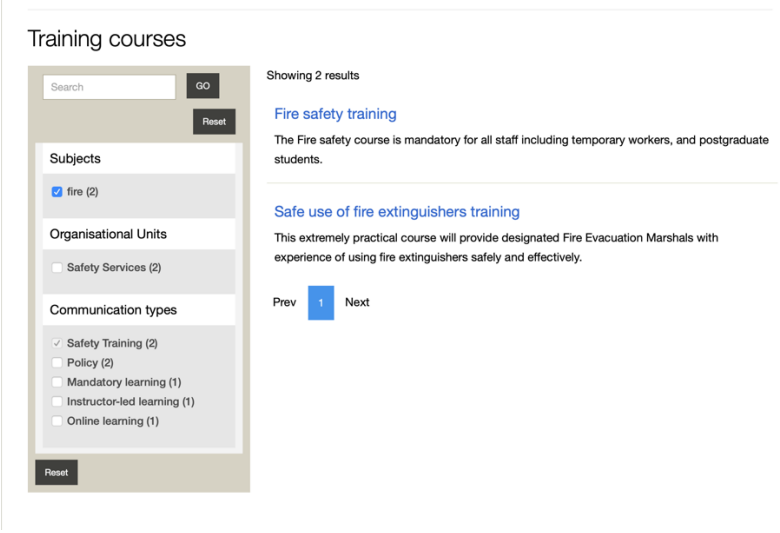
04/02/2021

EEE Fire safety for the Roberts Building and MPEB

Fire Safety Training enrolment:

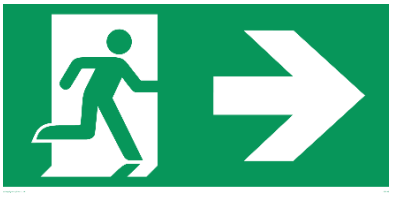
https://www.ucl.ac.uk/safety-services/safety-training?collection=drupal-professional-services-policies&meta_UclOrgUnit=%22safety+services%22&meta_UclCommunicationType=%22Safety+Training%22&f.Subjects%7CUclSubject=fire



Fire evacuations

<u>When fire alarms sound please leave the building immediately</u>

- DO leave the building by means of the **nearest** staircase
- DO follow the instructions of the Fire Evacuation Marshals who will be wearing bright yellow jackets.
- DO follow the fire exit signs to the appropriate designated assembly point for your building (see sign examples below).



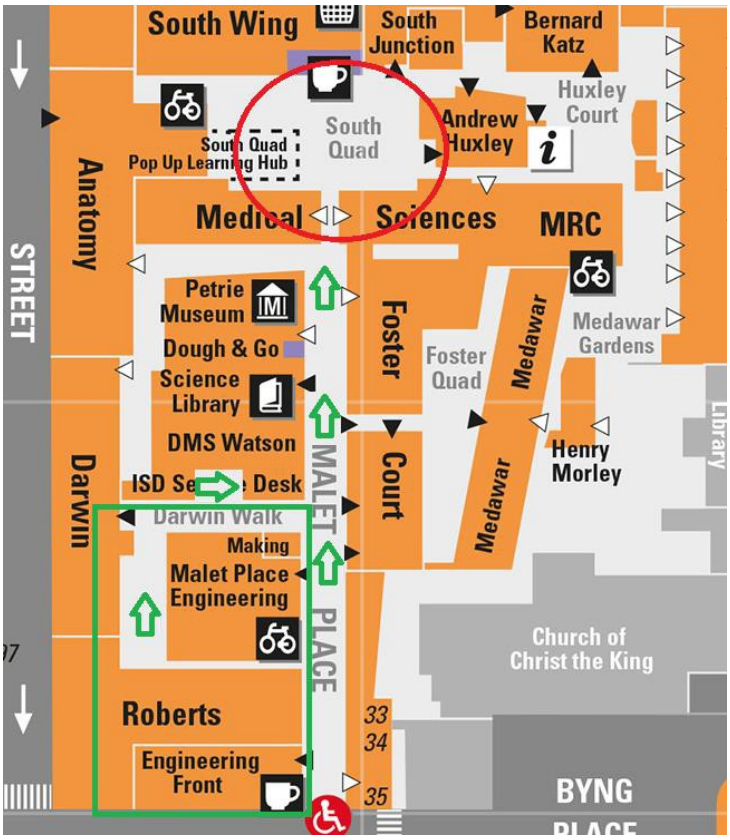
- DO NOT run

- DO NOT use the lifts
- DO NOT stop to gather your belongings.
- DO NOT congregate outside the Engineering Building as this will block access for the emergency services.
- DO NOT re-enter the building unless told to do so by a Fire Evacuation Marshal.

