



Safety, Health and Wellbeing Fire Regulations and Procedures

January 2019

Fire Regulations and Procedures

Contents

Introduction

1	Fire Prevention, Fire Safety, Fire Precautions and Fire Register	3
2	On Discovering or Suspecting a Fire	7
3	Evacuation Procedure	8
4	Evacuation Procedures for Disabled Persons Requiring assistance	9
5	Evacuation Assembly points	11
6	Fire Alarms; Fire Alarm Systems and Procedures	13
7	Fire Drills and Practices and related Procedures	20
8	Procedures to be followed by Security employees on receiving an emergency fire call	24
9	Fire Wardens: Fire Emergency; Fire Alarm Group	26
10	Procedures to be followed by the Security Manager and/or Senior Security employee on being informed of a fire	28
11	Procedures to be followed by the Security Manager on being informed of a fire	30
12	Switchboard hours	31
13	Location of payphones/card phones on University premises	32
14	Fire fighting equipment and Extinguishers	34
15	First Aid	36
16	Key Health and Safety Personnel	37
17	Information for persons/organisations hiring Leeds Beckett University Premises	38

NOTE This complete document is arranged in Sections each of which is 'freestanding' to facilitate the circulation of relevant sections to students, employees and othe

Fire Regulations and Procedures – Introduction

Legislation

Fire Safety Legislation and the University

The University is guided by fire safety legislation which is, where relevant, incorporated into these Fire Regulations and Procedures.

Regulatory Reform (Fire Safety) Order 2005

The Order replaces previous fire safety legislation and covers general fire precautions and other fire safety duties which are needed to protect occupants in case of fire in and around premises.

The Order requires fire precautions to be put in place “where necessary” and to the extent that it is reasonable and practicable in the circumstances of the case. Responsibility for complying with the Order rests with the “responsible person”. This is the University and any other person who may have control of any part of the premises and responsibilities include the following issues.

- Fire risk assessment and preventative measures.
- Adequate escape routes in case of fire
- Provision of appropriate and adequate means of fighting a fire
- Provision of appropriate and adequate fire warning systems
- Provision of emergency escape lighting;
- Provision of fire detection and warning equipment and facilities;
Means of contacting the emergency services;
- Appropriate security arrangements

Employees and non-employees to be given information to ensure they are familiar at all times with the fire precautions to be taken or observed

- Appropriate information instruction and training for all employees;
- Fire drills to be carried out;
- Records to be kept of training, fire drills and various defects including any action taken to remedy them.

Fire Risk Assessments

Fire Certificates cease to have any effect; however previous fire certificate and building regulations information if current, will help risk assessments to comply with the Order.

Fire risk assessments are undertaken by the Health & Safety team. The assessments are reviewed on a 2 year rolling program, unless there is a significant change in the layout/use of a building which would initiate an immediate update. New premises are assessed prior to & on immediate occupation taking into account fire strategy documentation.

Central records are maintained for all fire risk assessments. The Health & Safety team should be contacted in relation to all aspects relating to fire risk assessments.

Future Legislation

As fire safety and other legislation affecting fire safety changes or is introduced, Regulations and Procedures will be reviewed to meet the requirements.

1 Fire Prevention, Fire Safety, Fire Precautions and Fire Register

Fire Prevention

Fire prevention is everyone's responsibility and all employees, students and visitors are expected to practise good housekeeping so that the safe use of electrical and gas appliances; the safe use, storage and disposal of hazardous and/or combustible materials; and the observance of the Smoking Policy on University Premises are the norm.

In addition to the legal fire prevention requirements, advice on specific fire prevention practices is available from the Health and Safety Office, Ext 23334, 23814,

Safety in the Event of a Fire

In the event of a fire it is vital to get people out of the building quickly, normally without the use of lifts, and for them to assemble well away from the building. The Fire Regulations Evacuation Procedures, (see Fire Action Notices posted in circulation areas and Sections 1, 2, 3, 4 and 5 of this document), should be familiar to all students and employees.

All Students and Visitors

As part of the induction/introductory process for all full-time, sandwich, part-time and short course students, Course Leaders, Year Tutors or the equivalent academic members of staff should ensure that students are informed of the Fire Regulations, the Evacuation Procedures and the Assembly Points as displayed on the Fire Action Notices. Organisers of formal visits to the University should make provisions for similar induction.

Particular attention should be paid to young persons and children visiting the university, (see separate advice).

Senior Residential & Residential Life Officers should ensure that all students in university residential accommodation are similarly informed.

It should be impressed on students that:

1. There is a legal requirement to co-operate in fire drills and practices.
2. Each drill must be taken seriously.
3. The Fire Regulations and Procedures must be followed exactly.
4. Misuse of fire alarms and fire-fighting equipment is a breach of the law.

Disabled Students

As part of the preparation for study, disabled students including any additional needs, including those in relation to fire emergencies and evacuation, will be discussed, wherever possible in advance of the start of the course/programme of study, normally at a meeting between the student concerned and, for the purposes of fire emergencies, the Course Leader, Year Tutor or equivalent member of academic staff and University Officers/Managers representing Health and Safety, Student Services, Estates Services and Residential Accommodation as appropriate.

The Student Services Office will notify Health and Safety Office of any student requiring a Personal Emergency Evacuation Plan (PEEP).

The student's PEEP will contain personal fire emergency and evacuation arrangements of which will be made available and will include, as applicable, the nomination of designated employees and their deputies, the specifying of one or several designated temporary refuges within the premises and the associated PEEP routine, escort procedures and/or any other appropriate evacuation procedure in accordance with the student's needs. The "Year Tutor" and student will be given written details of any particular needs.

Disabled Visitors

On the occasions when a visit by a disabled person is planned in advance the employee making the visit arrangements will identify the person assuming the role of 'designated employee' as noted above for the period of the visit. Specialist areas e.g. libraries, refectories, bars, sport facilities, swimming pool, etc will have local fire evacuation procedures in place with which the employee should be familiar and be able to implement should there be a fire emergency whilst the visitor is on the premises.

