

FIRE SAFETY POLICY & PROCEDURES



Document title:	Fire Safety Policy and Procedures
Policy owner:	Head of Operations
Policy Approval and Review:	This policy was agreed by the Board of Governors on 15 th June 2026 and will be reviewed at the end of each academic year or more often as required.
Year to which it relates:	Academic Year 2026-27
External Reviewer:	Gerard Lamb (MIWFM), Estates Operational Manager, Stranmillis University College. Stewart Osborne BA (Hons) MIFireE, EngTech, IFE Accredited Fire Risk Assessor (Life Safety)
Related Policies	BST Health and Safety Policy 2026-27 BST Safeguarding Policy 2026-27 BST Visitor Policy 2026-27

Part 1: Policy Statement

Belfast School of Theology (BST) is committed to providing a safe and healthy environment for its entire community. Part of this commitment is protecting all relevant persons from the risks of fire. BST is committed to achieving a measurable, progressive improvement in fire safety standards with legal requirements establishing a minimum acceptable level.

Belfast School of Theology takes fire safety extremely seriously and recognises that it has responsibilities to protect all relevant persons from harm, so far as is reasonably practicable. The school will endeavour to control associated risks and will comply with legislation relating to fire safety, such as The Fire and Rescue Services (N.I.) Order 2006 The Fire Safety Regulations (N.I.) 2010

Employees, students and others visitors to BST also have responsibilities under general health and safety legislation, fire safety legislation and this policy.

The Fire Safety Policy will be brought to the attention of employees, students, and other visitors to BST premises.

Fire safety awareness is included as part of the student orientation process and as part of the induction training for new staff and volunteers. This includes actions to be taken in the event of a fire, including actuation of the alarm, nearest safe emergency exit routes and location of fire assembly points.

Policy Enforcement

Failure to comply with this policy may lead to refusal or removal from the school premises. It may also lead to action in accordance with the school's disciplinary procedures or to referral to the Police.

For maintenance contractors, it may lead to referral and response by the Head of Operations.

Failure to comply with this policy may also impact the school's compliance obligations under the relevant legislation.

Name: [Enter name]

Signed: [The policy must be signed by the most senior person in the organisation]

Position: [Enter the signatory's position]

Date: [Enter the date signed]

Part 2: Policy Aims and Scope

This Fire Safety Policy provides a framework for the school's fire safety arrangements. It also underpins the school's approach to fire safety management.

The aim of BST is to ensure that fires are prevented, so far as is reasonably practicable, by ensuring that there are reasonable precautions in place in and around campus. If fires cannot be prevented, the aim is to minimise fire risks and preserve life by having robust fire safety protective measures and ensuring that all relevant persons know what actions to take in line with the emergency procedures.

The purpose of this policy is therefore to specify the fire safety arrangements in place to ensure as far as reasonably practicable, the safety of everyone who works, studies or visits the school premises including students, staff, contractors and other visitors.

Part 3: Definitions

The responsible person – As a tenant organisation, BST are legally responsible for the area it occupies and as such, it will put in place relevant fire safety arrangements for the areas over which it has control e.g. preparing Personal Emergency Evacuation Plans for staff and students.

The Head of Estates and Sustainability at Stranmillis University College (SUC) is also the "Responsible Person" with regard to the College as landlord, e.g. the College will be responsible for arranging fire drills which cover areas occupied by tenants or providing and maintaining fire extinguishers and fire doors etc.

As the premises are shared, BST and SUC will co-operate and co-ordinate with each other on fire safety measures and share information with each other to ensure the safety of those in or around the premises.

Competent persons – any person who assists the responsible person in undertaking fire safety arrangements, e.g., fire preventive & protective measures. They are appointed by the responsible person.

Relevant persons – any person who is or may be lawfully on the premises and any person in the immediate vicinity of the premises at risk from a fire (e.g. employees, visitors, contractors and anyone else who could be at risk). It does not include firefighters who are carrying out their duties in relation to a function of a fire and rescue authority.

Part 4: Responsibilities

The Board of Governors has overall responsibility to ensure that the strategy for managing Fire Safety is in place and regularly monitored. The HR/FAR Committee will monitor Fire Safety management on behalf of the Board of Governors and will receive regular reports from the Head of Operations.

The Principal and CEO with the Board of Governors accepts overall responsibility for all matters, including fire safety. The Principal and CEO has delegated authority in these matters to the Head of Operations.

The Senior Leadership Team ensures that support and resources are available for the implementation of this policy. Necessary measures to improve safety in essential areas should receive priority consideration. Where appropriate, specific training to achieve acceptable standards of safety will be supported and properly resourced.

The Head of Operations is responsible for the overall development of the safety strategy, policy and procedures and is responsible for the day-to-day implementation of this policy and has oversight of safety operations across its premises.

GENERAL RESPONSIBILITIES

All Staff & Students

Under Health and Safety Legislation, everyone has a responsibility to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

To comply with the legislation all staff, students and other visitors must ensure that they are familiar with and comply with the requirements of this Fire Safety Policy and Fire Safety Procedure.

In particular, they need to be familiar with the information below:

- The actions to be taken on discovering a fire or on hearing the Fire Alarm activated during an emergency evacuation as described in the Emergency Evacuation Procedure.
- The location of manual fire alarm call points and the method of operation.
- The fire escape routes.
- The purpose of fire resisting doors and their method of operation.
- Fire evacuation procedures for the building and the location of the designated fire assembly point.

Students living in SUC Halls of Residence or participating in SUC events in other buildings must comply with any additional local Fire Safety arrangements in other buildings.

Any shortfalls in fire precautions that building users become aware of, should immediately be reported to SUC Estates Office, Ext 297 (02890 384297), estates@stran.ac.uk or via the Estates Task Logging System. Faults can also be reported to any member of the BST staff team who will

notify the SUC Estates Dept. Any serious concerns or matters which go unresolved can be escalated directly to the Principal or a member of BST's senior leadership team.

Head of Operations

Under the Health and Safety Policy, the Principal has delegated authority to the Head of Operations for ensuring that organisational arrangements for Health and Safety are put in place and communicated to staff and students.

This includes:

- Ensuring staff awareness of fire safety, including fire prevention and emergency action;
- Ensuring as far as within their control that fire risks are mitigated;
- Ensuring as far as it within their control that all escape routes are kept unobstructed and suitably fire sterile;
- Ensuring PEEPs (Personal Emergency Evacuation Plans) are prepared where necessary. This includes temporary mobility problems such as those related to a broken limb.

Senior Leaders

Senior Leaders must ensure that fire safety measures are fully implemented within their own areas and are responsible for monitoring and checking that the requirements of the Fire Safety Policy and Fire Safety Procedure are being followed by their staff.

SPECIFIC RESPONSIBILITIES

Those with specific Fire Safety responsibilities must be familiar with and comply with the requirements of the Fire Safety Policy and Fire Safety Procedure.

Head of Operations (HoO)

The Principal has delegated authority to the HoO for the management and implementation of the fire safety policy and fire safety procedure. They will provide regular reports to the HR/FAR Committee who will monitor fire safety arrangements.

Fire Wardens

Fire Wardens will be appointed in a voluntary capacity to cover each floor of the Main Building and trained to assist in the safe evacuation of all persons present in the event of an emergency evacuation and when the fire alarm sounds. Upon completion, the fire warden will evacuate and be able to report that their area of the building including toilets is clear to the Fire Liaison Officer in charge at the Assembly Point.