For the **Roberts building** & **MPEB** the assembly point is the Anatomy Yard; walk through the arch in the Medical Sciences Building to the quadrangle near the South Junction (next to where the Print Room café tables are situated).

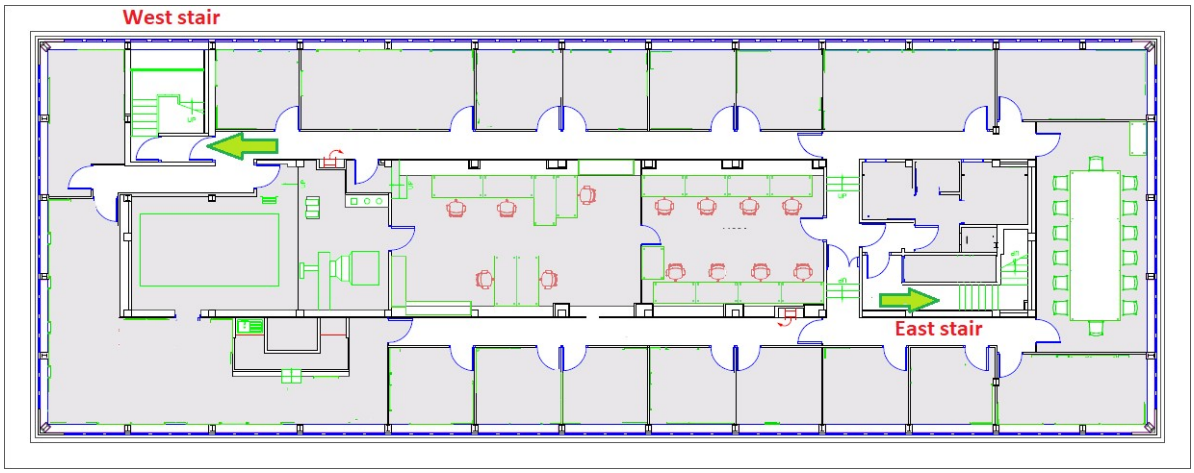
<u>Roberts fire escape routes</u>

The Roberts building has two stairs, one on the West and one on the East side of the building. All floors from the 6th through to the 10th have the same corridor arrangement (see 6th floor plan below). If the fire alarm sounds, please evacuate using the nearest stair.



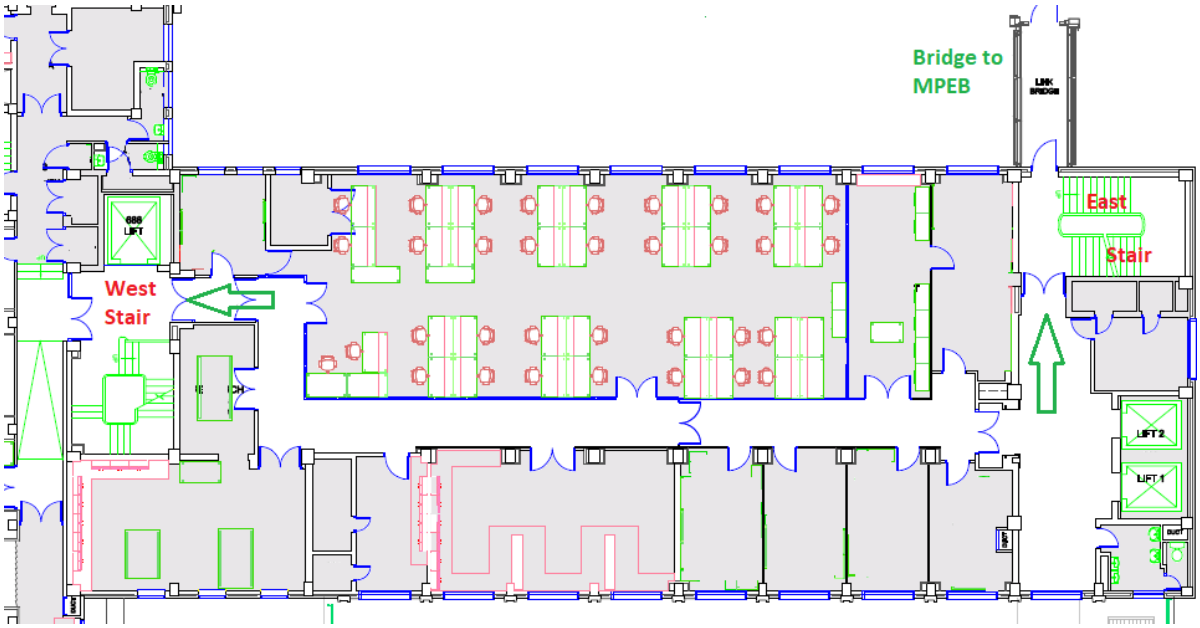
Once you have reached the ground floor, the main fire exit point is next to the Roberts lift lobby. You can also exit the building via doors on the North and West (rear) sides of the building. At the West or Rear side of Roberts, there is an archway and road which runs under the building. The ground floor lobby of the West stair exits on to this road. To get to the assembly point from the rear of the Roberts building, proceed North behind the MPEB and turn right to re-join Malet Place.