If the disabled visitor is spending time in a non-specialist area of the University, the employee should consult with and seek advice from Safety Health Wellbeing adviser or coordinator in order to establish a local evacuation procedure, personal to each visitor, to become operative if a fire emergency occurs during the period of the visit.

On the occasions when an unscheduled visit is made by a disabled person, the employee visited will alert the manager responsible for the area so that existing local procedures or provisional arrangements, based on good practice, may be identified so that in the event of a fire emergency the visitor is not put at risk.

All Employees

To ensure the total and safe evacuation of all occupants of premises, nominated employees will have specific duties relating to the safety of wheelchair users, assisting mobile but otherwise disabled persons, assisting visitors, maintaining security, marshalling evacuees, checking premises for clearance, checking that all persons are accounted for and ensuring that no person re-enters the building until it is officially announced that it is safe to do so by security, the fire service or health and safety representative. However all employees should assist in ensuring buildings are evacuated to assembly points.

At the time of a fire and evacuation emergency the instructions given by employees with specific duties must be followed.

All fire evacuation procedures and the duties of designated persons will be locally planned and promulgated and regularly updated by School and Service Managers or nominees and Senior Residential/Residential Life Officers.

Advice on the development and updating of local procedures is available from the Head of Safety, Health and Wellbeing.

The duties of local and other key personnel are noted separately in this Fire Regulations and Procedures document (see Sections 8, 9, 10, 11 and 15).

Disabled Employees

A disabled employee will meet with her/his manager and a Health and Safety Advisor/Fire Safety Adviser and a PEEP will be formulated. The employee and her/his manager will be notified of any particular needs. The employee's manager will be responsible for implementing these procedures.

Fire Precautions

Fire/Smoke Control Doors:

Must be kept closed at all times (unless automatic doors) to maintain compartmentation of the building and prevent the spread of fire and/or toxic smoke.

Corridors, Staircases, Landings, Escape Routes and Fire Exit Doors:

Must be kept clear, at all times, of anything which is likely to cause a fire or accident or to impede evacuation in an emergency.

Hazardous Materials:

Must be stored, used and disposed of in accordance with legal requirements and safe working practices.

Fire Points:

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 Safety, Health and Wellbeing Office.

Damage to or Misuse of a Fire Alarm or Firefighting Equipment or Fire Extinguisher:

Any obvious or suspected damage to or the misuse of a fire alarm or fire-fighting equipment/extinguisher must be reported immediately, in writing, to the local supervisor/manager/Senior Residential/Residential Life Officer/Manager who will be responsible for informing the Health and Safety or Fire Safety Advisor.

University Fire Register

Records of fire training, inspections, fire-fighting equipment and fire drills are held in the Health and Safety Office.

As part of these Fire Regulations and Procedures, a University Fire Alarm Register will be established for each of the University premises. Each Fire Register will include a record of the following:

- Details of the building
- Management inspection of fire alarm log
- Weekly testing of fire alarm systems
- Maintenance checks of emergency lighting.

Each Fire Alarm Register will be kept up to date by the persons responsible for fire precautions within the premises. Fire drills will be recorded on a report to the health and safety committee.

In leased premises, managed by non-university employees e.g. Centre service Managers, similar arrangements will be in place as required under Service Level Agreements, (SLA) and will be checked during health and safety inspections.

2 On discovering or suspecting a fire

Students: If a University employee is in the vicinity report immediately to this person. In the absence of an employee follow the Employee Procedure immediately.

Visitors: Report immediately to any University employee and follow exactly the instructions given. In the absence of an employee follow the Employee Procedure immediately.

University Employees:

Operate the following procedure in the order given:

Follow local procedures detailed on fire action notices, to activate the fire alarm and report details.

Note: Local procedures of non-university managed premises vary.

If it is safe to do so -

Call Security **4444** *Note: Security will investigate or as appropriate, instigate a call to the emergency services and follow it up.*

When connected to **4444** state:

- name, status, extension number, appointment, job title or course title;
- exact location of fire, ie campus, building, floor, room number or area;
- nature/cause of fire if known;
- injured person(s);
- disabled person needing trained assistance to evacuate and the exact location of their temporary refuge;
- Presence of any hazardous materials.
- presence of any compressed gas cylinders

If circumstances permit switch off all electrical and gas appliances.

Alert persons in the vicinity/shout for assistance and if safe, **and if trained to do so**, tackle a minor fire with the correct fire-fighting appliance (see Section 14).

No attempt should be made to extinguish a fire single-handed.

At no time should employees take personal risks or put other persons at risk. Evacuate the room/area and the building.

At the earliest opportunity after evacuation, calls made directly to the Fire Service on the 999 system should be reported to the duty security employee as follows:

From an internal phone	Ext:23165
From a payphone/mobile	0113 8123165.

3 Evacuation Procedure - operative immediately the fire alarm is activated including Fire Drills

When a fire alarm is activated all persons in the building or buildings affected are required to follow the evacuation procedure as given on the Fire Action Notices displayed throughout the University.

If the fire alarm is heard and a wheelchair user is in the room/area, the PEEP will operate. If it is safe to do so, call security on **4444** (or local procedure in non-university managed buildings) to state the exact location of the temporary refuge for this person (see sections 1 and 4).

1. Switch off all electrical and gas appliances;
2. Stop all experiments;
3. Close all windows and internal doors;
4. Switch off all lights;
5. Follow local security procedures as appropriate.

Under the direction of a University employee, if present, evacuate the room/area and building by the recommended route, if safe, or alternative safe route. Close room doors behind you. Proceed calmly, quietly and as quickly as circumstances permit.

Ensure that visitors are guided along the evacuation route. DO NOT USE LIFTS. (Except under Fire Service supervision).

Take personal belongings with you if it is possible to do so without delay.

Proceed to the specified Assembly Point (see Section 5) and remain there until the all clear is given to re-enter the building. Inform the nearest Security employee or, in University residential accommodation, Manager/Security employee/Senior Residential Officer/Residential Officer (whoever is in attendance) of:

Any person not accounted for and/or disabled person

Do not attempt to re-enter the building until it is officially announced that it is safe to do so.

The announcement that it is safe to re-enter the building will be made, by Security staff, Centre Services Managers or nominee, Fire Service Officer or nominee.

