

FIRE SAFETY PROCEDURES, ST MARY'S CAMPUS MEDICAL SCHOOL BUILDING

These notes supplement the Imperial College London Fire Safety Policy and Code of Practice and give details of local fire safety management arrangements.

Evacuation procedure – induction advice to staff / students / visitors

The Medical School building has single stage alarm. On hearing the continuous ringing of bells you should evacuate the building by the nearest fire escape and make your way to the external assembly point, identified on the local "Fire Action" notices and overleaf. Close doors behind you. Do not use the lifts. Only re-enter the building when told it is safe to do so either by security staff or the fire brigade. Doors secured by card readers will open automatically on activation of the alarms. (The green break glass unit next to each secured door can be used to override the card readers to exit.)

If you discover a fire, break the nearest fire alarm call point to sound the alarm, then leave the building as above. Alert a security officer to the location of the fire when you reach your assembly point. Only fight the fire if you have been trained and feel confident to do so. Always raise the alarm first.

A fire evacuation drill is carried out annually.

Fire alarm bells (and associated fire detection equipment) are tested on Wednesday mornings between 0830 - 0845.

Security staff response - 8am to 6pm Monday to Friday

When the alarm sounds the security officer on duty at Norfolk Place Reception will call (9) 999 to summon fire brigade, giving the address as:

St Mary's Medical School, Norfolk Place, W2 1PG

Repeater fire alarm panel is located adjacent to Norfolk Place reception desk.

The senior security officer on duty (SSO) will direct security officers to Norfolk Place and Bouverie Place building entrances where they will advise staff not to re-enter the building until instructed to do so.

Maintenance staff will investigate the cause of the alarm and wait at Norfolk Place reception to liaise with London Fire Brigade (LFB) and direct them to the location of the alarm. The alarm will only be silenced with authorisation of LFB. LFB and security staff will either allow staff back into the building or in the event of a fire or other emergency situation LFB will take charge and advise on further action.

The SSO will report the all fire incidents to South Kensington Security Control. SK Fire Team will lead on any consequent investigations/advice.

In the event of a confirmed false alarm, only the SSO or member of SK Fire Team can take the decision not to call the LFB.

Security staff response - 6pm to 8am Monday to Friday, weekends and holidays

Staff working out of hours should sign the register at Norfolk Place.

When there are no maintenance staff on site security staff will alert LFB as above and await their attendance to investigate alarm.

On arrival LFB will be given the register of building occupants.

In the event of a confirmed false alarm, only the SSO or member of the SK Fire Team can take the decision not to call the LFB.

Fire safety co-ordinators and fire marshals

Building Manager will keep and update the list of fire safety co-ordinators and fire marshals.

Local arrangements - fire marshals should alert a security officer if building occupants have not evacuated. There is no requirement to report areas cleared to security staff.

Where lecture theatres and meeting rooms are booked by staff unfamiliar with the building, details of evacuations arrangements will be forwarded with booking confirmation, with a request to make their guests aware.

Arrangements for staff with disabilities

A personal emergency evacuation plan (PEEP) for staff, students or visitors who need help to leave the building will be prepared by the relevant Fire Safety Co-ordinator in conjunction with the Fire Safety Team, Building Manager and the student/visitor/member of staff.

“Hot works”

A hot work permit for any work which might trigger alarms should be arranged with the Maintenance Manager. Local alarms should be isolated and covered to prevent dust ingress.

Toasters are not permitted in kitchens because of the number of false alarms caused.

Maintenance of fire equipment

Fire detection systems and fire extinguishers are maintained regularly. Any defects to the fire alarm system should be reported to the Helpdesk. Fire alarm systems and extinguishers are maintained to statutory standards.

A proportion of fire alarm bells are sounded on Wednesday mornings between 0830 - 0845.

Alterations to existing and new installations should be arranged through the Helpdesk and must be in line with:

<http://www3.imperial.ac.uk/pls/portallive/docs/1/50400.PDF>

A fire evacuation drill is carried out annually.