The 11th floor has a slightly different layout but also has East and West stair access points. Please be careful evacuating this floor as the stairs between the 11th and 10th floors are very narrow.



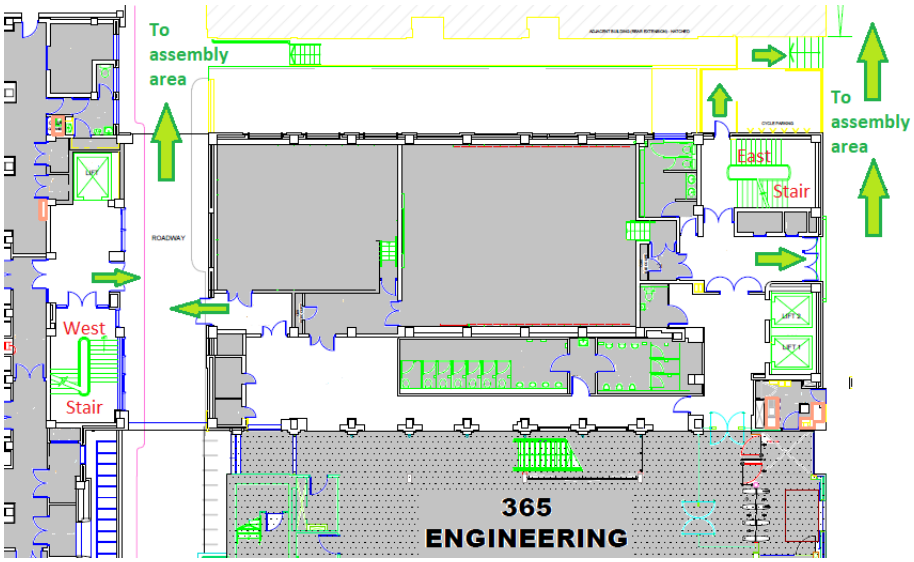
Floor plan of 11th floor Roberts building

There are bridges linking the Roberts abuilding and MPEB on the 1st through 7th floors, connecting directly to the East stairwell of Roberts building.



Floor plan of 6th to 10th floor of Roberts building

Door access to the bridge connecting to MPEB (up to 7th floor)



Floor plan of the ground floor of Roberts building

MPEB escape routes

The MPEB has stairs at the front and rear of the building- please see plan of the 7th floor below. Both of these have exits on the ground floor.

Floor plan of the 7th floor Malet Place Engineering building

Personal Emergency Evacuation Plans

People who have a **personal emergency evacuation plan (PEEP)** will require assistance in getting to the designated refuge point. The Roberts refuge points are located on each East stairwell and the West floor emergency exit. MPEB refuge points are on every floor within each stairwell. Refuge points are indicated by the If you think you will require assistance during afire evacuation, please notify your line manager or supervisor who will show you the nearest refuge point to your work location. Guidance on PEEPs may be found here on the University Fire Safety website.

Raise fire alarm

If you discover fire or smoke operate the nearest fire alarm break glass point. These are situated at the end of each corridor.

Dial 222 on any internal telephone in UCL (or 020 7679 2222 on mobile) and give Security the building name and Fire Zone number:

045 for Roberts building

365 for Engineering Front building

350 for MPEG

This information is also displayed at each break glass point and in the stairwells on each floor.

Our buildings are fitted with an automatic fire detection system. The system is a series of smoke detectors which are situated in the corridors and a few selected laboratories are also connected centrally.

