p>
<p>Presence of visitors, contractors, service providers etc</p>	<p>Building contractors, window cleaners, external staff etc and other visitors (members of the public) may be present from time to time.</p> <p>Where planned events exceed normal conditions and arrangements for evacuation, the Responsible Person or relevant Head of Department will ensure</p>

	<p>that a Fire Risk Assessment is undertaken and appropriate provisions made.</p> <p>Relevant Heads of Departments are responsible for ensuring that all contractors formally agree to all fire safety arrangements and are adequately informed and instructed, and that all Dangerous Substances present and their exact locations are declared and made known to appropriate persons.</p>
<p>Specific arrangements, if necessary, for high fire risk areas of the workplace, and dangerous substances</p>	<p>No areas of the building are considered high fire risk. Small quantities of various janitorial substances may be present in relevant areas. No other significantly dangerous substances are normally present. If any dangerous substances are brought into the building (e.g. by contractors) the following details must be given to the Building Managers for each substance: chemical identity and/or trade name, quantity, location, brief details of use and storage, Material Safety Data Sheet, and name of person. These details are held by the Building Managers. The person concerned must report when the substance has been removed</p>
<p>Arrangements for an Emergency Plan to be used by a hirer of part of the premises</p>	<p>The Responsible Person ensures that procedures are in place to ensure that this Plan, together with appropriate information and instruction, will be made available to any person or organisation hiring, using or occupying the premises any occupancy or activity not adequately addressed by the current Fire Risk Assessment and arrangements will be suitably assessed, controlled and planned for, in advance of the event.</p>
<p>Fire information & instruction – staff, students & visitors</p>	<p>Information and instruction is conveyed to students and visitors by the following means:</p> <ul style="list-style-type: none"> • Fire Action Notices, • Introductory talks with new students and staff, • Specific communications with visiting organisations. <p>The above are supplemented by other means such as talks, posters, demonstrations, email circulars, website content, etc.</p> <p>Persons leading or facilitating events must brief students and visitors on actions to take</p>

	<p>in the event of fire, and local fire safety features at least at the start of the first session or event in each and every location.</p>
<p>Fire training programme – all staff (including fire drills)</p>	<p>Local information, instruction and training is based on the arrangements described in this Fire Emergency Plan and includes the following:</p> <ul style="list-style-type: none"> • The action to be taken on discovering a fire, • The action to be taken when the fire alarm sounds, • Familiarisation with the means of escape from the premises, • Other relevant local features of the Emergency Plan such as fire marshalling, persons who may be in need of assistance, safe shutdown of critical equipment, etc, • The locations of the assembly point(s), • Appreciation of the importance of fire resisting doors and of the need to close all doors in the event of a fire, • The location and safe use of firefighting equipment, • Local fire safety awareness and prevention <p>Instruction, training and exercises should be carried out not less than once in each of the following periods:</p> <ul style="list-style-type: none"> • For new staff delivered immediately on induction. • The same or fully equivalent refresher training is carried out at not less than three year intervals. <p>Exercises (fire drills): At least every 12 months, preferably more frequently. The Buildings Managers arranges these with reference to official guidance.</p>
<p>Fire training programme – nominated staff</p>	<p>As above and additionally as follows:</p> <ul style="list-style-type: none"> • Users of firefighting equipment: recognised specific fire extinguisher course (must include hands-on practical experience). • Fire Marshals, Door Wardens, Receptionists etc: (a) local briefing on their duties in relation to departmental & local arrangements for evacuation, and other assigned

	<p>duties (b) generic training (detailed above)</p> <ul style="list-style-type: none"> • Academic staff: local briefing on evacuation arrangements and familiarity with the Fire Emergency Plan for all locations where they conduct lectures, tutorials, etc. • Relevant senior staff and managers: (a) suitably detailed briefing on this Emergency Plan and relevant local and departmental fire safety provisions, including coordination with neighbouring departments; (b) the Safety, Health & Environment generic training (detailed above).
<p>Fire safety arrangements: drawings and plans</p>	<p>Locations of the following fire safety features are indicated on drawings and plans held by the Facilities and IT Coordinator: essential structural features - workplace layout, escape routes, doorways, walls, partitions, corridors, stairways; means for fighting fire (fire extinguishers); manually operated fire alarm call points and all other features of the fire alarm system.</p>