Evacuation Procedures for disabled persons requiring assistance will become operative immediately the fire alarm is activated including fire practices

4 Wheelchair Users/Mobility Impaired Persons requiring Trained Assistance (see also Section 1)

A wheelchair user or a person with a severe mobility disability requiring trained assistance to evacuate the building should be accompanied throughout the evacuation procedures by one, or more, designated employee(s).

This procedure should be followed for all mobility impaired persons including those accompanied by a carer or carers.

If unable to evacuate directly to an assembly point the wheelchair user will be assisted to the designated temporary refuge in the building, ie an area protected by fire doors.

The temporary refuge must be as near an exit as possible but avoiding being too near a noisy alarm point. If threatened by smoke or fire then horizontal movement beyond a further fire door should be made and security notified and stairwell landings should be checked.

Where a disabled refuge has an intercom system installed, it should be used to communicate via the central speech unit to inform the building management/security of the location of a mobility impaired person(s) in order to assist with co-ordinating the evacuation.

DO NOT USE LIFTS. (Except under Fire Service supervision).

Take personal belongings with you if it is possible to do so without delay.

Only those persons trained to do so should lift, carry or wheel a wheelchair user or mobility impaired person down stairs, i.e. fire service personnel or trained employees.

Await the arrival of the fire service personnel or trained employee to assist with evacuation to an assembly point.

The wheelchair user, carer(s) and designated employee(s) will remain at the Assembly Point until it is officially announced that it is safe to re-enter the building.

NOTE: Except in cases of impaired mobility which occur at the time of the fire, all wheelchair users and mobility impaired persons will have a PEEP, to meet their needs, planned in advance (see Section 1.2).

Evacuation chairs are strategically located across the University campus at the following locations:

City Campus

- Cloth Hall Court 4th floor lift end, toilet lobby area
- Electric Press 3rd floor lift lobby area
- Gallery House 2nd floor within AET studio
- Leslie Silver Building – Security Office
- Portland building 9th floor main staircase
- Rosebowl 5th floor link bridge
- BP B 9th Floor
- BPA 3rd floor

Headingley Campus

- James Graham Building – Security Office
- Carnegie Annexe pool
- Carnegie Pavilion 5th floor adjacent to room 515
- Carnegie Stand 3rd floor lift lobby area

Evacuation chairs must only be used by trained staff, or members of the emergency services. Safety, Health and Wellbeing organise training sessions for employees in the use of Evacuation Chairs, and maintain a record of trained individuals and Evacuation Chair inspections.

Persons with visual, hearing or other impairment but who are able to walk (see also Section 1)

A person with visual, hearing or other impairment, but who is able to walk, should be accompanied throughout the evacuation procedure and during the period at the Assembly Point by a carer/friends/designated employee.

- The designated carer/friends/employee will ensure that the disabled person is guided safely, according to her/his particular disability, down stairs and along the route to the Assembly Point.
- **DO NOT USE LIFTS** (except under Fire Service supervision).
- Take personal belongings with you if it is possible to do so without delay.
- Proceed to the Assembly Point and remain there until the all clear is given to re-enter the building.

Do not attempt to re-enter the building until it is officially announced that it is safe to do so.

The announcement will be made by the Security staff or nominee, Fire Service Officer or nominee.

5 Evacuation Assembly Points

Note: Any changes including temporary ones will be notified to staff and posted on the Safety, Health and Wellbeing Intranet site.

Assembly points are intended to be at a safe distance from the building threatened by fire.

HEADINGLEY CAMPUS

Estates Services Workshop	Grassed area in front of building
Estates Grounds Workshop	By entrance gate
Bronte Hall	Rear of the Building
Caedmon Hall	The Acre
Carnegie Hall and Gymnasia	Carnegie Drive / Car Park
Cavendish Hall	The Acre
Churchwood House	Drive
CTEB	Car Park
Fairfax Hall	The Acre
James Graham Building	The Acre
Campus Central/Students' Union	Rear of Priestley/Caedmon/Paved Area opposite Caedmon Hall
Landscape Resource Centre	Area by entrance gate
Leighton Hall	The Acre
Macaulay Hall	Rear of the Building
North Lodge	Paved area to front of building
South Lodge	Paved area to front of building
Priestley Hall	Students' Union Paved Area/Rear of Building
Queenswood House	Front Drive
Rural Studies	Drive
The Cottage	Pay and Display Car Park
The Grange	The Acre
The Coach House	Rear of The Grange
Carnegie Stand	Car Park E Headingley Stadium
Carnegie Pavilion	Are adjacent to main gates/replay screen
Carnegie Teacher Education Building	The Acre

HEADINGLEY CAMPUS SPORTS

Blue Sports Hall/Arena	Front of Building
Changing Rooms	Car Park
Green Sports Hall	Front of building
Pavilion	Track
Carnegie Research Institute	Grassed area opposite to ES Workshop
Swimming Pool/Dance Studio	Front of Building
Tennis Centre	Running track/ Grassed area opposite to ES

CITY CAMPUS*

Woodhouse Building*	Car park paved area - top of the access road - residences
Portland Building*	Calverley Street paved area below the steps or car park paved area top of the access road -residences
New Portland Way Entrance	Car park paved area - top of the access road - residences
Calverley Building*	Car park paved area top of access road residences or Calverley Street paved are below the steps
Leslie Silver Building	Car park paved area - top of the access road - residences
Queen Square Houses	The Square
Queen Square House and Court	Subway paved area
Northern Terrace	Subway paved area/Queen Square – the square
Electric Press	Paved area Millennium Square
Cloth Hall Court	Paved area to rear of premises
Old Broadcasting House	Frontage adjacent to footway
Broadcasting Place	Car park area adjacent to inner ring road
The Rosebowl	Car park area adjacent to the wooden fence/footway Woodhouse Lane
Gallery House	Area to the front of the John Moore gallery, across the Headrow from Gallery house
Unit 3 Roundhay Road	Car park area to front of unit
Piece Mill - Halifax	Plaza – Paved area in front of Square Chapel Arts Centre
Bond Terrace - Wakefield	Paved area adjacent to war memorial in to the front of the building

RESIDENCES

Woodhouse Flats	Car Park opposite the flats
Kirkstall Brewery Flats	Car Park adjacent to each building
Sugarwell Court, A, B, C and D Buildings	The Courtyard
Sugarwell Court, E, F and G Buildings	Car Park adjacent to each building
Carnegie Village, Headingley Campus	<ol style="list-style-type: none"> 1. Block D – car park area, rear of the Grange. 2. Blocks ABC – car park adjacent to the Carnegie outdoor reception changing rooms. 3. Blocks EFGH – car park area rear of Fairfax Hall. 4. Blocks IJK – car park area rear of

* The use of any temporary structures, and developments adjacent to the Leeds Beckett estate will result in changes to temporary fire assembly points – notification will be provided in due course.

