

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

QUAD EVENTS

GUIDE TO FIRE EVACUATION PROCEDURE FOR DESIGNATED EVENT MANAGERS

This document is designed to be read in conjunction with the Facilities Management, Outside Events Policy & Procedure document.

It will assist the Designated Event Manager in meeting some of the management elements of the Fire Safety Risk Assessment controls required for events which take place in the Founder's Building Quads.

Background

The College has a policy of investigating the causes of fire alarms from automatic detection equipment, such as smoke and heat detectors, before making a decision on whether or not to call in the Fire Service*. The investigation of these fire alarms is carried out by College Security staff, who will establish the cause of the alarm and take the appropriate action.

*For alarms caused by the operation of a Break Glass Call Point, the Fire Service will be called **before** the investigation takes place.

Buildings continue to be evacuated when the fire alarm sounds and occupants proceed to the relevant assembly point(s).

The only exception to this rule applies to organised, outdoor events which are taking place in the North or South Quads of the Founder's Building.

Evacuation procedure for Founder's Quads

If the Fire Alarm sounds while an organised event is taking place in either quad, the evacuation procedure is different for those who are in the building itself and those who are in the quad.

In the building

There is no change to the normal procedure: occupants of the building must leave by the nearest exit and proceed to the appropriate assembly point. They must not go into a quad.

In the quad

1. Security will notify the Designated Event Manager by radio, who will arrange for the following announcement to be broadcast to the occupants of the quad:
"May I have your attention, please? The Fire Alarm in the Founder's

Building is sounding. Please remain calm and stay within the quad; there is no need to evacuate at present. Further information will follow shortly.

2. The Designated Event Manager will then go to the Security Office to await the outcome of the alarm investigation.
3. If, following the investigation by Security, it is deemed necessary to call the Fire Service, the quad will have to be evacuated. In this instance Security will notify the Designated Event Manager, who will arrange for the following announcement to be broadcast in the quad: ***“I regret that there is an incident, which requires this area to be evacuated. Please leave via the TOWER GATE exit without delay and in an orderly manner, following the directions of the Fire Marshals, to the Assembly point.”***
4. If, following the alarm investigation, Security is satisfied that there is no need to evacuate the quad, the Designated Event Manager will arrange for the following announcement to be broadcast: ***“I am pleased to report that the fire alarm has been investigated by the College Security Services and there is no need for further action. Thank you for your cooperation.”***

IMPORTANT NOTE: From January 2009 a Red Flashing Light was installed at each of the entrances to the Founder’s Building, including the towers. These are activated by the fire alarm system to control entry to the building. In the event of an evacuation, re-entry to the building will not be permitted until these lights stop flashing. It is the responsibility of the Designated Event Manager and his/her Fire Marshals to ensure compliance with this procedure.

Designated Event Manager’s duties

The Designated Event Manager will:

1. Agree and make arrangements for a reliable method of communication with College Security, and with the event Fire Marshals.
2. Make arrangements for a reliable and effective means of making public address announcements within the Quad(s).
3. Appoint sufficient Fire Marshals to assist with the evacuation process. Fire Marshals will need to be positioned to prevent people from trying to enter the Founder’s Building, and ensure that they exit via the Tower(s). If your event also uses the Founder’s Building, you will need to appoint Fire Marshals with duties to clear the areas under your control.
4. Appoint a Fire Marshal to manage the Tower exit(s) for the duration of the event, to ensure that escape route(s) remain available at all times.
5. Provide all Fire Marshals with a pre-event briefing, giving details of their individual duties and responsibilities.
6. If your event includes Stallholders or similar, provide them with appropriate information on the evacuation procedure, with emphasis on the requirement to follow all instructions without delay.

Appendix 1 provides an example of the instruction which should be made available to stallholders, and would also be suitable for inclusion in programmes or other information distributed to visitors.

APPENDIX 1

FIRE ALARM EVACUATION PROCEDURE

INFORMATION FOR VISITORS ATTENDING AN ORGANISED EVENT IN ONE OF THE FOUNDER'S QUADS

In the event of the Fire Alarm sounding:

1. **If you are in one of the Quads** – an announcement will be made to inform you that the alarm is sounding and that you should await further instructions while the cause is investigated. If you are a stallholder or similar, you should make preparations to evacuate the Quad.

If, following the investigation, you are required to evacuate the Quad, an announcement will be made. You must then leave by the Tower exit in a prompt and orderly manner, following any directions given to you by a Fire Marshal, and proceed to the appropriate Assembly Point. You must not go into the Founder's building.

If an evacuation is not required an announcement to that effect will be made, and you will be free to resume your activities.

2. **If you are in the building** – no announcements will be made; you must leave immediately by the nearest exit and proceed to one of the designated Assembly Points on the external perimeter road. You must not go into either of the Quads.
3. Re-entry to the building or a Quad will only be allowed at the direction of College Security staff or the Senior Fire Service Officer present. No re-entry will be allowed while the red lights are flashing at the entry points.