While a fire warden is responsible for checking people have evacuated, they are not responsible for instigating evacuation and therefore the fire procedures will make clear that evacuation must not be delayed pending instructions from a fire warden. The presence or absence of a fire warden should not have a noticeable effect on an evacuation, aside from the value of the information available to the Fire Service. Confirmation that nobody is left inside the building means that the Fire Service can concentrate on extinguishing the fire, rather than looking for potential building occupants.

If it is not possible for the nominated Fire Warden to operate outside normal working hours, BST will seek to ensure alternative arrangements involving SUC security staff are put in place.

Fire wardens will be named persons in the fire procedures and there will be sufficient cover in the case of absence. All staff are required to provide Fire Warden cover as and when necessary and will receive training as well as refresher courses at the appropriate intervals.

Academic Staff

Academic staff must also be familiar with and comply with the fire safety policy and procedures including the fire safety and evacuation arrangements for every room in which they teach.

Academic staff are responsible for the safety of the students in their charge. This must include reminding them of the actions to be taken in the event of a fire, including actuation of the alarm, nearest safe emergency exit routes and location of fire assembly points.

Security Staff

In the event of a fire alarm activation, the appointed fire alarm monitoring centre will call the Northern Ireland Fire & Rescue Service (NIFRS) initially, then follow up with a call to SUC Security mobile phone. SUC Security Staff will assist with the implementation of emergency fire evacuation procedures and will coordinate with NIFRS on arrival.

Portering Staff

Porters at SUC have also been trained in the operation and use of evacuation chairs, disabled refuge point call systems and may be required to operate these in the event of an emergency evacuation as necessary.

Other Support

Staff may be needed to assist with evacuation of people with disabilities, impairments and other conditions which affect their ability to escape safely. This support may be generic (e.g. trained operators of evacuation equipment, to supplement SUC Porters) or specific to Personal Emergency Evacuation Plans (PEEPs) e.g. someone briefed to act as a “buddy” to someone who may need assistance in evacuating the building in the event of an emergency. Appropriate training will be provided.

External Users

In relation to all External Users, staff must ensure that they have instructed their visitor/s accordingly as follows:

- Briefed upon the Fire Safety procedures for the building;
- Made aware of the fire routine for the building;
- Advised on the location of the building’s fire assembly point.

Staff inviting visitors to BST must assume responsibility for their visitors. It is good practice to ascertain if any visitor requires special assistance in the event of an emergency evacuation prior to their visit. If the fire alarm sounds, the host will direct their visitor to the assembly point. Visitors must remain with their host at all times.

Contractors Working on Site

The licensed space within the Main Building is a listed building. For this, and other reasons all maintenance works and repairs and maintenance type activity has to be managed via SUC Estates Department. All works that disturb the fabric of the building e.g. putting up a shelf, will need to be arranged via SUC Estates department. Items which are solely for the requirements / use of the Licensee will be recharged in full based on the charges incurred by the University College.

Report of any issues or repairs that are required, anywhere on campus, should be reported to estates@stran.ac.uk or 02890 984297. Contractors and their employees will be briefed by the Estates Dept. on the safety considerations for the work to be undertaken including the requirements of their Fire Safety Policy and Fire Safety Procedure.

Faults can also be reported to any member of the BST staff team who will notify the SUC Estates Dept. Any serious concerns or matters which go unresolved can be escalated directly to the Principal or a member of BST's senior leadership team.

Occupying SUC Premises

As an employer in a tenant organisation, BST are legally responsible for the area they occupy and will put in place relevant fire safety arrangements for the areas over which they have control.

SUC Head of Estates and Sustainability is also an "Appropriate Person" with regard to SUC as landlord, e.g. SUC will be responsible for arranging fire drills which cover areas occupied by tenants or providing and maintaining fire extinguishers and fire doors etc.

BST will take all reasonable steps to co-ordinate with SUC regards arrangements for managing Fire Safety. For example, BST will nominate a Fire Warden who will assist in the evacuation of the relevant area of a building in the event of an emergency.

All staff must familiarise themselves with the supporting SUC Fire Safety Policy and Fire Safety Procedure.

Fire Risk Assessments (FRA)

BST is legally required to regularly assess its workplaces to ensure that persons are not at risk of injury from the effects of fire and smoke. Therefore, BST will ensure that Fire Risk Assessments (FRAs) are in place to cover all areas occupied under their license.

Fire Risk Assessments are undertaken by SUC and are regularly reviewed and updated when required.

All recommendations from the FRA will be implemented, by SUC where reasonably practicable, promptly after receipt of the FRA. This process will prioritise any management or building improvements necessary to comply with legislation, best practice and to maintain the fire strategy and compliance for each building.

The Fire Safety Regulations (Northern Ireland) 2010 requires that a Fire Risk Assessment is reviewed, a) regularly, b) where there is reason to suspect that it is no longer valid or c) where changes have occurred.

A summary of the recommendations from Fire Risk Assessments will be maintained, monitored and reviewed on a regular basis by SUC and shared with BST as a tenant organisation as required.

Temporary Fire Risk Assessments

Should the unlikely situation arise where the Fire Safety of a building is compromised, even for a short period of time, SUC will arrange to complete a Temporary Fire Risk Assessment to ensure adequate protective measures are in place in the interim.

Training

Fire safety training will be provided for all staff at the appropriate level. All new employees will receive a fire safety briefing as part of their induction.

Students will also receive a fire safety briefing as part of their induction. Fire safety training will be provided for those undertaking a more formal fire safety role.

Part 7: Fire Safety Procedures

INTRODUCTION

The Fire Safety Procedure supports the commitment of BST to create and maintain a working environment where its employees, students and visitors are protected against fire and the effects of fire, in compliance with relevant legislation, as set out in the Fire Safety Policy above.

Fire can result from spontaneous, unpredictable events but also through carelessness, criminal intent, neglect, or a lack of awareness and vigilance.

Fire safety can easily be compromised by poor management and thus BST will promote a strong fire safety culture where everyone must play their part in preventing fire, obeying fire safety rules and knowing how to respond in an emergency.

Nearly all fires can be prevented. Good housekeeping, awareness and sensible precautions will minimise the likelihood of fire occurring and is the responsibility of EVERYONE occupying the premises, this includes all staff, students, visitors and contractors.

Common causes of fire include faulty or misused electrical equipment, arson, cooking, heating and smoking. Most fires develop only because of carelessness – e.g. combustibles left close to sources of heat or possible ignition, accumulations of combustible waste, cigarettes not fully extinguished and dropped into litterbins.

ROLES SPECIFIC TO MANAGING FIRE SAFETY

Those with specific Fire Safety responsibilities must be familiar with and comply with the requirements of the Fire Safety Policy and Fire Safety Procedure.

Head of Operations (HoO)

Under the Health and Safety Policy, the Principal has delegated authority to the HoO for ensuring that organisational arrangements for Health and Safety are put in place and communicated to staff and students.

They will have specific responsibility for:

- Co-ordinating with SUC to ensure Fire Risk Assessments have been undertaken on parts of buildings occupied and that any associated recommendations have been actioned.
- Co-ordinating with SUC to ensure inspection, testing and maintenance of Fire Safety equipment and features has been carried out.
- Providing advice on fire safety procedures.
- Arranging fire safety training.
- Monitoring and auditing the requirements of the fire safety policy.
- Investigating fire incidents, production of reports and taking necessary actions.
- Agreeing a fire strategy and evacuation plan for any campus space it occupies, liaising with SUC as appropriate.
- Co-ordinating with SUC to ensure that emergency fire evacuation drills and routine fire safety checks are undertaken and associated records updated and maintained e.g. fire evacuation drills.
- Co-ordinating with SUC to ensure the undertaking, in conjunction with the College's appointed Integrated Consultant Team (ICT), the specification, installation, commissioning and maintenance of building fire protection systems.