6 Fire Alarms; Fire Alarm Systems and Procedures

Fire Alarm Activators

Red Break-Glass Call Points

In all University premises where there is a significant risk to persons through fire, there are red break-glass call point(s) available to activate the alarm. The glass is designed to break easily and safely.

Location: adjacent to the exit on each floor of University premises;

Use: in the event of a fire, break the glass by pressing or alternatively use a pen or other object. The sounder will activate automatically.

Effect: when activated the audible fire alarm, i.e. bell, two-tone sounder or siren is emitted as a continuous sound and a 'full fire alarm' state ensues.

Smoke Detectors; Heat Detectors; Carbon Monoxide Detectors (CO)

Location: As detailed on Leeds Beckett University fire risk alarm zone plans.

Use: In the presence of a predetermined level of smoke, heat or CO, as applicable, the detectors are automatically activated;

In city campus buildings (the exception being Queen Square Houses 9-15) detectors are connected to a Central Control Panel which constantly monitors the detection system and automatically operates a three-stage alarm process: pre-alarm state, fire alarm state and full fire alarm state;

Effect: In city campus buildings (the exception being Queen Square Houses 9-15) when activated by the presence of smoke or heat the detectors automatically activate the audible fire alarms and automatically close those fire doors which have electromagnetic hold backs. Electromagnetic locks on fire exit doors are automatically released;

the pre-alarm state and the fire alarm state give advance warning of smoke or heat build-up which require immediate investigation by security personnel; in the event of a full fire state, the audible fire alarms are

automatically activated and the fire doors which have electromagnetic hold backs are automatically closed.

Electro-magnetic locks on fire exit doors are automatically released.

Tannoy systems are used by library staff at city and Headingley campuses to further encourage evacuation by means of a verbal message to evacuate, in the event of a continuous fire alarm activation requiring building evacuation.

Visual Fire Alarms

- Location:** in work areas where there are hearing difficulties due to background noise or insulation; or where provided;
- In University residential accommodation for hearing impaired students;
- Use:** will be activated whenever an audible fire alarm is activated for the location concerned;
- Effect:** a flashing light, beacon or visual text display.

Vibration Alarms

- Location:** in University premises where a vibration pager system is in place. In residential accommodation for occupants with hearing impairments; the vibration alarm may be lodged in a pillow or attached to the person;
- Use:** will be activated whenever an audible fire alarm is activated for the location concerned;
- Effect:** vibration, sufficient to alert and/or waken the employee/student/visitor concerned.

Electro-magnetic door hold backs

These are provided to facilitate pedestrian circulation in corridors. Fire and smoke control doors with this facility will close automatically when a system goes into full alarm.

Mechanical door hold backs

These are provided in specific circumstances after risk assessment to facilitate stores deliveries on trolleys. A suction cup holds the door open for a limited period before allowing the door to close.

“Dorgard”

These allow a door with a door closer to be open but will detect a fire alarm sounding to allow the door to close automatically. These are battery operated and are not connected to the fire alarm system

Electro-magnetic locks/ Green break-glass points/

Certain fire doors and fire exit doors have electro-magnetic locks which are programmed to release when the alarm is activated from a break-glass point. Adjacent to each door is a green emergency break-glass point. This provides a failsafe override which will release the lock in the case of a system malfunction. Break the glass by pressing or alternatively use a pen or other object.

Testing and resetting of Fire Alarms and Testing of Emergency Lighting

The testing and resetting of fire alarms, electromagnetic hold backs, door stoppers and the testing of emergency lighting will be carried out regularly by electrical maintenance employees and recorded in a register held locally in the appointed office. Audible fire alarms are tested weekly in all buildings and are sounded intermittently for 5-15 seconds. Different activation points are used, in rotation, to ensure that all points are tested.

De-activating the Fire Alarm System

In all cases in which a full fire alarm state has occurred and the Fire Service has attended the University, the permission of the Fire Officer in charge is required before the system may be re-set and the audible fire alarms silenced. The Security Manager will liaise with the Fire Officer at the appropriate time.

When the audible fire alarms are silenced, visual and vibrating disc alarms are also switched off automatically.

Accidental Activation of a Fire Alarm

Should a fire alarm be activated accidentally the nearest Security employee should be informed immediately. The Security employee will investigate to ascertain the exact cause.

Normal procedures will apply until such time as the security employee confirms to the Security Manager / Security Supervisor that the incident is a false alarm.

Misuse of a Fire Alarm

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the statutory provisions" (Health and Safety at Work etc. Act 1974, Section 8).

Wilful interference with or misuse of a fire alarm may constitute a criminal breach of the Health and Safety at Work Act and is considered by the University to be a serious offence and may lead to the invoking of Disciplinary Procedures.

Normal procedures will apply until such time as the Security employee confirms to the Security Manager / Security Supervisor that the incident is a false alarm.

Fire Alarm Systems and Procedures

The University Security Services have standard operating procedures in place to ensure the appropriate action in the event of a fire alarm activation.

City campus buildings (the exception being Queen Square Houses 9-15)

Building Control Panels

Each building is connected to a Control Panel which gives a visual display relating to the current situation in the building concerned.

The control panels are monitored continuously by the central control panel.

Central Control Panel

The central control panel, is located at the Security Control Office, Leslie Silver Building, the panel responds to data from the building control panels and, in the event of a fire emergency/potential fire emergency in any building, gives a visual display showing the location of the emergency.