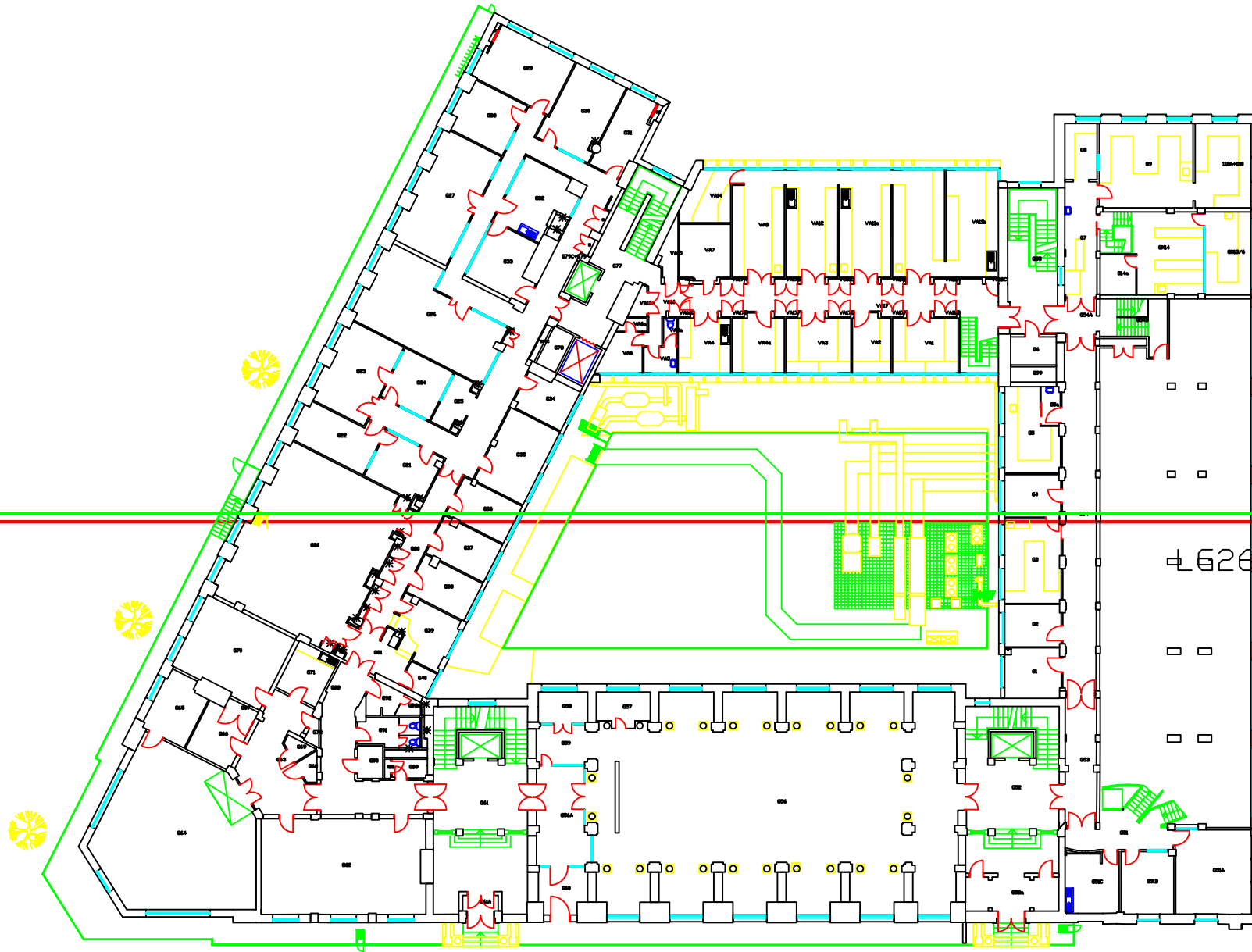
The Fire Safety Team carry out regular inspections of the building and prepare a report for action. The report will be issued to the Building Manager, Fire Safety Co-ordinators and Divisional Safety Officers. The Building Manager will ensure that defects to building fabric and fire safety equipment are remedied. The Fire Safety Co-ordinator and Divisional Safety Officer will ensure that divisional and departmental matters are resolved.

Fire training

The College provides regular fire safety training. Details at:

<http://www.imperial.ac.uk/staff-development/safety-training/>

Fire action notice directs to "Top of ramp, South Wharf Road"



Fire action notice directs to "Outside QEQM Building"

Medical School Fire Assembly Points St Mary's Campus

