

London School of Economics and Political Science

Fire Procedures for Towers One, Two and Three

Revised August 2014

FIRE EVACUATION INSTRUCTIONS

If you hear a continuous alarm sound

Start evacuating immediately	Do NOT delay your departure. Do NOT stop to collect personal belongings if this would delay your departure. Do NOT continue to teach. Do NOT continue with a telephone conversation or email, however urgent.
Leave the building using the primary route staircases and fire exits. If an escape route (including a staircase) is full of smoke or is otherwise obstructed, use the Secondary route. <i>(see below for Primary and Secondary routes)</i>	
Go to the Fire Assembly Point Aldwych, from Clement House to Post Office	
Stay with your group (e.g. staff from your floor; your class) and await instructions from Security.	
People who are unable to evacuate without assistance should go to the nearest Fire Refuge Point.	

	Primary Route	Secondary Route
Tower 1	Stairs furthest from the lift lobby	Stairs by Tower 1 lifts
Tower 2	Stairs by Tower 2 lifts	Stairs by Tower 1 lifts
Tower 3	Stairs by Tower 3 lifts	Stairs by Tower 2 lifts

If you hear the intermittent alarm signal

Prepare to evacuate (e.g. save your work, lock your computer)	Do NOT leave unless the intermittent signal changes to a continuous one
You may collect personal belongings (as long as they will not hamper your departure down the stairs)	
People who are unable to evacuate without assistance should go to the nearest Fire Refuge Point.	

All the staircases have been designed as fire escape routes, with 60 minute protection provided by the two sets of fire doors on each floor. You may need to switch lights on manually in the stairways as the emergency lighting only comes on automatically if there has been a power failure. Staircases and fire exits are indicated by green signs with a running figure.

Final exit doors normally have push-bars. Press these to release the door.

Some fire exit doors are also secured by maglocks, which are linked to the fire alarm system. They are designed to release when the fire alarm sounds. If the maglocks do not release, press on the green break glass box adjacent to the door, which releases the mechanism.

PEOPLE WHO COULD FIND IT DIFFICULT TO RESPOND TO THE FIRE ALARM

Anyone who has, or who develops, a sensory, mobility or other impairment (including temporary ones) which could make it difficult to hear the alarm or to evacuate using the stairs should contact LSE's Health and Safety team as soon as possible, in order to agree a personal emergency evacuation plan. They should also speak to their local Fire Wardens or Health and Safety coordinator.

ACTION IF YOU DISCOVER OR SUSPECT A FIRE

If you see or suspect a fire (e.g. smell burning, see smoke) – raise the alarm by pressing the centre of a red break glass unit (found by exit doors, near stairs, etc.).

Unless you have been trained to use a fire extinguisher **and** have an escape route, do NOT try to put the fire out yourself.

Evacuate the building with the other occupants, and report the location of the fire or possible fire to Security as soon as possible. This is to reduce the delay in emergency response.

ACTION IF YOU INADVERTENTLY ACTIVATE A FIRE ALARM

Fire alarms may be set off accidentally, for example by knocking a red break glass unit, releasing dust or steam near a smoke detector, using an aerosol spray near a smoke detector.

If you think you have set off an alarm accidentally, report this as quickly as possible to Security on ext. 666 (internal phone) or 020 7955 6555 from an external (e.g. mobile) phone, so the disruption caused by the evacuation is minimised. You must then evacuate the building anyway.

PREVENTING A FIRE STARTING OR SPREADING, AND PREVENTING UNWANTED FIRE ALARMS

All occupants – staff, students, visitors and contractors – must observe basic fire safety precautions:

- Fire doors must not be wedged open. Fire doors are designed to stop smoke and fume from fires spreading through the building, keeping a fire contained, and keeping escape routes free of smoke.
- Report any damage to fire doors or their surrounds (including failure to close properly) to the Estates Helpdesk.
- Keep emergency escape routes and fire refuge points clear of obstructions.
- Do not allow material for recycling (e.g. paper, cardboard) to accumulate. Do not place this in escape routes.
- Do not overload electrical sockets, or tamper with plug fuses.
- Use bar multiplugs rather than box ones. Never link one extension lead to another.
- Fully extend extension cables. Coiled cables can overheat and cause fires.
- Always check the cables and plugs on portable electrical equipment to ensure they are not damaged before use. If they are damaged, take the equipment out of use, and report it to Estates.
- Do not cover the vents of electrical equipment such as printers etc., or place combustible items such as paper near them, which could cause the equipment to overheat.
- Do not leave food cooking in a microwave unattended.
- Electric kettles must only be used in designated tea points.
- Use of electric Toasters or Grills in any area including kitchens and tea points is prohibited.
- Portable heating appliances must not be used without the permission of the Estates Department.
- It is illegal to smoke inside any workplace. 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.

EXPLANATION OF THE FIRE DETECTION AND ALARM SYSTEM IN THE TOWERS

There are two different alarm signals: continuous, and intermittent. The purpose of these different signals is to minimise disruption (by avoiding total evacuation of the building), and to reduce the number of people trying to evacuate simultaneously.

There are smoke detectors in all occupied parts of the Towers. When a single smoke detector senses smoke (or other particles) in the air, the fire alarm will sound continuously on the floor where that detector is situated. The alarms on the floors immediately above and below will sound intermittently. No alarms will sound on the stairs.

If a second detector senses smoke, or the fire panel is not re-set within 5 minutes, continuous fire alarm signals will sound on all floors.

If a manual red break glass call point is activated, alarms will sound continuously on all floors in the building.

Note 1: Towers 1 and 2 are now treated as one building. If the fire alarm is activated on any floor in Tower 1, it will sound in both Towers 1 & 2. If a fire alarm is activated on any floor in Tower 2, it will sound in both Towers 2 & 1. If a fire alarm is activated in Tower 3, it will only sound in Tower 3. The only exception is that if an alarm is activated in the Basement or Sub-basement of any Tower, the alarm will sound in all three Towers.

Note 2: The alarm sound from the lift lobby between Tower 2 & Tower 3 may be audible in the office accommodation of the neighbouring Tower. Occupants should **ONLY** start evacuating if the alarms on their **floors** sound continuously.

Note 3: The lifts in the Tower(s) where the alarm is sounding will go to the Ground Floor, allow passengers to get out, then close their doors. They will not operate until the alarm condition has ended. Lifts should never be used while fire alarms sound.

Note 4: The fire alarm system is tested every Friday morning between 08:00 and 09:30. As every call point at the LSE is tested annually, the alarms may sound several times during this period. The alarms will not sound for longer than one minute during a test.

Note 5: In order to reduce false call outs, Security investigate alarm activations before calling the Fire Brigade. If they are informed that the fire is real, they will call the Fire Brigade immediately.

Note 6: Fire Refuge Points are provided in all stair lobbies. These are provided with two way communication between the Fire Refuge Point and Security Control Room, and are places where someone can wait for assistance. They must be kept clear at all times.