

FIRE EMERGENCY PLAN

Name of building: **250 Butterfield**

Address of premises: **250 Butterfield, Great Marlings, Luton, LU2 8DL**

Date plan produced or amended: **February 2008**

Name of person producing plan: **Barry Haggett**

Job title: **Laboratory Manager**

Signature:

Action to be taken on discovering a fire:

- (1) Sound the fire alarm;**
- (2) Leave the building by the nearest exit and report to the assembly point (triangular, paved area in middle of car park opposite main door).**

Fire warning system (description of bells/sirens/voice, etc. and location of system panels):

Emergency signal is a continuous high pitched tone from sounders on ground and first floor. Fire panel is in ground floor entrance lobby behind the stairs.

Evacuation procedures:

- (a) to check that other people around them are aware of the alarm;**
- (b) rendering necessary assistance to those that may need help to leave the building quickly;**
- (c) to report to the controlling officer to provide information and render assistance.**

Key escape routes (how access can be gained, where they lead to, how they are protected from fire):

- (1) Main door to lobby from main laboratory door and stairs from first floor.**
- (2) Emergency door, at far end of first floor office area, leads directly to outside and spiral staircase to ground level.**
- (3) Emergency door at far end of laboratory opens directly to outside.**

Assembly points:

Triangular, paved area in middle of car park opposite main door.

Duties and identities of employees with specific responsibilities:

Fire Wardens: (a) to sweep areas on their way out of the building to ensure that they are unoccupied or to determine whether there are people in need of assistance; (b) to report observations to the Controlling Officer and render all practical assistance.

Controlling Officer: (a) to ensure that the fire brigade have been summoned as soon as there is any reason to believe that there is danger; (b) to ensure that building exits are protected to ensure that nobody can unwittingly enter the building before it is known to be safe; (c) to ensure that a roll call is made of those present at the assembly area; (d) to check the fire panel, if practical; (e) to report the incident to University

security; (f) to ensure that there is no danger before allowing students, staff and others to re-enter the building.

Arrangements for safe evacuation of persons identified as being especially at risk from fire:

Refuge areas are provided at the top of the main stairs on the first floor and at the top of the spiral staircase.

Fire fighting equipment(location and details):

Water and carbon dioxide extinguishers are provided at either end of the laboratory area and at either end of the office area.

Specific arrangements for high risk areas:

Fire blankets are wall mounted near to gas supply points in the laboratory area.

Procedures for liaison with fire brigade on arrival (who, where, what, etc):

Controlling officer:

(a) to render all practical assistance to the Fire Brigade and any other of the emergency services when they are in attendance;

(b) to ensure that the chief fire officer is content that there is no danger before allowing students, staff and others to re-enter the building.

Training required by employees and arrangements for training:

All staff to be trained as Fire Wardens (Feb 2008 only Barry Haggett and Roberto Andres trained).

All staff and LIRANS students to be made aware of these fire emergency arrangements.

Arrangements to be made to enable fire alarm testing to be carried out weekly so that students and staff are familiar with the emergency signal.

Fire evacuation drills to be carried out at least twice, and preferably three times per year.