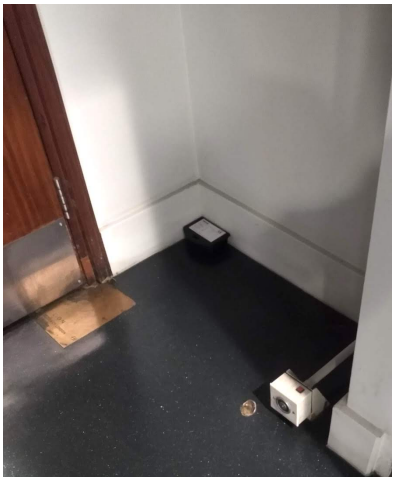
This *should* automatically call the Fire Service in the event of a fire. It is important however that in the event of a fire to raise the alarm independently of the fire detection system, as described above.

Fire doors

Fire doors are usually marked with a blue circular sign with one of the following messages: *'Fire Door/ 'Fire Keep Shut' / 'Fire Door Keep Locked'*. It is vitally important that these **are never blocked or wedged open**- fire doors not only hold back heat and flames for a period but also prevent the spread of dangerous smoke. If you are moving equipment or materials and need doors to be held open, request assistance for colleagues or technical staff.

Our corridor doors have electronic 'hold open' systems, which are usually in operation during normal hours (7am to 7pm). These are connected to the building fire alarm system and will automatically close the doors if the alarms sound. As of October 2020, these have been temporarily disabled as a security measure.

Any doors that have an electronic lock- for example, doors opened via card access from the exterior- will have a push button release on the interior. In general, they will unlock automatically if the fire alarm is activated. Should this fail, there will always be a break glass or lever override door release available to use. All doors with electronic mechanisms will unlock (or 'fail open') in the event of power loss. Be careful to not confuse the emergency release with the normal door release button- as these are both usually green- or to confuse the emergency release with the fire break glass points (the fire ones are red!).



One-way fire doors are also commonly fitted with mechanical opening devices:

1) Push bar and push panel door releases require you to push down on the bar or panels to open the door.

2) Simple thumb turn types are operated as indicated on the accompanying sign, which will show the correct direction to turn.

3) Other types have a plastic dome or covering to make sure the door release is not used accidentally. These are normally a thumb turn or lever.

You must break open the covering to get to the release mechanism. Some systems will have a break glass hammer provided to make this easier. If a release mechanism of one of these types has been used, the covering needs to be replaced professionally- report this to **defects@ee.ucl.ac.uk**

Make sure you are aware of any of these systems in your work area. They should be pointed out to you during the fire safety walk.

Firefighting & fire controls

There is **no** expectation for UCL staff to fight fires directly, and unless you have received specific training you should not use fire extinguishers.

Department buildings are provided with hand-held extinguishers at key points in corridors. These are of either CO_2 or water-mist types. These are suitable for both paper and electrical fires.

Other types of hand-held firefighting gear may be present in certain laboratories and workshops depending on the hazards- you will be informed of these if you will work in these areas.

In the Roberts building you will also see other fire control measures such as fire shutters and fire hoses at the entry to each floor. The fire hoses are for the use of the emergency services only. The fire shutters are historic and are no longer required by the building fire safety plan- please do not be concerned by the 'out of use' notices on these!

Fire drills

Periodically the College carries out fire drills. The object is to ensure people aware of the fire evacuation procedures and to practice fast evacuation of the building. Not all drills will be notified in advance.

Please respond to drills as in a real emergency. Do not assume any evacuation is just a drill.

Specific instructions for labs and workshops

If you will be working in an area with specific shut down or exit requirements in the event of an evacuation- in a lab or workshop, for example- instruction on these procedures will be given in your local induction for the area provided by the workshop or lab manager, or your supervisor.

Fire Safety symbols and instruction signs

You will see a variety of different fire and safety instruction messages around our buildings including variations on the examples above. Rather than provide an exhaustive list of fire safety signs you will see around campus it is more important that you understand what the different colours and categories of symbols mean and follow all instructions on safety signage. These are likely to be very familiar as the colours and symbols are standardised worldwide, but you may notice some differences in style if are joining UCL from overseas.

Mandatory – Blue circle

Any signs with a blue colour display mandatory rules- you must follow the instructions on these signs.

Safe condition - Green square/rectangle

These signs indicate a either a safe location, a route to a safe location, or the location of safety equipment (e.g. first aid or emergency phone).

Fire equipment - Red square or rectangle

Indicates the presence of fire-fighting equipment and also fire alarm break glass points.

Warning/Hazard- Yellow triangle

Indicates the presence of a hazard, e.g. dangerous area, dead end, or trip hazard, that may encounter either in our work area or on your escape route.

A full list of safety signages can be found in:
https://www.ucl.ac.uk/safety-services/file/295