LOCAL FIRE SAFETY INDUCTION & ANNUAL STAFF FAMILIARISATION - GUIDE

Fire safety induction & familiarisation - what you need to know:

Head of Departments¹ (HoD) - must ensure arrangements for local fire safety induction, periodical familiarisation or change of work / environment for employees, students or visitors (as required) under the Fire Safety Order 2005 and UCL Fire Safety Standards (MI001);

Head of Departments (HoD) - must ensure a record of the familiarisation provided for all employees within their department (as the enforcing authorities may want to examine records as evidence that arrangements have been implemented and are adequate);

Head of Departments (HoD) - must ensure that UCL staff and others working for more than 3 days in the Departmental space receive local induction familiarisation set out in TN086;

Head of Departments (HoD) - must ensure that staff must undergo simple fire safety familiarisation in line with the fire safety risk profile of the building they work in (Note - staff on sabbatical, maternity or sick leave etc. should be given a fire brief immediately on their return to work, whether not on a full or a part time basis).

Head of Departments (HoD) - must ensure that they have appointed sufficient trained staff to carry out the Emergency Arrangements (i.e. Department Safety Officers, Senior Fire Evacuation Marshal (SFEM) & Fire Evacuation Marshals (FEM);

All Staff - must comply with the their Employers’ Emergency Arrangements and Procedures;

It is not difficult or time consuming to implement these arrangements;

Records can be kept electronically;

TN086 is a simple familiarisation recording form that can be completed electronically and easily stored;

Other that initial induction familiarisation, you only need to undertake this refresher training in line with your building fire risk profile (2, 3 or 4 yearly);

Fire risk assessments determine your building fire risk profile and sets the FRA revisit schedule and staff training familiarisation periods of 2, 3 or 4 yearly;

DSOs, SFEMs and FEMs can undertake initial / induction and refresher familiarisation walk arounds;

See - https://www.ucl.ac.uk/estates/maintenance/fire/risk-assessments for your building fire risk profile and staff training familiarisation periods of 2, 3 or 4 yearly

¹ ‘Head of Department’ means for the purpose of the Fire Safety Order 2005: Heads (or Directors) of Academic Faculties, Departments, Institutes, Centres and Schools etc., Directors of Professional Services; or anyone who is, or may be in control of all or part of a premise; and or is in control of financial resources and the management & control of staff within that part of the premise;

Date Last Amended: Rev: 6 / Dated: Oct 16

Issued by the - Fire Safety Manager, UCL Estates, Gower Street, London, WC1E 6BT - This guide is to be regarded as a general statement of requirements and is in addition to relevant British Standards or any other instructions received from the Local Fire or Building Control Authorities.
1.0. Introduction

1.1. This guidance note supplements Reference A by providing practical and useful information to designated department personnel who will undertake local fire safety familiarisation for induction, periodical refresher.

1.2. The London Fire Brigade have made it clear that they expect to see local induction and continuation familiarisation for fire safety throughout UCL and in their view, the Head of Department is responsible ensuring arrangements are in place to undertake local specific familiarisation and keep a record of the familiarisation, as evidence.

1.3. The familiarisation is not onerous; however, designated department trainers will need to be familiar with accommodation space, common and external areas within the buildings occupied by the department.

2.0. Who should be trained?

2.1. **New Staff** - UCL staff and others working for more than 3 days in the Department must receive local induction familiarisation. Familiarisation to include ‘action in the event of fire’, ‘action on hearing the fire alarm’, leaving the building by the local escape routes and the fire assembly point.

2.2. **Refresher Familiarisation of Staff** - all staff must undergo simple fire safety familiarisation in line with the building they work in, fire risk profile Fire risk assessments determine your building fire risk profile, which sets the FRA revisit schedule and staff training familiarisation periods of 2, 3 or 4 yearly. Staff on sabbatical, maternity or sick leave etc. should be given a fire brief immediately on their return to work, whether on a full or a part time basis.

2.3. **Change of Working Locations or Work Practices for Staff** - staff exposed to new or increased risks, such as being transferred to another building, or given a change of responsibilities must have additional familiarisation. This covers the introduction of new work equipment, a change in the work equipment already in use, the introduction of new technology, the introduction of a new system of work or a change in the system of work already in use. Relevant local fire safety brief is required for all relevant staff.

Note - if staff work in several locations, then they should receive fire safety familiarisation for each building and record kept.

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2 **Staff** - means any person employed on a temporary or permanent contract by UCL, whether full or part time (regardless of their hours worked), postgraduate research students and others (such as contractors) employed directly or indirectly by departments.
3.0. Expanded Information - Headings on Local Fire Safety Induction Familiarisation Form TN086

2.1 How to Raise the Fire Alarm on ‘Discovering a Fire’ & on ‘Hearing the Fire Alarm’ - this information is available from the building’s fire action notices positioned at fire alarm call points and by fire equipment throughout the premises.