Fire Liaison Officers (FLO)

The building occupied by BST will have a nominated Fire Liaison Officer (FLO) who will be appointed in a voluntary capacity and trained by SUC to assist in the safe evacuation of all persons present in the building in the event of an emergency evacuation and when the fire alarm sounds. A Deputy FLO will normally be appointed, where possible, to cover absences.

In some buildings it is not practicable or possible to nominate a Fire Liaison Officer either at all, or the FLO will not generally operate outside normal office working hours.

As many campus buildings also operate outside normal working hours, alternative arrangements involving SUC College Security staff are in place. Buildings which are no longer in use will not have an FLO.

Fire Liaison Officers will be supported by Fire Wardens and will have attended Fire Warden Training.

In the event of the fire alarm sounding, the Fire Liaison Officer will:

- Go to the Main Entrance of the building to assist with evacuation to the safe assembly point.
- On arrival at the safe assembly point the FLO should receive verbal reports from the Fire Wardens / Security Officers as to the progress of the evacuation of the building, including the location of any person(s) requiring assistance evacuating.
- Liaise with SUC Estates Services staff, post evacuation to advise of any action required.
- Report to the Northern Ireland Fire & Rescue Service Officer in Charge and advise:
 - o The number and location of any known persons left in the building, e.g. at Refuge Points.
 - o The location of the fire, if known.
 - o Any special hazards associated with the building, e.g. chemicals within laboratories.
 - o Names of key personnel with specialist knowledge.
- Advise occupants when it is safe to re-enter the building once the building is declared safe by NIFRS.
- Report to and liaise with the SUC Major Incident Team if one is required
- Complete an SUC Fire Evacuation Record Form. This Form should report any procedural difficulties, including non-compliance with the Fire Safety Policy and Procedures.
- Receive reports from Fire Wardens of any deficiencies on the fire system and report these to the Estates Helpdesk as part of the Fire Evacuation Record Form.
- Copies of completed Fire Evacuation Record Forms need to be sent to the SUC Head of Estates and Procurement Services who will review and recommend any associated change in Fire Safety Procedures. Any changes will be communicated to BST as a tenant organisation.

Fire Wardens

The Main Building occupied by BST will have Fire Wardens, appointed in a voluntary capacity to cover each floor and trained by SUC to assist in the safe evacuation of all persons present in a specific area of the building when the fire alarm sounds.

In the event of the fire alarm sounding, the Fire Warden will:

- Clear their designated area of the building to help ensure all persons evacuate by the nearest safe emergency exit route (if safe to do so).
- Ensure that all building users evacuate to the allocated Safe Assembly Point and do not congregate at the Main Entrance / Exit.

- If it is safe and possible to do so, ensure all power supplies are turned off before closing windows and doors as you leave the room in order to stop the spread of fire and smoke.
- Fire Wardens must not attempt to tackle a fire unless they are sure that they can do this safely, have received training and their escape route is clear. Some fire extinguishers are only suitable for certain types of fires. If in any doubt, do not attempt to fight the fire unless it is blocking your only means of escape.
- Report to the Fire Liaison Officer at the main entrance to the building:
 - o As to the progress of evacuation of the building.
 - o If any areas were inaccessible / unable to be checked.
 - o The location of any persons left in the building.
 - o Any deficiencies with the fire system..
- Stay at the Designated Assembly Point, to be available to assist the Fire Liaison Officer, until instructed to return to the building

Fire Wardens appointed for their area check that rooms are clear before they leave and then report this to Fire Liaison Officer. It should be noted that Fire Wardens will be unable to check rooms that are locked.

However, if for any reason a Fire Warden is not present it is individual responsibility of each person to ensure that they evacuate the building by following Emergency Evacuation Procedure contained in Appendix A.

Sufficient numbers of deputies will be appointed as Fire Wardens and SUC will ensure likewise with regards to Fire Liaison Officer cover. Persons nominated to these roles should normally work in the building.

Because of the pattern of movement of people around the College campus it is not possible to operate a 'Roll Call Procedure' (i.e. where people's names are checked off a list at the Assembly Point).

For this reason, the College will operate a 'Negative Head Count'. Fire Wardens appointed for each area check that rooms are clear before they leave and then report this to Fire Liaison Officer.

The Fire Liaison Officer then informs the attending Fire & Rescue Service personnel, meaning that just ONE person should approach the Fire Service with information for each building and this should avoid confusion.

Fire Wardens wear Yellow Hi-Vis tabards with "Fire Warden" on the back and Fire Liaison Officers wear Orange Hi-Vis tabards with "Fire Liaison Officer" on the back so that they can be easily identified.

Persons volunteering to undertake these roles will normally work in the building and will receive suitable training.

Academic Staff

Academic staff must also be familiar with and comply with the Fire Safety Policy and Procedures including the Fire Safety and evacuation arrangements for every room in which they teach. Academic staff are responsible for the safety of the students in their charge. This must include reminding them of the actions to be taken in the event of a fire, including actuation of the alarm, nearest safe emergency exit routes and location of fire assembly points.

Security Staff

In the event of a fire alarm activation, the appointed fire alarm monitoring centre will call the Northern Ireland Fire & Rescue Service (NIFRS) initially, then follow up with a call to the SUC Security mobile phone. SUC Security Staff will assist with the implementation of emergency fire evacuation procedures as follows:

- Ascertain where the fire is located and take appropriate actions.
- Assist the Major Incident Team, if one is established, Fire Liaison Officer and the Emergency Services as required.
- Complete the evacuation record in the Fire Log Book, if not done by the Fire Liaison Officer or Estates staff in attendance.

Outside normal working hours, Security staff will undertake the role of Fire Liaison Officer in Academic and Teaching Buildings. Security staff will undertake Fire Awareness and Evacuation Training.

Portering Staff

In the event of a fire alarm activation, the Porters will:

- Assist the Major Incident Team, if one is established, Fire Liaison Officer and the Emergency Services as required.
- Assist any persons requiring assistance in evacuating the building, if it is practicable and safe to do so. The use of an Evacuation Chair may be necessary.

Porters will also be trained in the operation and use of evacuation chairs.

Additionally, in conjunction with other members of SUC Estates Services, Portering staff will also have a key role to play in ongoing fire safety monitoring:

- Ensure that public and shared common areas and spaces are suitably controlled and inspected.
- Check that all other areas in the building are inspected to identify and resolve workplace hazards).

- Monitor the means of access, egress, escape, evacuation procedures and other emergency procedures throughout the building, with specific responsibility for common areas.

Other Support

In some buildings, staff may be needed to assist with evacuation of people with disabilities, impairments and other conditions which affect their ability to escape safely. This support may be generic (e.g. trained operators of evacuation equipment, to supplement SUC College Security or Porters) or specific to Personal Emergency Evacuation Plans (PEEPs) e.g. someone briefed to act as a “buddy” to someone who may need assistance in evacuating the building in the event of an emergency. Appropriate training will be provided.

External Users including Visitors and Contractors

In relation to all External Users, staff responsible for Visitors and Contractors must ensure that they have instructed their visitor accordingly as follows:

- Briefed upon the fire safety procedures for the building.
- Made aware of the fire routine for the building; and
- Advised on the location of the building fire assembly point.

