

## GENERIC EMERGENCY EVACUATION PLAN FOR GUESTS, VISITORS AND EXTERNAL GROUPS WHO MAY REQUIRE ASSISTANCE IN LANFRANC ACCOMMODATION

Building	Lanfranc House, Northgate, Canterbury
Details	There are 20 standard ground floor flats within the site which may be used by persons that may require assistance.
Dates from/to	03/03/2022 – 02/03/25
Version	2.0

### PERSONS DESIGNATED TO ASSIST

The following have been designated to provide evacuation assistance:

Name/function	<b>CCCU Security Personnel</b>
Contact details	Lanfranc Security Reception: 01227 456392 (Internal 6392) CCCU Campus Emergency Number: 01227 922111 (Internal: 2111)
Type of assistance	CCCU Security are based at the accommodation 24 hours a day and have been trained in the safe evacuation of persons who may require assistance. On activation of any fire alarm within the building, if safe to do so, CCCU Security will attend to determine the cause and assist in evacuation.

Name/function	<b>Hosts/Guardians of Persons That May Require Assistance</b>
Type of assistance	Hosts or guardians with external groups such as summer schools are required to provide assistance to any pupil/resident who may have a condition which would restrict their safe evacuation. If it is safe to do so, they are to ensure they can be escorted from their room on activation of any alarm within the building and accompanied to the designated assembly point.

### ACTION TO TAKE PRIOR TO AND ON ARRIVAL TO THE BUILDING

It will be a requirement of any guest, visitor or their host/guardian who has booked accommodation within Lanfranc and who may require assistance in an emergency to make themselves known to staff at the security reception. They can then be advised of the evacuation procedure with arrangements in place to provide assistance. For external group bookings such as summer schools etc. this plan is to be communicated in advance of arrival by the Accommodation and Conferencing Teams to ensure they are provided with information on arrangements in place in the building.

### ACTION TO TAKE ON ALARM SIGNAL

The Fire Alarm will be a continual siren however there are no flashing beacons in the premises to warn the hard of hearing of a fire alarm activation. Therefore, it is recommended that alternative accommodation is sought for any guests or visitors that have a hearing impairment.

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 their room as quickly as possible and proceed to evacuate the building using the escape routes. Once outside the building, the assembly point is located outside the rear gates along Union Place. Residents should not delay to collect belongings and should not re-enter the building until authorised to do so by CCCU Security staff.

On activation of an alarm, doors that are held open in normal conditions will close to ensure that protected routes can be maintained.

The fire alarm is tested on a weekly basis every Tuesday between the hours of 1pm & 4:30pm. This will last no more than 30 seconds – anything longer should be treated as a real emergency.

## SAFE ROUTE(S)

All routes within Lanfranc are constructed with sufficient fire resistance. In the event of evacuation, green directional signage as illustrated to the right should be followed indicating the way to the nearest exit.



Once outside the building, occupants should make their way to the designated assembly point located outside the rear gates along Union Place.

In the unlikely event that a resident cannot evacuate from their room or flat due to any escape route being compromised, they are to remain in their room or kitchen which is protected from the effects of fire for a minimum of 30 minutes, ensuring the door remains closed and await assistance from either CCCU Security or the Fire Brigade.

## EQUIPMENT (including communication)

**Signage** – The building is provided with sufficient fire safety signage 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 Releases** – On certain exit routes, doors may be locked under normal circumstances to ensure security of the buildings. 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** – All escape routes within Lanfranc are 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** – All kitchens are provided with a fire blanket and Powder Fire Extinguisher. Additional extinguishers (Water & CO2) are present in escape routes. Untrained occupants should not attempt to fight any fires within the premises unless their exit is blocked.

