

## General Emergency Information for Event Organisers on Houghton street Campus.

This note contains general emergency information on the LSE's arrangements for emergencies such as fire or bomb threats and is intended for persons organising events using any venue on the Houghton street campus except for Tower One, Two or Three, or the New Academic building . *(Separate information will be provided for these venues.)* Event organisers must bring this information to the attention of persons who will be stewarding the event so that visitors can safely evacuate the premises. Persons attending the event should be briefed on the emergency arrangements at the start of event.

### Fire safety information

If a fire is discovered the alarm must be raised by breaking one of the red "break glass" wall mounted fire alarm boxes. The "break glass" wall mounted fire alarm boxes are located by the emergency exit doors and are marked with this sign:



The emergency exits are marked with a running figure on green background, with an arrow giving the direction to take.



The fire alarm is a continuous ringing bell.

When the fire alarm sounds the venue **must** be evacuated using the nearest available emergency exits. Persons evacuating the building must go immediately to the emergency assembly point. The location of the emergency assembly point is given on the Fire Action notice adjacent to the fire exits. Organisers and their stewards should check the location of the emergency assembly point prior to the event, so that persons attending the event can be directed accordingly.

When evacuating the building use the nearest available escape route **do not use the lift**. *(When the fire alarm is activated all lifts will go immediately to the ground*

*floor. The lift doors will open to allow persons to alight and will then close. The lift doors will not open again until the fire alarm has been reset.)* If you are in the lift when the fire alarm sounds exit it immediately the doors open on the ground floor and go to the emergency assembly area.

During evenings and weekends some perimeter fire exit doors which give access to street level may be secured with electromagnetic fastenings called a 'maglock'. All 'maglocks' are connected to the fire alarm system and will release automatically when the fire alarm is activated. If, for any reason these doors fail to open, occupants should use the manual release button which is located in a green box adjacent to the door. *(Note: an alarm will be activated if the manual release button is used in a non emergency situation.)*

If any person attending the event that is unable to use the stairs, they should be taken or directed to the nearest fire refuge point which is indicated with the following sign:



If possible someone should stay with the disabled person in the fire refuge point. The disabled person should use the telephone which is connected directly to the LSE's emergency control room to summon assistance.

If the event is taking place in a building which has not got any refuge points identified, the disabled person should be directed to the nearest fire lobby or area protected by one or more fire/smoke stop doors.

Event Stewards should inform a member of the LSE security staff at the emergency assembly point that someone is waiting in a refuge point or a fire lobby for assistance. LSE security staff will be wearing hi-visibility jackets and are easily identifiable.

**The activation of the fire alarm will register in the emergency control room of LSE Security. They will be responsible for summoning the fire brigade and other emergency services as appropriate. If you have information on the location of the fire you must pass this onto the Security staff so that this can be conveyed to the emergency services.**

If smoke is discovered coming from underneath a door or where a door or handle is hot, **do not open the door**, raise the alarm and evacuate the building. At the emergency assembly area inform the member of Security staff of the location where the fire is suspected.

Stewards should ask people to leave the building in an orderly fashion, and not run. They must follow any instructions given by a LSE fire warden or member of the LSE Security Staff.

Stewards evacuating the event should close doors behind them as they leave the building. People may take their belongings with them if they are close at hand and it does not delay their evacuation. If persons are away from the room where the event is taking place when the fire alarm sounds, they must not attempt to return to the room to collect their belongings, they must evacuate immediately.

Once at the emergency assembly point, the Stewards should inform the LSE Security personnel on which room they have vacated. Persons must wait at the assembly point and not attempt to re-enter the building until they have been informed by LSE Security that it is safe to do so.

Fire extinguishers are located at various points in each venue. Organisers or stewards should not attempt to tackle the fire unless they have been trained to do so. **The alarm must always be raised before attempts are made to tackle the fire, no matter how small the fire may seem. The first priority for organisers and stewards is to ensure visitors attending their event are safely evacuated.**

Water extinguishers are designed for use on fires involving wood, paper and other combustible material, they must not be used on electrical fires. Co2 extinguishers can be used on electrical fires.

## **Fire Prevention:**

Do not wedge or prop open fire doors, this will result in smoke and toxic fume spreading through the building which could seriously hinder the safe evacuation of the building.

Do not obstruct emergency escape routes and stairways.

Do not overload electrical sockets, or tamper with plug fuses.

Observe the 'no-smoking' signs. It is against the law to smoke inside any building on campus. Smoking is not permitted on external fire escapes or in the entrances to buildings. Take care with smoking materials, make sure that any smoking materials are safely extinguished in a suitable receptacle before entering any building.

## **Bomb Threats**

In the event of a bomb threat, event organisers and / or Stewards will be given instructions by LSE security personnel either by telephone or radio. If it does prove necessary to evacuate the premises stewards will be given verbal instructions by Security personnel, the fire alarm system will **not** be used.

In the event of a bomb threat evacuation persons should be asked to take all their personal belongings with them. They must only leave by the route(s) directed by the Security Personnel, as normal fire escape routes may lead to the area where the device is placed. Persons should assemble in an area directed by the LSE Security Personnel, note: this may be different from the fire assembly point.

If Stewards notice or are notified of a suspicious packet or article, they must not touch it. They should ask persons to clear the room and report immediately to the LSE Security emergency control room, by using the nearest internal telephone and dial 666.

## **First Aid**

If any person has an accident or is taken ill, Stewards should dial 666 to summon first-aid assistance. The Security control room will have lists of first-aiders on campus and the location of first-aid supplies, they will also summon an ambulance if it is required.

Any accident to visitors or organiser's staff must be reported to the main reception where LSE security personnel will record the accident on the School incident report form. *Please note: the School is obliged to report to the Health and Safety Executive, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, any incident arising out of the work activity where a person not in the LSE's employment is injured and taken directly from site to hospital. Therefore Security staff will need information on the injured person, including their name, address and telephone number.*