Staff inviting visitors to BST must assume responsibility for their visitors. It is good practice to ascertain if any visitor requires special assistance in the event of an emergency evacuation prior to their visit.

Staff should notify fire wardens of visitors to ensure that all occupants are accounted for and that the fire wardens have the necessary information to manage the evacuation effectively. This notification is part of the responsibilities of fire wardens, who are responsible for checking the safety of their designated area and ensuring that all staff and visitors have safely evacuated the premises.

Contractors Working on Site

See ‘Specific Responsibilities’ Page 7 above.

Hiring Rooms at SUC

SUC Hospitality, Accommodation and Conferencing Services manages the relationship with organisations hiring their facilities, including overnight residential accommodation.

SUC hire policy makes it clear that external organisations hiring their facilities are responsible for the safety of visitors / delegates in their charge / attending their events.

Hospitality, Accommodation and Conferencing Services will ensure that when BST hires a space, they:

- are provided with suitable relevant information to ensure compliance with the College Fire Safety Policy and Fire Safety Procedure including information relating to the Fire Evacuation Procedures; and
- put equivalent arrangements in place to ensure compliance with the requirements of the College's Fire Safety Policy and Fire Safety Procedure, including but not limited to the provision of their own staff to undertake the role of Fire Warden during an emergency evacuation.

Confirmation that this has taken place will be recorded and the relevant documentation will be retained with relevant signatures obtained in advance of the event.

Fire Risk Assessments (FRA)

Stranmillis University College is legally required to regularly assess its workplaces to ensure that persons are not at risk of injury from the effects of a fire and smoke. Therefore, BST will coordinate with SUC to ensure Fire Risk Assessments (FRAs) are in place to cover any spaces it occupies within its buildings.

Fire Risk Assessments will normally be completed by the Fire Officer from Fire Safety Unit of Properties Division of SUC and managed on behalf of SUC by the Estates Operational Manager under the direction of the SUC Head of Estates and Procurement Services and will be regularly reviewed and updated when required.

The FRAs are carried out to meet the requirements of The Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations (Northern Ireland) 2010.

The objective of this legislation is to ensure that buildings provide an acceptable level of life safety, in the event of a fire, for all people lawfully on the premises.

All recommendations from the FRA will be implemented, where reasonably practicable, promptly after receipt of the FRA. This process will prioritise any management or building improvements necessary to comply with legislation, best practice and to maintain the fire strategy and compliance for each building.

The Fire Safety Regulations (Northern Ireland) 2010 requires that a Fire Risk Assessment is reviewed, a) regularly, b) where there is reason to suspect that it is no longer valid or c) where changes have occurred.

A summary of the recommendations from Fire Risk Assessments will be maintained and monitored by SUC Estates Services Department and reviewed on a regular basis by their Health & Safety Management Committee.

Temporary Fire Risk Assessments

Should the unlikely situation arise where the fire safety of a building is compromised, even for a short period of time, the SUC Head of Estates and Procurement Services or Estates Operational Manager will liaise with the Fire Officer from the Fire Safety Unit to have them complete a

Temporary Fire Risk Assessment to ensure adequate protective measures are in place in the interim.

Co-operation and Co-ordination

As a tenant organisation, BST will take all reasonable steps to co-ordinate with SUC on the arrangements for managing Fire Safety.

Fire Safety Precautions

SUC has fire safety systems and fire protection measures installed throughout all campus buildings to protect all persons. These systems provide a level of protection for buildings and their contents although they are not designed to provide complete protection.

Fire Alarm Systems

All buildings on campus have a fire alarm system. Manual call points (break glasses) and automatic smoke and heat detectors are provided. The fire alarm sound is a continuous siren except in the Orchard Building which has an intermittent siren. Flashing beacons (Visual Alarm Devices) are also installed in some buildings.

Fire alarm systems are tested every week as follows: -

Building	Weekly Test - Day & Time	Assembly Point
Main Building	Wednesday morning between 8.45am & 9.15am	Main Car Park
Central Building	Wednesday morning between 8.45am & 9.15am	Orchard Car Park #
Orchard Building	Wednesday morning between 9.15am & 9.30 am	Sports Pitch
Stranmillis House	Wednesday morning between 9.15am & 9.30 am	Orchard Car Park
Refectory	Wednesday morning between 9.30am & 9.45am	Sports Pitch
Nendrum, Devenish & Navan Halls	Wednesday morning between 9.45am & 10.15am	Sports Pitch
Arboe, Culmore & Dunseverick, Halls	Wednesday morning between 10.15am & 10.45am	Sports Pitch
Estates Farmyard Buildings	Wednesday morning between 10:45am & 11:00am	Culmore Hall Car Park
Front Gate Lodge	Wednesday morning between 8:45am & 9:15am	Main Car Park
Oak Lodge	Wednesday morning between 10.15am & 10.45am	Layby adjacent
CyberTub	Wednesday morning between 10.15am & 10.45am	Front of Navan Hall

N.B Fire Wardens in Central Building may need to direct some users to the Hockey Pitch if the space in the designated Assembly Point becomes overcrowded

It is important that building users can distinguish between a test and a genuine Drill/Evacuation. To avoid confusion with the weekly fire alarm testing regime, Fire Drills will not normally take place on the same day or at the same time as the weekly fire alarm tests.

All staff **MUST** be familiar with the day and time of the test in their building. Typically, during the weekly test, the alarm will sound twice for up to 40 seconds.

If at the normal testing time, the alarm sounds, it must be assumed that it is **NOT** a test and evacuation procedures should be commenced immediately.

The campus fire alarm system is connected to an external monitoring centre who will contact NIFRS and SUC campus Security when a fire alarm activation is received.

Fire-fighting Equipment

All building locations are provided with appropriate fire-fighting equipment including fire extinguishers and fire blankets. All Fire Safety equipment must be kept free from obstruction, intact and available for immediate use at all times. Portable fire extinguishers **MUST NEVER** be removed or repositioned. Nobody should attempt to fight a fire unless they have received full hands-on training in fire extinguisher use within the last 3 years. This is because fighting fires can be extremely dangerous, especially if the wrong extinguisher is used, and if carried out incorrectly, can spread fire rather than extinguish it.

Some SUC staff including those located in areas with particular fire risks are trained in fire extinguisher use.

For everyone else, extinguishers should only be used if a fire is blocking your only means of escape, i.e. for life safety purposes, if it is necessary to prevent or limit injury. Such instances are extremely rare. SUC Estates Services manage the annual servicing of all fire extinguishers.

Testing and Maintenance

Fire Safety equipment (automatic detection, alarm systems, emergency lighting systems, fire extinguishers and signage etc.) and fire protection measures (fire doors, means of escape and final exit doors etc.) are subject to regular testing, inspection and maintenance to ensure they are in good working order, and documentation related to this testing is safely kept by the Estates Services Department.

Faults with building fire safety hardware or services must be reported immediately to the Estates Services Department on Ext 297, estates@stran.ac.uk or via the Estates Task Logging System, stressing that the report relates to a Fire Safety issue. Faults can also be reported to any member of the BST staff team who will notify the SUC Estates Dept. Any serious concerns or matters which go unresolved can be escalated directly to the Principal or a member of BST's senior leadership team.

Fire Logbooks

A Fire Logbook assists SUC in complying with fire safety regulations. The Fire Logbook is the building record of maintenance, tests and checks carried out on SUC's fire protection systems. A Fire Logbook is kept and maintained for each College building under the direction and supervision of the SUC Estates Services Department.

Fire Wallets

Fire Wallets are available for each campus building from the on-duty Security staff and these are held at the Front Gate Security Hut for use by the emergency services in the event of a fire.

