

Fire Procedures for NAB:

March 2011

- These procedures are to be followed in the event of a fire. If there is a bomb alert, instructions specific to the situation will be issued, at the time, by telephone to staff in affected areas.

Raising the alarm

- If you see or suspect a fire, raise the alarm by using the nearest call point these are red wall mounted boxes. On the teaching floors the call points are located by the main lifts, on the academic floors they are located by the tea points. There are also call points in the fire refuge points and adjacent to the final exits.
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- The Security control room will summon the fire brigade if required.

Evacuation

- The New Academic Building has a two-stage fire alert system. The building is divided into 4 zones for fire alert system:
- Zone 1 covers the Basement.
- Zone 2 covers the Lower ground, ground floor, first floor and second floor
- Zone 2A covers the Sheik Zayed Theatre, (Main Theatre)
- Zone 3 covers 3rd, 4th, 5th, 6th 7th and 8th floors.
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- If the suspected fire is in the zone covering the area in which your floor is located you will hear a claxon sound with an intermittent voice message telling you to evacuate, you must evacuate immediately, using the nearest emergency exits, by following the directional signs (white running figure on green background). These signs will direct you to the fire escape stairways, which will provide at least 30 minutes protection from smoke or fire. The fire escape stairways lead directly to the open air.
- Do not stop to collect personal items such as bags and coats, unless it is possible to do so without delaying the evacuation.
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- Do **not** attempt to use the lifts to leave the building.
- Once you are outside the building you should go directly to the emergency assembly point on the **corner of Lincoln's Inn Field opposite Coopers.**
- If you have activated the fire alarm, inform Security at the assembly point the location of the suspected fire.

- Do not attempt to re-enter the building until you are told by Security or the Fire Brigade that it is safe to do so.
- On teaching floors, i.e. Lower Ground to 2nd floor, teaching staff must ensure that their class evacuates the building when the evacuation instruction sounds. Teaching staff must inform Security staff at the emergency assembly point which teaching room/space they have evacuated.
- Persons who are mobility impaired or for any reason cannot evacuate by using the stairs should be directed to the nearest **Fire Refuge Point**. These are places where people can wait in safety if they need assistance to evacuate the building.

Fire Refuge Points are located at both the North East and North West elevations and can be accessed by following the directional fire signs. Once in the Fire Refuge Point help can be summoned by pressing the call button.

If you have a disability, which may affect your ability to respond to the fire alarm and evacuate the building, using the escape staircases please contact the Head of Health and Safety on ann.obrien@lse.ac.uk so that a 'Personal Emergency Evacuation Plan' can be developed for you.

On Hearing the Alert message

If you hear the alert signal (a voice message which notifies you that there has been a fire alarm activation but advising you to stay where you are and await further instructions) you should **not** evacuate unless you have a disability which prevents you from using the emergency escape stairways. If you have a disability on hearing the Alert message you should make your way to the nearest Fire Refuge Point and use the call button to summon help. The call button will put you directly in touch with Security. On hearing the Alert signal all other staff should remain where they are and await further instructions.

The fire safety engineering system in the NAB is designed so that if there is a fire alarm activation in one part of the building it will not effect others parts of building, so there may be instances where there is a fire alert in the building but you do not receive any signal or message. In these circumstances stay where you are, continue to work normally until you are directed otherwise.

Tackling a fire

The NAB is protected by a sprinkler system, and in addition there are water fire extinguishers and CO2 extinguishers positioned at strategic locations. Water extinguishers can be used on combustibles such as

paper, wood etc but must never be used on fire involving electrical equipment.

CO2 extinguishers can be used on fires involving electrical equipment.

You should only attempt to tackle a fire if you have been trained to use the fire extinguishers. You must ensure that you raise the alarm to alert others before attempting to tackle the fire. Do not place yourself at risk, make sure that you always have an exit available to use. If you cannot extinguish the fire using one extinguisher then you must abort the attempt and evacuate, closing the door on the fire if possible.

If you see smoke coming from beneath a door or the door or handle is warm to the touch do not open the door, sound the alarm and evacuate.

Fire Precautions

You must observe basic fire safety precautions:

- Do not wedge open fire doors, these are designed to stop smoke and fume from spreading through the building and it may impede your escape if they are not working properly.
- Do not obstruct emergency escape routes or fire refuge points
- Do not overload electrical sockets, or tamper with plug fuses
- Always check the cables and plugs on electrical equipment to ensure they are not damaged before use.
- Do not cover or place combustible items such as paper near the vents of electrical equipment such as printers etc, which could cause the equipment to overheat.
- Do not leave food cooking in a microwave unattended.
- Electric kettles must only be used at the tea point.
- Portable heating appliances must not be used without the permission of the Estates Department.
- Observe the 'no-smoking' signs. Take care with smoking materials. Make sure that they are safely extinguished in a suitable receptacle before entering the building

Any defects or problems with the fire arrangements must be notified to the Building Manager on ext.1200