1.0. Introduction

1.1. All **break glass** units associated with Electronic Electromagnetic Security Egress Systems for emergency use must be **green** in colour. Where electromagnetic devices are fitted to the Means of Escape (MoE) doors that do not have a manual override, then they shall **fail safe to open**:

(a). all electromagnetic locks **shall release on operation of the fire alarm system** (however, there are certain local security exceptions).

(b). the locks **should release on the loss of electrical power** (but if fitted with battery backup they will work as normal).

(c). the locks **shall release on operation of the emergency disconnection release provided at each locked door on the Means of Escape exit route** (normally by the operation of a ‘break glass’ unit positioned adjacent to the door).

2.0. Operations

2.1. To release the electronic lock on the doors at any time, ‘break the glass’ by a firm push of protect glass/plastic front with thumb or finger.

3.0. Signage

3.1. A specific sign is required to identify the manual release of these doors that placed adjacent to the **green** release box.

- Signs must indicate ‘**Break Glass to Open Door**’ in 20 mm high lettering.
4.0. Staff Familiarisation - Building and Escape Routes

4.1. All staff should be reminded during initial and annual fire safety familiarisation 'walk round' of their premises; of use and the operation of these door release systems i.e. by breaking 'green box glass' to open door in an emergency instead of relying of their Cardex/ID to open the door individually in direction of escape.

5.0. Repairing Broken Glass Units

5.1. Where door release glass has been operated / broken, it is important for UCL Security Control Rooms is informed so that the glass can be replaced as soon as the incident is over by Contacting UCL Security Control (24/7) on 020 7679 3333 (Ext: 33333) or, as per your local security arrangements.