The Fire Wallets are compiled and updated annually or when a new Fire Risk Assessment for the building has been completed or if there have been any other relevant changes to the building. Responsibility for maintaining and updating Fire Wallets rests with the Estates Operational Manager who also maintains soft copy versions.

Fire Doors

Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentation of the building and to prevent the spread of the fire, smoke and toxic fumes.

Fire doors prevent or delay the spread of smoke and fire. They are critically important for safe evacuation, especially for Fire Wardens and people with impairments or other conditions who may evacuate more slowly or be awaiting assistance. Fire doors have blue signs indicating their mandatory condition. Some have automated hold open devices which release when the fire alarm sounds – these must not be obstructed. All other fire doors must remain strictly closed at all times, and must never be wedged, tied or propped open. Any fire door which fails to self-close fully should be reported immediately to SUC Estates Services Department on Ext 297, estates@stran.ac.uk or via the Estates Task Logging System. Faults can also be reported to any member of the BST staff team who will notify the SUC Estates Dept. Any serious concerns or matters which go unresolved can be escalated directly to the Principal or a member of BST's senior leadership team.

Means of Escape

All escape routes, fire exits and “places of relative safety”, including safe refuge points must be freely passable and always kept clear of obstructions. Obstructions such as lockers, bicycles, photocopiers etc. are not permitted in escape routes, unless with the express prior approval of the Fire Officer. Final exit doors must always be kept clear. Vehicles must not be parked in a way that they block a final exit door from a building. This will normally be indicated by campus road markings. This is a serious safety concern and disciplinary action will be taken against any member of staff, student or contractor found in breach of this requirement. Due to the risk of arson and vandalism, all combustible materials outside buildings must be stored away from the immediate fabric of the building. This is particularly important for waste skips and readily flammable materials such as cardboard, paper and wooden pallets.

All exit doors along escape routes must be unlocked at all times when the building is occupied or immediately openable with a single action such as an EOD (Easy Opening Device) thumb turn, or push bar (or locked only by means of an electromagnetic device linked to the fire alarm system).

BST staff must always consult SUC Estates Services Department before placing or using any of the following in circulation or escape routes:

- electrical equipment.

- combustible materials such as open noticeboards, display or essay racks, recycling bins, artwork.
- furniture; or
- any items that could be easily knocked over so as to obstruct the means of escape.

Noticeboards and displays are acceptable if enclosed in fire resisting enclosures, i.e. behind glass or polycarbonate. Where open noticeboards and other combustible items are tolerable in corridors etc. (as fire risk assessed – e.g. normally where there are two directions of escape) they must:

- occupy a minority of the wall space available.
- be well separated one from the next to prevent continuous flame spread.
- be well managed – postings fixed down at all four corners, and prevented from accumulating; and
- be replaced with enclosed types wherever practicable, when the area is next refurbished. Notice boards with covers need to be hinged on the top and not on the side to prevent an obstruction in a corridor.

Escape route signage includes green directional signs showing the nearest exit route and emergency lighting located above exit route doors.

Fire Action Notices are provided at all manual call point locations, summarising the evacuation procedure and identifying the Safe Assembly Point. For regular building users with specific needs, evacuation is as specified in the affected individuals PEEP (Personal Emergency Evacuation Plan) – see section below for more detail. Any issues with means of escape must be reported immediately to SUC Estates Services Department, At Ext 297, estates@stran.ac.uk or via the Estates Task Logging System. Any issues that occur out of hours must be reported to Security. Faults can also be reported to any member of the BST staff team who will notify the SUC Estates Dept. Any serious concerns or matters which go unresolved can be escalated directly to the Principal or a member of BST's senior leadership team.

Insurance

Insurance policies are maintained by BST Finance Department to protect school assets against fire loss and to manage the costs associated with significant business interruption.

The owners of personal effects used at BST must make their own insurance arrangements.

Business Continuity Planning

BST has established a Business Continuity Plan (BCP) to manage disaster situations, such as widespread fire, that could adversely affect BST business for a prolonged period. This BCP is coordinated by BST's HoO. Paper files should be safeguarded using appropriate measures (e.g. fireproof safes, duplicate copies kept off-site).

Fire Evacuation Arrangements

Appendix A outlines what you should do if you discover a fire or if the fire alarm activates.

The Head of Operations (with support from Academic Staff) will ensure that all staff, students and visitors under their control are familiar with the Emergency Evacuation Procedure contained within Appendix A, and as set out in the Fire Action Notices displayed throughout campus buildings.

Safe Refuge Points



All Teaching and Admin multi-story buildings have designated "Safe Refuge Points". The Refectory and Halls of Residences DO NOT have any Safe Refuge Points.

A Safe Refuge Point is a place of relative safety; typically providing protection against the spread of heat, smoke and flames for 30 minutes. They are usually located on stair landings and fire exit stairs and have this sign for identification purposes.

NOTE* It is NOT the responsibility of the NIFRS to look for patrons at each individual Safe Refuge Point. If evacuation assistance is required NIFRS should be advised on arrival that there is a person/s at a particular Safe Refuge Point to be evacuated. BST will coordinate with any persons requiring assistance to the assembly point. The NIFRS are not part of the evacuation plan.

Safe Refuge Points are equipped with two-way communication systems. On arrival at the Safe Refuge Point, pressing the CALL button will connect you to a member of staff who is located at the fire panel on the ground floor if manned. Once in communication, they will arrange for someone to assist with evacuation.

Each Refuge Point has also been given a position code, enabling staff to identify the refuge in use. However, in the event of a fire alarm evacuation or if the reception is unmanned, the staff member located near to the fire panel may have already evacuated the building or may not be available. It is important that during an evacuation, a Fire Warden or another member of staff is told that you are at the Refuge Point waiting or are making your way down to the exit slowly. By pressing the alert button in the Refuge Point you will alert others that you are present in a Refuge Point awaiting assistance.

This message needs to be relayed to the Fire Liaison Officer, who will in turn inform Campus Security and / or NIFRS. Once Security and/or NIFRS are informed, a rescue plan can be implemented.

If in any doubt, a mobile phone should be used to contact security on 07850 712556 if needed. Students and staff who have a PEEP in place are issued this guidance as part of the Personal Emergency Evacuation Plan (PEEP) Procedure.

If BST are unsure whether the area is fire-protected, we will presume that it is not and will contact the SUC Estates Services Department in advance of a fire drill or evacuation for advice on safe evacuation from the building.

Evacuation Chairs (EVAC Chairs)

Evacuation chairs are specially designed chairs for assisting the evacuation of a person with mobility issues down a flight of stairs in a controlled and safe manner. SUC has installed EVAC chairs within their Academic and Administrative building's in strategic positions to coincide with the Safe Refuge Points. Whilst they are primarily for the use of wheelchair users, they can also be of assistance to those with impaired mobility or breathing conditions etc. EVAC chairs must only be operated by person(s) trained in their use. NB Nominated buddies (see section on PEEPs below) must be given training in the use of EVAC chairs where appropriate.

Fire Drills

Formal fire drills must be carried out at least twice per year. Fire drills will be arranged by the SUC Estates Operational Manager. An Action Plan arising out of Fire Drills will be prepared / updated following each fire drill and implementation of recommended Actions will be monitored by Estates Services. This Action Plan will be reviewed regularly by the SUC Health & Safety Management Committee.

