

GENERIC EMERGENCY EVACUATION PLAN FOR VISITORS WHO MAY REQUIRE ASSISTANCE ATTENDING EVENTS, GRADUATION CEREMONIES AND PARTICIPATING IN UNIVERSITY ACTIVITIES:

Building	Augustine House, Rhodaus Town, Canterbury
Dates from/to	03/03/2022 – 02/03/2025
Version	2.0

PERSONS DESIGNATED TO ASSIST

The following have been designated to provide evacuation assistance:

Name/function	CCCU Security Personnel
Contact details	Campus Emergency Number: 01227 922111 (internal: 2111)
Type of assistance	CCCU Security have been trained in the safe evacuation of persons who may require assistance, including evacuation aids such as the evacuation chair. On activation of any fire alarm, personnel will conduct a sweep of the premises along with CCCU Fire Wardens, if available. Security personnel are always based within the building with backup available from Petros Court to the rear of Augustine House.

Name/function	CCCU Fire Wardens
Type of assistance	There are a large number of Fire Wardens based in Augustine House, available between Monday & Friday, who have a responsibility for checking all areas of the building on activation of a fire alarm. Fire Wardens will check all refuge areas within the building when carrying out their duties and ensure anyone at the refuge has been able to contact CCCU Security using the voice communication system. They will also advise CCCU Security when they have completed their sweep of anyone at a refuge area. Outside of normal office hours, CCCU Security and/or Event Stewards (during a large event in the building) would provide assistance.

Name/function	CCCU Staff Hosting Visitors That May Require assistance
Type of assistance	Hosts are to ensure their visitors have followed the CCCU visitor process and have been provided with information on the emergency procedures prior to their visit. For persons that may require assistance, they should ensure this plan is provided to them or their representative (available on the above emergency procedures page) before they arrive, detailing the arrangements in the event of a fire alarm or other emergency arising. If evacuation is required and their visitor/s is unable to safely evacuate using the stairs, they are to accompany them to their nearest refuge point and use the voice communication system to summon assistance; if safe to do so.

Name/function	Event Stewards and Additional CCCU Staff Available When It Is An Augustine House Award Ceremony
Type of assistance	For large events (including graduation ceremonies), the event organiser must have ensured that stewards are present who have been trained in basic fire safety and emergency arrangements and will be able to advise and assist in an evacuation as well as providing information to visitors on emergency procedures including anyone that may require assistance.

Name/function	Colleagues Trained in Evacuation Chair Use
Type of assistance	There are a number of staff in the building who have been trained in the use of the evacuation chair and would be able to provide evacuation assistance to building occupants who may be on floors above ground. This also includes CCCU Security Personnel.

ACTION TO TAKE PRIOR TO AND ON ARRIVAL TO THE BUILDING

It will be a requirement for any host of a visitor/s to follow the [CCCU visitor process](#) and provide their visitor/s or their representative with [information on the emergency procedures](#) prior to their visit. If their visitor/s may require assistance in an evacuation or emergency, this plan should be shared to advise on what arrangements are available and the required protocols.

The host must also brief their visitor/s on the evacuation procedures for the building when they arrive at the University.

If they would require assistance to evacuate, the visitor/s must also be briefed on the systems and arrangements in place to ensure their safety.

For large events (including graduation ceremonies); event staff and stewards must be conversant with the emergency arrangements and be able to provide advice and assistance to attendees including those that may require assistance to evacuate.

ACTION TO TAKE ON ALARM SIGNAL

The University operates a full evacuation policy on activation of any alarm within its premises. Therefore, as soon as a fire alarm activates, all occupants should proceed to leave the building as quickly as possible by their nearest exit and proceed to the assembly point which is within the rear car park as directed by CCCU Security personnel, CCCU Fire Wardens or Event Stewards (during a large event in the building).

The Fire Alarm will be a continual siren which also emits a spoken message indicating to occupants that they need to evacuate. Flashing beacons will also activate.

The main lifts within the centre of the building must not be used during an evacuation, therefore if any occupant cannot evacuate by the normal routes, they along with their host (if applicable), are to proceed to the nearest refuge area on the floor for which they are based and use the refuge communication system to alert CCCU personnel who will immediately respond.