The central control panel is monitored by Security employees during normal operational hours and by an external monitoring provider out of hours.

Headingley Campus buildings

Building Control Panels

Each building is connected to a Control Panel which gives a visual display relating to the current situation in the building concerned.

The control panels are monitored continuously by the central control panel.

Central Control Panel

The Headingley Campus central control panel, is located at the Security Control Office, located in the James Graham building.

The panel responds to data from the building control panels and, in the event of a fire emergency/potential fire emergency in any building, gives a visual display showing the location of the emergency. The central control panel is monitored by Security employees.

Other University Premises

All other University premises have control systems appropriate for the building concerned.

Procedures relating to Red Break-Glass Call Points

In city campus buildings (the exception being Queen Square Houses 9-15)

- a) When a red break-glass call point is activated, the central control panel displays and relays the full fire alarm state and the relevant fire alarms will operate and a full fire alarm state will ensue.
- b) All occupants of the premises must immediately commence evacuation (see Sections 3 and 4).
- c) After activating the red break-glass, if safe to do so the person discovering the fire must call Security on **4444** or, if not connected to the internal telephone system, call 999, (9-999 from an internal phone), as described in Section 2.
- d) Security staff on duty will telephone immediately for the Fire Service.
- e) The Security Manager* (or other Security employee) will follow the procedures as given in Sections 10 and 11 of these Regulations and Procedures.

Headingley Campus

- a) When a break-glass call point is activated, the central control panel displays the full fire alarm state, and relevant fire alarms will operate and a full fire alarm state will ensue.
- b) All occupants of the premises must immediately commence evacuation, (see Sections 3 and 4).
- c) After activating the red break-glass, if safe to do so the person discovering the fire must call Security on **4444** or, if not connected to the internal telephone system, call 999, (9-999 from an internal phone), as described in Section 2.
- d) Security staff on duty will telephone immediately for the Fire Service.
- e) A Security employee, if present, will follow the procedures as given in Sections 10 and 11.

All Other University Premises

- a) When a break-glass call point is activated, the relevant fire alarms will operate and a full fire alarm state will ensue.
- b) All occupants of the premises must immediately commence evacuation, (see Sections 3 and 4).
- c) After activating the red break-glass, if safe to do so the person discovering the fire must call Security on **4444** or, if not connected to the internal telephone system, call 999, (9-999 from an internal phone), as described in Section 2.
- d) Security staff on duty will telephone immediately for the Fire Service.
- e) A Security employee, if present, will follow the procedures as given in Sections 10 and 11.

Procedures relating to Smoke Detectors or Heat Detectors

In city campus buildings (the exception being Queen Square Houses 9-15)

- a) When a smoke detector or heat detector is activated, depending on the amount of smoke or heat detected, the central control panel will immediately display

Either: a pre-alarm state and its location
Or a fire alarm state and its location
Followed in five minutes by a full alarm state and its location.

- b) At the pre-alarm and fire alarm states, the Security employee on duty at the Security Control Office will press the ACCEPT button to allow any further displays of pre-alarm or fire alarm states in other locations.
- c) The Security Manager or Security employee on duty will radio immediately to all on-site Security employees to:
- give the location (i.e. building/floor) of the pre-alarm/fire alarm state (i.e. Fire Alert);
 - require them to make ready for the normal evacuation procedures;
 - require them to await further instructions.
- d) The Security employees in the pre-alarm/fire alarm (ie Fire Alert) building will respond to the radio call;

All other on-site Security employees will leave the radio free for communication between the Security Control Office and the Fire Alert building.

- e) The Security Manager or Security employee on duty in the Security Control Office will:

-radio the Security employees in the Fire Alert building;

-require a named Security employee WITH A RADIO to search the precise location for the cause of the alert and to ascertain

Either: that there is a fire, in which case the Security employee will operate the nearest break-glass alarm;

or: that there is not a fire in which case the Security employee will radio the Security Control Office to state the cause of the Fire Alert.

- f) In a case in which the search is not completed within the five-minute period (whether or not the cause of the fire alert has been identified) and the full fire state is activated by the smoke detector or heat detector, the Security employee will immediately abandon the search and assume evacuation duties.
- g) In a case in which either the Security employee operates the red break-glass call point or the full-fire state is activated by the smoke detector or heat detector the Security employee on duty will call the Fire Service giving as much information as possible.

- h) In a case in which the search is completed within the five-minute period and it is ascertained that there is not a fire, but evacuation has commenced, the Security Manager or Security employee on duty will allow the building evacuation to be completed, and only once confirmation has been received evacuation is complete. The action to de-activate the smoke or heat detector(s), reset the Central Control Panel and decide on any action necessary to prevent further false alarms. In special areas or particular circumstances this may include calling the Estates electrician to isolate a detector.
- i) In all cases in which the full fire alarm is sounding, the procedures detailed in Sections 2, 3, 4, 10 and 11 will operate.

Student Residential Accommodation is managed and operated by different “landlords” and fire safety matters are specific to the buildings concerned. Where the university has a specific interest in a building there will be close liaison with the managing body.

Headingley Campus and all Other University Premises

- a) In all other University premises, when a smoke detector or heat detector is activated, the full fire alarm state is operational immediately and the fire alarms are activated.
- b) All occupants of the premises must immediately commence evacuation (see Sections 2, 3 and 4).
- c) Security employees will follow the procedures as given in Sections 10 and 11.

Breakdown of a Fire Alarm System

In the event of a breakdown of a fire alarm system, eg becoming apparent during the regular testing procedure, the following procedures shall apply:

- all occupants shall be informed of the situation via email to managers for dissemination;
- immediate rectification of the fault shall be arranged;
- a word of mouth fire alarm system shall be operated by all staff and/or Security until the breakdown is rectified;
- additional patrols may be organised as necessary

7 Fire Drills and Practices and related Procedures

Fire Drills

The University is required by law to conduct fire drills. Fire drills are an essential training initiative for employees and students.