Personal Emergency Evacuation Plans (PEEP)

A Personal Emergency Evacuation Plans (PEEP) is a bespoke 'escape plan' for individuals who may not be able to reach a place of safety unaided or within a satisfactory period in the event of any emergency. PEEPs may be required for staff, students and visitors with:

- Mobility impairments
- Visual impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances (for example breathing difficulties)

A temporary PEEP may be required for:

- Short term injuries (e.g. broken limb)

- Temporary medical conditions
- Those in the later stages of pregnancy

The underlying question in deciding whether a PEEP is necessary is "can the individual evacuate the building unaided, in a prompt manner, during an emergency situation without causing risk to themselves or others?" If the answer is "no", then it is likely that a PEEP – see Appendix C - will be required.

A separate PEEP will be needed for each building that an individual uses.

Responsibility for PEEP Preparation

The responsibility for preparing a PEEP (by the Preparer), with the active input of the Individual, is as follows:

Members of Staff: If staff need assistance evacuating a building, even if this is only on a temporary basis, then they need to bring this to the attention of their line manager. Their line manager is then responsible for coordinating with the Head of Operations to arrange their PEEP. They do not need to reveal any personal medical information, but we do ask that they tell us about anything that affects their ability to evacuate a building.

Prospective and Existing Students: We encourage prospective students to disclose any disabilities or health conditions as part of the application and registration process. The Disability Support Officer (DSO) is responsible for identifying where the school needs to put specific arrangements in place to support new students. As part of this process, the DSO will also identify whether a PEEP is likely to be required. Relevant information will be shared with BST and SUC personnel and emergency services as required. This will not include any private or personal medical details unless a student specifically consents to this information being disclosed.

Disability Support Officer will:

- a) identify students or student applicants, who may require a PEEP via the UCAS application (Universities and Colleges Admissions Service) process or other method of application or as part of the student registration process.
- b) act in a monitoring role identifying students who are disabled and alerting Heads of Departments whether additional arrangements are required.
- c) if needed, co-ordinate the case conference approach (including arranging meetings) and ensure regular reviews are undertaken.
- d) be available to further advise a department or faculty on disability issues.
- e) ensure appropriate records are maintained on the individual's personal file.
- f) advise on matters relating to accessibility.
- g) complete the requisite documentation for student PEEPs.

h) ensure the PEEP is reviewed as necessary (e.g., the disability worsens).

Existing Students: Existing students can disclose disabilities or health conditions at any time to the DSO or to a member of the teaching team. They will then liaise with the student to enable the development of a PEEP.

Long-Term Visitors: Long-term visitors, such as visiting academics, disclosing a health condition or disability, may require a PEEP. Their school contact will take on the role of the line manager and will be responsible for working with the visitor to determine whether a PEEP is required. The PEEP process for staff should be followed.

Members of the public routinely using school premises: In the case of members of the public who are known to make regular use of school facilities, such as WSF course participants the relevant department will agree a PEEP in coordination with the DSO or Head of Operations.

Short-Term Visitors: For short-term visitors, such as guest lecturers or attendees at school events, such as open days, where it is not practical to put in place individual PEEPs then the school's general emergency evacuation procedures will apply.

In preparing a PEEP, consideration must be given to removing as much risk as possible for those with a permanent or temporary condition which might present them with difficulties in the event of an evacuation. Simple adjustments can reduce the potential risk to such a visitor such as holding meetings or allocating bedrooms in ground floor rooms as close to emergency exits as possible and for providing appropriate support to assist the individual in the event of an evacuation. Individuals requiring a PEEP may be issued with special equipment including vibrating pagers or vibrating pillows (for resident students / conference guests). Other support may be available including from individuals/buddies nominated to assist in the event of an emergency.

All PEEPs will be completed with co-ordination and step-by-step guidance if required from the Head of Operations.

Individuals are responsible for keeping their PEEP as accurate as possible and drawing attention to changes in circumstance that should prompt a review.

If an Individual refuses the opportunity to have a PEEP put in place and shared appropriately, the Preparer must record their refusal.

Buddy System

The 'Buddy System' is a procedure whereby a colleague or fellow student (buddy) is allocated the responsibility of ensuring that the person who may require assistance, is alerted to the need to evacuate a building and may assist that person during an evacuation. Normally the person allocated this responsibility will be employed or study within the vicinity or work/study area of the person requiring assistance. In order to maintain the continuity of the evacuation procedures, secondary persons should be nominated as deputies for those allocated the responsibility in their absence. NB Nominated buddies should be given training in the use of EVAC chairs where appropriate.

No Smoking Policy

Smoking tobacco and e-cigarettes is prohibited in all Stranmillis University College buildings (including the Halls of Residence), temporary buildings and within three metres of an entrance to a building.

Lithium Battery Risks

E-bikes, E-scooters and Hoover boards are prohibited on SUC premises as these devices cannot be extinguished in the event of a fire.

Open Flames

The use of open flames e.g. candles and oil lamps etc. is not permitted. Managers have the authority to remove any items and appliances that they consider to be a fire risk or that would cause fire detection equipment to operate.

Heating Appliances and Portable Heaters

Only heating appliances approved by the SBM (subject to further approval from SUC Estates Services Dept.) and meeting defined safety standards including a current PAT test are permitted. The use of personally owned heaters is not permitted (except in tenanted properties and residential properties managed by SUC Hospitality Services). The following policy applies on the use of portable appliances:

- Electrically operated heaters and cooling fans are permitted, but heaters MUST be oil filled radiators only and must be approved by the Head of Operations and meet defined safety standards.
- Radiant and electric fan/blow heaters i.e. heaters with exposed heating bars or elements are NOT permitted.
- Appliances must carry a European CE Mark; and
- All portable electrical appliances MUST be PAT tested in accordance with Estates Services schedules. (PAT is not required on items less than a year old as long as there is UKAS / CE mark on the plug. Receipts should be kept proving this).

Portable heaters must only be used by prior agreement with the Head of Operations (who will seek further approval from SUC Estates Services Department) and must not be used on escape routes. See contact the Head of Operations for further information.

Chip Pans

Chip pans (including domestic deep fat fryers) are not allowed to be used in SUC buildings.

Regular Checks

Fire safety checks as detailed previously are carried out regularly by members of the SUC Estates Services Team, however, these do not include staff offices. Responsibility for these

remains with members of staff. Similarly, during the course of teaching throughout the working day, any fire safety related issues discovered in classrooms etc. should be reported immediately to SUC Estates Services Department, at ext. 297, estates@stran.ac.uk or at the Estates Task Logging System. Faults can also be reported to any member of the BST staff team who will notify the SUC Estates Dept. Any serious concerns or matters which go unresolved can be escalated directly to the Principal or a member of BST's senior leadership team.

As building occupants, all unnecessary equipment should be turned off before leaving the premises, double-check waste bins, etc., so that the chances of a fire occurring when the building is unoccupied are reduced.

Combustible Materials

Combustible materials such as paper, cardboard and textiles should be kept at least 500mm from electrical equipment including lighting, photocopiers and printers. Overall amounts of combustible materials should be kept to a reasonable minimum in all rooms. Books, files, paper, cartons etc. must not be allowed to accumulate to excessive levels. Flammable liquids must be kept in locked approved fire resisting cabinets, except for single, small aerosol cans of everyday cleaning materials or stationery (e.g. furniture polish or spray fixative). Stores should be kept locked at all times; this is mandatory in circulation and escape route locations. This will be reflected by the relevant door signage e.g. "Fire Door Keep Locked". All furniture should be to modern standards of fire performance, with upholstery in good unworn condition. This is especially critical in escape routes. All soft furnishings and drapes supplied by BST must comply with the current standards. All waste should be removed promptly. Never leave waste in escape staircases, lobbies etc. Unless specifically fire risk assessed as tolerable, open skips, piles of pallets, combustible structures and similar materials in outside areas should be at least 6 metres from any building.