Occupants should not delay to collect belongings and should not re-enter the building until authorised to do so by CCCU Security personnel or Fire Wardens.

SAFE ROUTE(S)

There are multiple exits from the building, green directional signage indicates the way to the nearest exit and should be followed in the event of an evacuation.

Within Augustine Hall, typically where most events take place, there are 2 level access exits always available which is sufficient for the numbers expected within the hall. These are marked with signage and lead directly to outside the building.

There are 3 protected stairwells, one at the front of the building in the East Wing, one at the rear in the East Wing and the final stairwell towards the rear of the building in the West Wing.

Refuge areas can be found on stairwell landings or lobbies on all floors above ground as indicated by signage on the right. The location of refuge areas in the building can also be observed on the [virtual campus maps](#).



The assembly point for Augustine House is located in the Rear Car Park as indicated by Signage.

EQUIPMENT (including communication)

Refuge System – Refuge areas with voice communication devices are located in the protected stairwells or lobbies at 3 locations on each floor of the building above ground floor. When operated, the communication devices are monitored by security and front of house staff who will know the location of the device operated. The instructions received should be followed at all times.

The refuge areas are located:

- Outside the evacuation lift, in the front lobby leading to the protected stairwell in the East Wing of the building.
- Within the rear protected stairwell in the East Wing of the building.
- Within the middle-protected stairwell in the West Wing of the building.

The location of refuge areas in buildings can also be observed on the [virtual campus maps](#). The refuge panel can be seen in the photo below.

Once operated, security or front of house personnel will advise on what action to take, which will either be to remain at the refuge area due to the alarm activation being investigated, the alarm being confirmed as false or a planned drill taking place. If a real emergency has been confirmed, the advice will be to either remain at the refuge area due to no immediate threat in the vicinity, horizontally evacuating to an alternative refuge area on the same floor or wait for staff to respond to operate the evacuation lifts or respond with evacuation equipment.



Evacuation Lifts – There are two evacuation lifts within Augustine House for the sole purpose of evacuating persons that may require assistance in an emergency. They are located at the front of the building in the East Wing and at the rear of the building in the West Wing. Staff will respond in an emergency and will operate the lifts if required.

Deaf Alert System – Augustine House is equipped with the Deaf Alert System. For visitors who have mobile alerters, the system will send a message immediately on activation of any fire alarm advising that they need to evacuate the building. Flashing beacons are also installed within the premises.

Signage – The building is provided with sufficient fire safety signage (as indicated on the right) such as Fire Action Notices (detailing the building assembly point) and green, directional wayfinding signage which should be followed to indicate the nearest escape route from the building.



Fire Alarm Call Points – Red break glass call points (as indicated on the right) are located throughout the building, usually by exits and in communal areas, which should be activated in the event of any occupant discovering a fire, no matter how small.



Emergency Door Release Points – On certain exit routes, doors may be locked under normal circumstances to ensure security of the building. Upon activation of a fire alarm the doors should release to allow occupants to escape; however, in the event of failure of the mechanism or in the event of power failure, emergency door release points (as indicated on the right) should be used which will immediately release the door.



Emergency Lighting – Augustine House is equipped with emergency lighting which will operate in the event of a power failure to ensure occupants are provided with adequate lighting levels to enable escape from the premises.

Firefighting Equipment – Fire extinguishers (typically water & CO2) are provided in common areas within the building. However, untrained occupants should not attempt to fight any fires within the building unless their exit is blocked.



Evacuation Chairs – Evacuation using the dedicated lifts is the preferred method of evacuation from the premises; however, two evacuation chairs are also present within the building, both on the first floor with one being outside the evacuation lift at the front of the building and the second in the rear stairwell. Untrained personnel should not attempt to use the equipment.



Safe Zone Mobile App – A mobile phone application is available to all University staff and students which can be used to summon immediate assistance from CCCU Security personnel. Staff who are hosting visitors are encouraged to download the app to their mobile phone which can be used in an emergency to obtain help in the event that a visitor requires assistance. Further information on the app can be found [here](#).