Fire drills covering all University premises will be held at least once per year, and twice per year for buildings in relation to their occupancy risk profile. Fire drills for office and teaching/learning areas will be arranged by the Health and Safety/Fire Advisor in consultation with the Security Manager and other key employees.

Fire drills in University residential accommodation will be arranged by the Residential team.

Fire drills serve several purposes, i.e. they:

- i familiarise occupants with the operation of audible, visual and vibration fire alarms;
- ii ensure that all occupants become familiar with, and follow, the Fire Regulations and Evacuation and Assembly Procedures calmly and quickly;
- iii provide a means of ensuring that the pre-arranged PEEP and the assistance for evacuation meet the needs of wheelchair users and mobility impaired persons;
- iv enable the University to monitor and receive comments on its Fire Regulations and Procedures and thus make such improvements as would save life and limb in the event of a real fire emergency.

All occupants are required to co-operate fully with all fire drills and failure to do so may result in disciplinary action.

Fire Drill Procedures

All employees, students and visitors are to respond to the fire warning by following the Fire Regulations and Evacuation and Assembly Procedures immediately (see Section 3 and 4).

Fire Drill Programmes

Office, Teaching/Learning Areas and other premises

A fire drill programme will be established annually with a view to holding a minimum of one practice in each twelve-month period, and will be held at least once per year, and twice per year for buildings in relation to their occupancy risk profile for all premises occupied by University employees and, in teaching/learning areas, students.

Student Residential Accommodation

In Student Residential Accommodation the Residence Life Officer will conduct a satisfactory fire drill early in each of the following periods: Semester 1 - autumn, Semester 2-spring. If possible, drills will commence early within each semester, and be repeated if planned evacuation times are not achieved.

Fire drills for residential groups who may attend during the summer months, are to be arranged by the University organiser responsible for managing the activity/event. The fire drill must be undertaken in conjunction with halls management, Security, and Estate Services. The fire drill must be monitored observe and duly recorded, and be repeated if planned evacuation times are not achieved.

Procedures relating to the Organisation and Operation of Fire Drills in University Student Residential Accommodation

(See also: the relevant Regulations and Procedures relating to University Residential Accommodation).

Each Residence Life Officer shall ensure that these additional procedures are implemented in the University residential accommodation for which she/he is on duty. Resident students are required to co-operate with the Residence Life Officer in ensuring that these procedures operate effectively and thus safeguard the safety of all residents.

- i To ensure full collaboration during a fire drill, residents in adjacent rooms in a flat shall be formed into a small group of approximately 3 to 6 members. Each group member shall accept responsibility for collaborating with the others in the group in the event of a fire drill or fire emergency.
- ii Each group shall appoint a spokesperson from their number. After a fire drill this person will report to the Residence Life Officer, on behalf of the group, on the effectiveness of the evacuation from the flat concerned.
- iii Each group member shall ensure that, in addition to informing the Residence Life Officer (or a member of the Representative Committee),

she/he shall inform another member of the group when she/he is to be absent overnight. If the absent group member is the spokesperson she/he shall nominate a deputy spokesperson to cover these duties.

- iv If a disabled student is a member of the group, all other group members will familiarise themselves with the personal emergency evacuation plan, and procedures arranged by the Residence Life Officer for this student so that her/his evacuation is not endangered (see Sections 4 and 1.2).
- v On hearing the fire alarm, each group member shall be responsible for alerting the other members of the group including a disabled student by knocking on the doors and/or checking in adjacent communal areas to ensure that all members of the group evacuate and assemble according to the locally established procedure(s).

Monitoring of Fire Drills

Office and Teaching/Learning Areas

The Health and Safety/Fire Safety Advisor will nominate individuals to act as 'monitors' for each fire drill arranged. Monitors will be briefed beforehand and will report on findings immediately after the fire drill.

The Health and Safety/Fire Safety Advisor will note findings for inclusion in a Fire Drill Report.

University Residential Accommodation

After each fire drill the Senior Residence Life Officer will report the details to the appropriate Manager who will report in summary to the Health and Safety Office.

Fire Drill Reports

A fire drill report, based on the completed fire drill pro forma will be compiled by the Health and Safety Advisor after each fire drill, presented to the Safety Health and Wellbeing Committee and sent to the relevant responsible managers.

Training in the Use of the Fire-fighting Equipment and Extinguishers

Health and Safety organise training sessions for University designated employees in the use of fire-fighting equipment and extinguishers. The dates and times of general sessions are circulated throughout the University. Other sessions may be organised through local Health and Safety Liaison Persons and Health and Safety Liaison/Advisory Groups. In addition an interactive e-learning module is available through People Development where fire extinguisher information is available.

Employees with special designated responsibilities are required to have undertaken a training session on the use of fire extinguishers through appropriate hosted sessions undertaken by the Health and Safety Service at agreed periods.

Employees working in environments which are considered to have a higher than normal risk of fire are required to attend a training session.

Safety, Health and Wellbeing maintain a Register of employees trained to use firefighting equipment and extinguishers and training records should be maintained in faculties and services as appropriate.

Other Training: Fire Prevention, Fire Safety and Fire Precautions

(See also Section 1)

Training, as appropriate, will be planned in conjunction with and with the advice of Safety, Health and Wellbeing, to ensure that all employees and students are familiar with the fire prevention, fire safety and fire precaution requirements to be taken or observed in the University.

New employees will be given basic information and training during their induction process with their managers/supervisors or nominees.

Course Leaders and academic colleagues should ensure that, at induction, all new students receive information and training, as appropriate, in the following:

- the means of escape/evacuation on the event of a fire; the action to be taken in the event of a fire;
- the location and use of the break-glass fire alarm activators; the location of fire assembly points.

8 Procedures to be followed by Security employees on receiving an emergency fire call

These procedures shall also apply to a case in which a fire is reported, in person, at Reception desk.

On receiving an emergency call indicating that there is a fire on University premises, the Security employee will take action as follows in the order given:

Write the details of the incident in the Security Occurrence Book. (An internal security online report should be completed when the emergency has passed.)