Arson

Everyone should be encouraged to report suspicious behaviour. Any suspicious activity should be reported to Head of Operations or directly to the SUC Security Team or their Estates Services Department. Doors into buildings must not be left open (security doors).

Special Arrangements

Less commonplace fire risks are not fully covered by this guidance. Fire Risk Assessments of buildings or events will either cover these risks or specify what further action is to be taken.

Flammable Substances

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices. Procedures outlining safe working practices will be produced by the Head of Operations as required and communicated to the relevant staff members. The Head of Operations will ensure that members of staff have been trained or briefed on the procedures as appropriate.

Non-Compliance

If any member of staff is found to be non-compliant with these procedures, disciplinary action may be taken, in accordance with BST's Disciplinary Policy & Procedure. If any student is found to be non-compliant with these procedures, disciplinary action may be taken, in accordance with the Code of Conduct. If any contractor is found to be non-compliant with these procedures, action against contractors will be taken in accordance with the conditions of contract under which the contractor has been engaged.

Training

BST will provide Fire Safety training for all staff at the appropriate level. All new employees will receive a Fire Safety briefing from HR as part of their induction. All staff are required to complete Fire Safety Awareness training. All staff with an identified Fire Safety role e.g. Fire Wardens, will receive sufficient training to ensure competency in their specific role. A refresher of training should be carried out annually or when circumstances change that require it i.e. change of location, alterations to the building/procedures that affect means of escape. Training is organised by HR. All Fire Safety Training is recorded on the HR System.

Each Academic Year

At the beginning of each new Academic year, and in advance of the series of Fire Evacuation Drills to be arranged shortly thereafter, it is essential that the actions to be taken in the case of fire are widely publicised to students and as such will form part of their induction sessions.

Fire Information

Fire Action Notices

Fire Action Notices are posted throughout the buildings and can be found on exit routes, adjacent to all fire alarm call points or portable firefighting equipment. If any of these are missing or out of date, please immediately notify SUC Estates Office at ext. 297, estates@stran.ac.uk or at the Estates Task Logging System. Faults can also be reported to any member of the BST staff team who will notify the SUC Estates Dept. Any serious concerns or matters which go unresolved can be escalated directly to the Principal or a member of BST's senior leadership team.

General Emergency Instructions

General Emergency Instructions for staff will be posted throughout the buildings to cover fire safety and first aid procedures.

Escape Plans

Escape Plans provide a building specific plan, highlighting escape routes and assembly points. These are being prepared for installation to the rear of all bedroom doors in the Halls of Residences.

Record Keeping and Reporting

All fires, false alarm activations, incidents and near misses etc., must be reported to the Head of Operations who will notify SUC Estates Services at Ext 297, estates@stran.ac.uk or the Estates Task Logging System. The data collected is analysed by the Head of Estates and Procurement Services to identify trends and make recommendations.

Appropriate reports on Fire Safety arrangements will regularly be provided to the SUC Health and Safety Management Committee and Governing Body.

Part 7: Monitoring and Review

The policy and procedures document will be reviewed at least every three years. A review will also be required if there are any:

- Significant changes within the premises.
- Fire-related incidents or near misses.
- Changes to fire safety legislation, standards or guidelines.

Any changes to the policy will be communicated to employees and other relevant persons (where appropriate).

Approved by Principal and Governing Body

Date:

Review Date:

For distribution to: All Staff

Part 8: Appendices

Appendix A - Emergency Evacuation Procedure

Appendix B - Personal Emergency Evacuation Plan (PEEP) Procedure and Form.

Appendix A - Emergency Evacuation Procedure

INTRODUCTION

An evacuation of a College building will be put into operation in the event of the Fire Alarm operating, bomb threat, or any other hazard deemed to put at risk the lives of those in the building.

GENERAL INFORMATION TO BE AWARE OF AT ALL TIMES:

The following points will assist in providing relevant information on emergency evacuation procedures.

Be aware of the type of fire alarm system for the building you occupy.

All College buildings have a continuous single tone siren, with the exception of the Orchard Building where it is an **intermittent** siren. Whatever the system, the alarm siren should be audible in all parts of the building.

FIRE DOORS MUST NEVER be wedged in the open position.

Fire doors are designed to maintain compartmentation of a building in the event of a fire. This prevents the spread of smoke and fire and provides sufficient resistance to protect the means of escape. If a fire door is wedged open, toxic smoke can quickly penetrate throughout a building and cut off escape routes.

NEVER attempt to use lifts in the event of a fire.

In the event of an alarm activation, passenger lifts are designed to descend to the lowest floor level, where the doors should open and remain open.

This assists the NIFRS who, on entry, can immediately see that the lifts are empty. Any passengers who find themselves trapped in a lift should press the lift alarm button to attract attention so that the Fire and Rescue Service can be informed when they arrive.

NEVER attempt to enter the goods lifts in the Halls of Residence or to carry passengers in these lifts.

Know your nearest EXIT and alternative escape route.

This may not be the route you usually use for general entry and egress. All emergency escape routes are signed for this purpose.

Make sure you know where your Safe Assembly Point is.

Safe assembly points for each College building are identified on the Fire Action Notices which are mounted next to each Fire Alarm manual call point at the exits from each floor and building. Take the time NOW to find out where the Safe Assembly Point for the building you are using is located.

DO NOT attempt to extinguish the fire yourself.

The College does not provide training in the use of Fire Extinguishers or firefighting equipment. As part of ongoing fire awareness training, staff and students may be given information on the different types of Fire Extinguishers, and what type of fires these can be used on. However, this does not constitute formal training in their use. You should only attempt to use a fire extinguisher if a fire is blocking your only means of escape.

Familiarise yourself with any other relevant details e.g. alarm-linked door locks, magnetic door hold-open devices, etc.

If you **DISCOVER** a Fire:

- **RAISE THE ALARM** immediately by shouting “**FIRE**”, AND by operating the nearest fire alarm manual call point (**Red** break-glass box located at all exits).
- **Note: The College’s appointed external monitoring Centre will call the Fire & Rescue Service**

If you **HEAR** the Fire Alarm (or having raised the alarm on discovering a fire):

- Leave any services or equipment in a **SAFE** condition, but **ONLY** if you are able to do so quickly AND safely.
- **CLOSE** the windows and doors behind you as you leave if possible.
- **LEAVE** the building by the **Nearest And Safest Exit** using emergency doors if necessary.
- **WALK** quickly but **DO NOT RUN**.
- Encourage others to leave, but do not waste time persuading them.
- **DO NOT** stop to collect personal belongings, food or drink.
- **DO NOT** attempt to use the lifts.
- **DO NOT** attempt to tackle the fire yourself **unless it is blocking your only means of escape**.
- **DO NOT TAKE RISKS - IF IN DOUBT - GET OUT**
- **REPORT** to the **Fire Liaison Officer** (wearing an orange Hi-Vis tabard) at the building entrance and relay any relevant information regarding the fire.
- Go to your **Designated Safe Assembly Point** and await instructions.
- Co-operate and obey any instructions as issued by the Fire Liaison Officer, Fire Wardens, Security and/or the Fire & Rescue Service (if present).
- **DO NOT** re-enter a building that has been the subject of an emergency evacuation until it has been declared safe by the Fire & Rescue Service, Police or other Authorized Person.
- After the emergency is over, please report on the use of any fire-fighting equipment to the Fire Liaison Officer and Estates Operational Manager.

