Canterbury Christ Church University

GENERIC EMERGENCY EVACUATION PLAN (GEEP) FOR VISITORS WHO MAY REQUIRE ASSISTANCE ATTENDING EVENTS AND PARTICIPATING IN UNIVERSITY ACTIVITIES

Site	Medway Campus
Buildings	Rowan Williams Court and Cathedral Court
Dates from/to	02/04/2024 - 01/04/2027
Version	2.1

PERSONS DESIGNATED TO ASSIST

The following have been designated to provide evacuation assistance:

Name/function	**CCCU Security and Facilities Personnel**
Contact details	Campus Emergency Number: 01634 894450 (internal: 4450)
Type of assistance	CCCU Security and Facilities Staff manage all evacuations within the buildings and on activation of any fire alarm will conduct a sweep of the premises along with CCCU Fire Wardens. Front of House staff will act as the Lead Fire Warden in Rowan Williams Court who would be responsible for contacting the emergency services, if required, and being the point of contact for the other Fire Wardens within the building. A fire alarm activation in Cathedral Court will alert staff in Rowan Williams Court who will immediately proceed to the building to lead the evacuation along with CCCU Fire Wardens. Security personnel have been trained in the safe evacuation of persons who may require assistance, including evacuation aids such as the evacuation chair.

Name/function	**CCCU Fire Wardens**
Type of assistance	There are Fire Wardens based in both buildings, available between Monday & Friday, who have a responsibility for checking all areas of the premises on activation of a fire alarm. Fire Wardens will check all refuge areas within the buildings when carrying out their duties and ensure anyone at the refuge has been able to contact front of house staff using the voice communication system. They will also advise the Lead Fire Warden and Facilities staff when they have completed their sweep. Outside of normal office hours, visitor hosts as well as CCCU Facilities staff would be required to 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. They must also sign in at reception in Rowan Williams Court. For persons that may require assistance, hosts 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 would be 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**
Type of assistance	For large events that take place at the campus, the event organiser must have ensured that stewards be 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 in an emergency.
Name/function	**Colleagues Trained in Evacuation Chair Use**
Type of assistance	There are staff at the campus 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. They must also sign in at reception in Rowan Williams Court. 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 campus and specific buildings they intend to visit 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 on-campus events; event staff and stewards must be conversant with the emergency arrangements and be able to provide advice and assistance to attendees.

ACTION TO TAKE ON ALARM SIGNAL

The University operates a full evacuation policy on activation of any fire 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 their assembly point which can be observed by referring to signage within the buildings or the campus map at the end of this plan. CCCU Security personnel, CCCU Fire Wardens and Event Stewards (during a large on-campus event) will also be available to direct personnel to their nearest exit as well as to the designated assembly points.

The lifts within both buildings at the campus must not be used during an evacuation, therefore if any occupant is within a University building and cannot evacuate by the normal routes, they along with their host, are to proceed to the nearest refuge area on the floor for which they are based and use the refuge voice communication system to alert CCCU Facilities Staff who will immediately respond.

Fire alarms can be identified by a loud siren and within certain areas within the buildings, beacons will continually flash indicating the alarm has been activated.

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

SAFE ROUTE(S)

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

Refuge areas can be found in protected stairwells, corridors or lobbies and are marked with signage. The location of refuge areas in buildings can also be observed on the Virtual Campus Maps.

Once outside the building, occupants should make their way to the designated assembly point. The campus map including the emergency assembly points at the end of this plan can be referred to which details these locations and the easiest and quickest route to reach the assembly point.

As mentioned, CCCU Facilities personnel, CCCU Fire Wardens and Event Stewards (during a large on-campus event) will also be available to direct personnel to their nearest exit as well as to the designated assembly points.

EQUIPMENT (including communication)

Refuge Alerter System – There are refuge areas with voice communication devices in both buildings. The device allows the user to make immediate contact with CCCU Facilities staff who will then know the location of the operated device and can provide two-way communication to the operator. The instructions received should be followed at all times.

Refuge areas are positioned in protected stairwells or corridors with a minimum 30-minute protection from fire on all floors above ground. The location of refuge areas in the buildings can also be observed on the Virtual Campus Maps.

Signage is provided and operating instructions are placed next to the communication panels showing the method of operation, please also refer to the refuge system instructions in this plan. The refuge panel can be seen in the photo to the right.

Once operated, Facilities 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 with evacuation equipment.

Signage – All campus locations are provided with sufficient fire safety signage (as indicated on the right) such as Fire Action Notices which display the designated assembly points and green wayfinding signage which should be followed to indicate the nearest escape route. All refuge areas are also signed and have operating instructions next to the panel.

Fire Alarm Call Points – Red break glass call points (as indicated on the right) are located throughout the buildings, 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 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 – Both premises have emergency lighting within the building 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 & CO_2) are provided in common areas within the buildings. However, untrained occupants should not attempt to fight any fires within the building unless their exit is blocked.

Evacuation Chairs – Evacuation chairs are present in both buildings. Trained staff will retrieve the nearest chair if an occupant requires evacuation using this method. Untrained personnel should not attempt to the use the equipment. In the event that an occupant cannot transfer to an evacuation chair, it will be a requirement to remain at a refuge area, along with their host, until the emergency services arrive and provide assistance, as long as it is safe to do so. Fire Wardens or CCCU Facilities staff will immediately advise the Fire Brigade of anyone still in the building.

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 Facilities personnel. Staff who are hosting visitors are encouraged to download the app to their mobile phone which can be used in an emergency situation to obtain help in the event that a visitor requires assistance. Further information on the app can be found here.

REFUGE STATION OPERATING INSTRUCTIONS

PLACING A CALL

1. To contact Front of House or Security Staff press and release the Push for Help Button.
2. The indicator will flash rapidly and will emit a busy tone as it tries to contact the master station.
3. After a short delay, the indicator will flash more slowly to inform you the master station knows you are there.
4. The delay will be longer if someone else is talking to the system but will keep trying to connect until the call goes through.

CALL ANSWERED

5. When the operator responds to your call, the 'Call Answered Indicator' lights up to give a visual confirmation.

TALKING TO THE OPERATOR

6. If the operator wants you to talk back, they will ask you to push and hold the Push for Help button.
7. Wait for the button to light up and a double beep to sound, then talk clearly into the microphone situated above the button.
8. When you have finished talking, release the button.

You should keep calm and avoid any unnecessary stress.
Wait in the designated refuge area until assistance arrives.

Medway Campus

UNIVERSITIES at MEDWAY