- i Name of person reporting fire, status, extension number and appointment, job title or course title
- ii Location of fire
 - campus
 - building
 - floor
 - room number or area
 - nature and cause of fire if known
- iii Other relevant details, ie:
 - injured person(s) and severity of the injury(ies)
 - disabled persons needing trained help to evacuate and the exact location of their temporary refuge
 - presence of hazardous material
- iv Be on the alert for subsequent calls giving details of wheelchair users or mobility impaired persons and the exact locations of their temporary refuge.

Notify the Fire Service by dialling 9-999

Report severe injuries, ie those stated or judged to require hospital treatment, to the Ambulance Service by dialling 9-999.

Provide first aid assistance as prioritised and based on resources available.

Report location and other details of the fire to the appropriate Security

Emergency Control Centre i.e.:

- i for City Campus - Ext 23154
- ii for Headingley - Ext 23165.

In the case of a fire occurring between 8.00 am and 4.30 pm on weekdays, ensure that appropriate members of the Fire Alarm Group are made aware of the fact that there is a fire emergency, stating the exact location of the fire.

If the fire is in student residential accommodation ensure the Head of Campus and Residential Services is informed – Ext 26048.

Receptionist staff who receive fire reports must direct the calls to the security control room. They should not, however, remain on duty alone or put their safety at risk in a fire emergency.

The emergency control centre will have staff to assist with communications and as a safeguard.

Emergency Contacts – Fire Alarm Group

Name	Ext.
Security Manager	23263
Engineering Officer	26036
Campus Services Manager City Campus	23179
Campus Services Manager Headingley	23179
Senior H&S Advisor	23334
H&S Advisor	23814

9 Fire Wardens: Fire Emergency; Fire Alarm GroupNomination of employees to serve as Fire Wardens*

When a fire alarm is activated it is each person's responsibility to comply immediately with the Fire Regulations and Evacuation Procedure for the particular room/area and follow such instructions as may be given by the Fire Warden, senior employee or other nominated person.

The term Fire Wardens applies either to the employees in certain premises, nominated by the School/Service Manager, or to the most senior employee present in other premises at the time of the fire emergency - hence all employees are responsible for fire evacuation. Specialist areas, eg Libraries, Refectories, Bars, Sports Centre, Swimming Pool etc, will have locally arranged procedures for co-ordinating evacuation in a fire emergency. Senior Residential/Residential Life Officers will act as Fire Wardens in University residential accommodation or managed accommodation when they are on duty.

Senior Residential/Residential Life Officers also have specific additional responsibilities relating to fire safety in the Residential Accommodation to which they are appointed. (See Section 7)

It will be the responsibility of the relevant manager(s) in each location to ensure that the Fire Wardens are fully informed of, and kept updated with, the local evacuation procedures established for disabled persons, e.g. the names of designated employees Occupational Health and Wellbeing Manager, deputies, temporary refuges and escort procedures (see Section 1).

The relevant managers should ensure that in locations where disabled persons are present Health and Safety and/or the Head of Student Services are notified and kept updated.

In circumstances in which an individual or scattered individuals is/are present in a building, each person shall follow the Fire Regulations and Evacuation Procedure for the room/area in the building fulfilling only such Fire Warden duties as it is safe to do.

Procedures to be followed by all staff on hearing the fire alarm

Any employee is to take action as follows **if circumstances permit**:

- i If possible ascertain the whereabouts of the fire.
- ii Direct/oversee the evacuation of the floor/building – where you normally work (this is the fire wardens designated zone), ensuring personnel leaving are taking the most direct safe route.
- iii Take whatever action is necessary to assist a wheelchair user or mobility impaired person, their designated employee(s) and carer(s) if present, to the previously established refuge.
- iv Take action in accordance with locally established procedures to facilitate the evacuation of persons with visual, hearing or other impairment and their designated escorts.
- v Quickly check the rooms, toilets and communal areas in the building/floor on your way out in order to ensure all persons are being/have been evacuated and all doors are closed,
- vi Report in person or by a nominated runner to the relevant Security employee at the Emergency Control Centre, (see Section 10.1), if any problems have been encountered.
- vii Be available to assist security by staffing external fire exit locations, or the Fire Service with any local information particularly if the fire is in the building or the floor for which the Fire Warden is located.

Fire Alarm Group

The Fire Alarm Group is comprised of key employees in Estates Services, CARES, together with the University Health and Safety/Fire Safety Advisors.

In the event of a fire emergency occurring between 8.00 am and 4.30 pm, Monday to Friday the members of the Fire Alarm Group will be alerted by Security/Telephonist Receptionist. The members of the Fire Alarm Group will advise and assist as required and provide status and follow-up reports for Senior Managers.

At times other than 8.00 am to 4.30 pm, Monday to Friday the duties of the Fire Alarm Group will be undertaken by the member of Estates Services who is 'on call'. This employee may subsequently call upon the Fire Alarm Group members as required by the circumstances. Emergency Contacts – Fire Alarm Group

	Extension
Security Manager	23263
Engineering Officer	26036
Campus Services Manager City Campus	23152
Campus Services Manager Headingley	23872
Senior SHW Advisor	23334
SHW Advisor	23814

10 Procedures to be followed by the Security Manager and/or Senior Security employee on duty on being informed of a fire

On being informed that there is a fire on the University premises the Security Manager/other employee shall:

Ensure emergency doors are opened and Security employees are deployed to:

- i meet the Fire Services and direct them to the location of the fire;
- ii assist with the evacuation of the building including directing Security employees and available Campus Services employees to locations where needed;
- iii ensure doorways are kept clear to facilitate evacuation of occupants and the entry of the Fire Services;
- iv ensure evacuees move to the appropriate fire assembly area;

- v police the area and ensure personnel do not inadvertently enter an area which is unsafe;
- vi inform and liaise with attending member(s) of the Fire Alarm Group.

Set up an emergency control centre at which requests for assistance can be dealt with and a record of events, including the effectiveness of evacuation, is maintained.

Emergency Control Centres - Security Points

City Campus - Security Control Office, Leslie Silver Building

Headingley Campus - Security Office, James Graham Building

Emergency Control Centres - Other Locations

An Emergency Control Centre may be set up in an alternative location as necessitated by the circumstances of the fire emergency.