Appendix B – PEEP Procedure and Form

If an individual requires additional assistance in evacuating a building which they use it will be necessary to complete a **Personal Emergency Evacuation Plan (PEEP)** which relates to their use of that building. This is a bespoke 'escape plan' for individuals who may not be able to reach a place of safety unaided or within a satisfactory period of time in the event of any emergency evacuation.

Who needs a PEEP?

PEEPs may be required for staff, students and visitors with:

- Mobility impairments
- Sight impairments

- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:

- Short term injuries (e.g. broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

The underlying question in deciding whether a PEEP is necessary is ***"can the Individual evacuate the building unaided, in a prompt manner, during an emergency situation?"*** If the answer is "no", then it is likely that a PEEP will be required.

As far as is reasonably possible to reduce the risks for individuals requiring a PEEP for mobility related reasons will be offered use of a ground floor office (office based staff), access to ground floor teaching or meeting rooms as close to an emergency exit as possible and may be provided with equipment and other support to assist them in the event of an evacuation.

Responsibilities

A PEEP is a personal plan and so must be drawn up with the active participation of the Individual concerned. If the Individual refuses the opportunity to have a PEEP put in place and shared appropriately, please record their refusal.

Individuals Requiring a PEEP

If you need assistance evacuating from a building, even temporarily, it is your responsibility to inform and complete a PEEP with the person identified below (the Preparer).

The responsibility for preparing a PEEP (by the Preparer), with the active input of the Individual, is as follows:

Members of Staff: If staff need assistance evacuating a building, even if this is only on a temporary basis, then they need to bring this to the attention of their line manager. Their line manager is then responsible for coordinating with the Head of Operations to arrange their PEEP. They do not need to reveal any personal medical information, but we do ask that they tell us about anything that affects their ability to evacuate a building.

Prospective and Existing Students: We encourage prospective students to disclose any disabilities or health conditions as part of the application and registration process. The Disability Support Officer is responsible for identifying where the School needs to put specific arrangements in place to support new students. As part of this process, the DSO will also identify whether a PEEP is likely to be required. Relevant information will be shared with BST and SUC personnel and emergency services as required. This will not include any private or personal medical details unless a student specifically consents to this information being disclosed.

Long-Term Visitors: Long-term visitors, such as visiting academics, disclosing a health condition or disability, may require a PEEP. Their school contact will take on the role of the line manager and will be responsible for working with the visitor to determine whether a PEEP is required. The PEEP process for staff should be followed.

Members of the public routinely using school premises: In the case of members of the public who are known to make regular use of school facilities, such as WSF course participants the relevant department will agree a PEEP in coordination with the DSO or Head of Operations.

Short-Term Visitors: For short-term visitors, such as guest lecturers or attendees at school events, such as open days where it is not practical to put in place individual PEEPs, the school's general emergency evacuation procedures will apply.

All PEEPs can be completed with co-ordination and step-by-step guidance if required from the Head of Operations.

Individuals are responsible for keeping their PEEP as accurate as possible and drawing attention to changes in circumstance that should prompt a review.

The completed PEEP form will be distributed to relevant BST staff, Student Committee and Stranmillis University College staff who may need to use it for the purpose of ensuring the health and safety of the individual whilst they are at the school.

For PEEP's relating to a student's academic activities, the Preparer must also advise those responsible for timetabling room bookings.

It may also be shared with the emergency services if necessary. It will be stored in accordance with the BST Data Protection Policy.

The Preparer

It is the responsibility of the Preparer to complete the PEEP, using the attached Plan, with the Individual and communicate the escape plan to those directly involved i.e. buddies, Campus Security, Head of Operations etc.

More than one PEEP may be required where an individual uses more than one campus building.

SUC Estates Office

SUC Estates Operational Manager will offer advice in the completion of a PEEP, if required. This help will be coordinated through BST Head of Operations or BST Disability Support Officer. The Plan will be used by Designated Assistants (Buddies) / Fire Wardens / Fire Liaison Officer (FLO) and, if necessary, Campus Security and Fire & Rescue Service personnel to determine what evacuation assistance is required.

Procedure

The outcome of the PEEP will decide the best escape plan in an emergency. There are various methods of evacuation available. Options include:

- Move to the safe refuge point (fire protected stairwells), press the alert button and wait for assistance;
- Allow other building users to evacuate first and then make your way down the stairs at your own pace;

- Using a buddy system for assistance;
- The use of an Evac Chair may be necessary to assist during an evacuation.

Communication

It is important that during an evacuation, a Fire Warden or another member of staff is told that you are at the refuge point waiting or are making your way down to the exit slowly. By pressing the alert button in the refuge point you will alert others that you are present in a refuge point awaiting assistance. If in any doubt, a mobile phone should be used to contact security on 07850 712556 if needed.

This message needs to be relayed to the Fire Liaison Officer, who will in turn inform Campus Security and/or NIFRS. Once Security and/or the NIFRS are informed, a rescue plan can be implemented.

Rehearsal

The effectiveness of the PEEP should be tested to ensure the chosen evacuation method is suitable for the individual. These should be rehearsed during planned Fire Evacuation Drills.

Review

The PEEP should be reviewed and amended if any circumstances change,
For example if:

- The Individuals condition changes significantly
- The person(s) responsible for assisting the Individual leaves the College or their role changes.

Advice

You are advised to store the College Security contact number, 07850 712556, in your telephone.

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

INDIVIDUAL:

Name:		Date of issue:	
Emergency contact name:		Telephone number:	
Reason for PEEP		PEEP end date:	

LOCATION (Separate Plan required for each building / location used):

Building	
Floor	
Room Number	
Times when applicable	

PERSONAL AWARENESS OF PROCEDURES:

Knows how to raise the alarm	Y / N	
Will know when alarm raised	Y / N	
Knows how to exit	Y / N	
Knows where to assemble	Y / N	

EVACUATION PROCEDURE:

Details to be provided in the box below of the specific emergency procedures from first alarm up to the building user arriving at the agreed external assembly point. The details provided should include a step-by-step account of the process. It should identify any persons (buddies) nominated to assist, agreed safe routes, any refuges or equipment that are part of the Plan along with agreed communication methods.

Where equipment is used, it should outline any necessary maintenance and servicing regimes (such as changing batteries in vibrating pagers or servicing of evacuation chairs) and confirm they have been put in place.



Where physical assistance is required, it should be provided by colleagues / students and not rely on others to be called to the building which might result in unnecessary delay and risk of serious harm.

Where the Plan relies on protection by the building's structural features and installed systems (such as fire resisting construction or operation of firefighters lifts), advice should be sought from the Estates Services Department, who may also assist with training, such as operation of evacuation chairs.

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DESIGNATED ASSISTANCE / BUDDY:

Where applicable, the following people have been designated to give assistance to the person this plan applies to.

Name:		Location:	
Contact details / phone number:			
Name:		Location:	
Contact details / phone number:			

Designated Assistants have been trained in the emergency procedures drafted: **Y / N**

SIGN-OFF: Consenting for distribution as below

Building User (print name and sign)	
Preparer (print name and sign)	



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IMPORTANT

Copies of this plan **must** be provided to the persons as set out in the Fire Safety Procedure.

**THIS PLAN IS TO BE REVIEWED AT LEAST ANNUALLY OR UPON ANY MATERIAL
CHANGE OF CIRCUMSTANCE IF SOONER**