Alert the member of Estates Services who is 'on call' (incidents occurring between 4.30 pm and 8.00 am week days and at any time at weekends).

Take control of the situation at all times ensuring that Security and Campus Services employees do not take unnecessary risks.

In an incident in which there are insufficient Security staff available to deal with the fire emergency the Security Manager or Senior Security employee on duty should not hesitate to ask any University employee for assistance.

11 Procedures to be followed by the Security Manager (or Senior Security Employee until the Security Manager arrives) on being informed of a fire

On being informed that there is a fire on University premises, the Security Manager or other employee will:

- i act as liaison link between the University and the Fire Officers ensuring that they are given every assistance/facility to enable them to carry out their task;
- ii provide follow-up status reports by telephone to members of the Fire Alarm Group.
- iii liaise with the appropriate Campus Services/Estates Services Manager to ensure that:
 - a) all unsafe areas are properly sealed off before personnel are allowed to re-enter buildings;

-
- b) University premises are made secure;
 - c) all services (gas, electricity, water, heating, etc.) are operating correctly, and to action isolation(s) where required.
 - iv authorise, in conjunction with the Fire Service, the silencing of the audible fire alarms and the re-entry to the premises and ensure that this is clearly announced using a loud-hailer if available.

The Security Manager or nominee will:

- i ensure that Senior Management is constantly updated on the situation and that any difficulties are reported;
- ii prepare a written report, normally within five working days, on the fire incident which will incorporate any advice given by the Fire Officer in charge at the time of the incident;
- iii send the report to the Director of Estates, the Health and Safety/Fire Safety Advisor and the Insurance and Risk Officer.

12 Location of available Phones on University Premises

In case of an emergency, use the nearest available phone, whether Skype or mobile, and please report any issues to the security reception desks.

At city campus, security reception is located at the front main entrance to the Leslie Silver building. At Headingley campus, security reception is located at the front main entrance to the James Graham building.

The University emergency number is **4444** via an internal extension, or 0113 812 **4444** if a mobile number is used.

13 Fire-fighting Equipment and Extinguishers

All new fire extinguishers are coloured signal red. The colour coding below refers to a coloured band detailing fire extinguisher type. Specific rooms such as hub rooms may have inert gas flooding systems or other systems and these are subject to local procedures.

Equipment Type	Colour	Use
Water Extinguishers	Red	May be used on wood, paper, textiles etc., but <u>not on electrical or flammable liquid fires. Not to be used on foam items.</u>

Foam Extinguishers	Red/Cream	As above and for flammable liquid fires, but <u>not generally suitable for use on live electrical equipment</u>
Dry Powder	Red/Blue	General purpose, can be used on all types of fire.
Carbon Dioxide	Red/Black	For use on electrical equipment and flammable liquids.
Fire Blankets	Red	Useful for kitchens, small fires in clothing and small spillages of liquid fires.

Halon or BCF extinguishers are no longer in use for environmental reasons.

All extinguishers have information on how to use them and the types of fire for which they are suitable.

Fire equipment is serviced on an annual basis by a University appointed contractor.

Fighting Fire

When evacuation has commenced employees may consider tackling the fire if they are trained in the use of fire extinguishers but only if there is no threat or personal danger.

Take up a position where access to the fire is unrestricted but where there is a quick and safe retreat, e.g. on the side of the fire nearest an exit door or, when outside, to the windward side of the fire.

Always ensure that a fire is completely extinguished and is not liable to reignite or continue smouldering.

Servicing and Maintenance of Fire-fighting Equipment and Extinguishers

The servicing and maintenance of fire-fighting equipment and extinguishers will be carried out according to legal requirements as arranged by the Health and Safety/Fire Safety Advisor.

Misuse of Fire Fighting Equipment and Extinguishers

Wilful interference with, or misuse of, any fire-fighting equipment and extinguishers may constitute a criminal breach of section 8 of the Health and Safety at Work Act and is considered by the University to be a serious offence and may lead to the invoking of Disciplinary Procedures.

Training in the Use of Fire-fighting Equipment and Extinguishers

See Section 7.0

14 First Aid

If first aid assistance is required in relation to any fire related incident, please seek assistance via the nearest security staff, or a fire officer.

15 Key Safety, Health and Wellbeing Personnel

Fire Safety Adviser	Ext 29665
Senior Health and Safety Advisor	Ext 23334
Health and Safety Advisor	Ext 23814
Microbiological Safety Advisor	Ext 23856
Chemicals Advisor	Ext 23334
Radiation Protection Supervisor Headingley	Carnegie Research Institute

16 Information for persons/organisations hiring Leeds Beckett University premises

i The hirer or her/his nominee shall receive a copy of the following Sections of Leeds Beckett University Fire Regulations and Procedures:

Section 1	Fire Prevention, Fire Safety, Fire Precautions
Section 2	On discovering or suspecting a fire
Section 3	Evacuation Procedure
Section 4	Evacuation Procedures for disabled persons requiring assistance
Section 6	Fire Alarms; Fire Alarm Systems and Procedures
Section 16	Information for persons/organisations hiring Leeds Beckett University premises

ii Hirers shall be responsible for taking all necessary safety precautions during the period of hire and shall familiarise themselves with the relevant Sections of the Fire Regulations and Procedures, such local procedures as apply to specific University premises and the Fire Action Notices displayed in all University buildings.

iii Hirers shall be responsible for ensuring that all persons under their control and present on University premises as part of the terms of the hire know what to do in the event of a fire emergency, particularly:

- premises must be evacuated in all instances when the fire alarm is sounding;
- DO NOT USE LIFTS (except under Fire Service supervision);
- Follow the evacuation route displayed on the Fire Action Notice.

- iv On discovering or suspecting a fire, hirers should report immediately to any University employee and follow exactly the instructions given. In the absence of a University employee, hirers should locate the nearest call point and activate the fire alarm.
- v Hirers **should not** attempt to extinguish fires.
- vi In the event of premises being evacuated, hirers **must not re-enter** premises until it is officially announced that it is safe to do so.
- viii Hirers must notify the University of any special circumstances which may apply to the persons using the premises under the terms of the hire, e.g. young children, elderly people or disabled people.