2.2 How to ‘Call’ the Fire Brigade (or Emergency Services) by Dialling the Appropriate Telephone Number:

- Bloomsbury Central Campus Site - dial extension ‘222’ on a UCL internal telephone to contact the UCL Security Control Room (24/7) the control room staff will that take the appropriate action;

- If you ring ‘999’ or ‘112’ on an UCL internal extension - the call will be directed to the UCL Security Control Room;

- Other UCL Premises or Locations - dial ‘999’ (or ‘112’), remember you may need to dial a ‘9’ for an outside line and therefore fire action notices show (9)999;

- Hospital Premises - dial extension ‘2222’ or ‘5555’, as appropriate for local building arrangements and instructions;

- From a mobile - dial 020 7679 2222;

➢ Note 1 - all staff should be familiar with the local emergency arrangements for their work location - irrespective of whether or not it forms part of UCL, a UCL Institute, a Hospital building or other lease / rented property.

2.3 Physical Walk of the Fire Escape Route(s):

➢ Note 2 - new staff or initial induction of staff must be physically walked escape routes to the fire assembly point;

➢ Note 3 - during an emergency or for fire familiarisation purposes ALWAYS use and show all escape routes regardless of local security alarms fitted to doors (speak to the UCL Security Control Room before walking route);

➢ Note 4 - if routes have alarmed doors, but are marked as fire escape routes, then seek assistance to disable door security alarms and show staff during familiarisation sessions the door operation and the route beyond. Assistance regarding using these doors can be sought from local security staff, building managers or in some cases the UCL Fire Safety Manger.

➢ Note 5 - local door security alarms do not activate the building’s fire alarm.
2.4. **From the Workstation to All Floor Fire Exits** - staff should be shown all of the possible routes out of their work areas to the floor / storey exits. This should include routes through adjoining rooms, corridors, all alternative stair enclosures, exit routes; and where appropriate, escape routes to stairs in adjoining buildings.

2.5. **From fire exits on the floor on which the workstation is situated to the relevant external exit doors of the building** - when staff get to the escape stair(s) from the floor escape routes, **walk staff down the stairs** to the point where the stair enclosure discharges from the building to outside or into an adjoining building.

2.6. **A physical walk of the route(s) to the location of the building’s Fire Assembly Point(s)** - at the point where the stair enclosure(s) forming part of the escape route discharge from the building - show door operation and walk staff to the Fire Assembly Point(s).

- **Note 6** - when evacuating and proceeding to the fire assembly point directly or via busy roads, staff should be reminded of the need to be aware of the potential risk of traffic. Staff, need to keep to pavements so as not to cause potential injury to themselves or become involved with road traffic vehicles, other pedestrians or cyclists etc.

2.7. **The identification of Fire & Smoke Resisting Doors and their importance in preventing the spread of fire & smoke into occupants escape routes from the building** - during the walk through of the escape routes, it is important to identify and show staff critical fire doors. These doors are generally identified & marked as ‘Fire Door Keep Shut/Closed’ or ‘Fire Door Keep Locked’ with blue mandatory instruction signs. It is vital for these doors to be kept closed and **NOT** propped or wedged open under any circumstances.

- Where doors are marked ‘**Automatic Fire Door Keep Clear**’ then the door will release on activation of the fire alarm system and any obstructions in front of the door will prevent them from closing and acting as a firebreak;

- Fire doors are critical in ensuring that fire/smoke is checked before entering escape routes such as stairs and corridors that form part of the escape route - wedged doors allow smoke into these escape routes which occupants use to escape the building possible placing lives at risk;

- Fire doors are also provided onto rooms or areas that form a high fire risk, such as laboratories, plant rooms, kitchens, and storage again to prevent fire/smoke affecting the means of escape for occupants;

- Fire doors also make a major contribution to preventing the spread and minimising the effects of fire & smoke on the building’s structure and significantly, **the department’s business continuity, research and teaching activities**;
2.8. **Demonstrate the Following (if applicable):**

- **The Emergency Door Release Mechanisms** - on the local walk through of the escape routes staff should be shown the emergency door release mechanisms to ensure familiarisation with their operation.

- **Electromagnetic Door Security Locking Systems (Release & Emergency Break Glass Overrides)** - to ensure familiarisation with the operation of the physical ‘green box’ override release arrangements fitted to doors with electronic security systems.

- **Note 7** - most doors fitted with electromagnetic locks will release automatically on activation of the fire alarm system. There are a small number of locations where for security reasons, these door locks will not release on activation of the fire alarm and need to be released manually;

2.9. **In Addition and Where Appropriate:**

- **Informing individual members of staff of their ‘duty of care’ to assist in the evacuation of students, the public and disabled people** - members of staff regardless of whether they are Fire Evacuation Marshals (FEMs) have a Duty of Care to provide information and assistance to occupants that are unfamiliar with the premises. This is particularly necessary in those departments who provide a service to the public, patients, or have large numbers of students regularly who are unfamiliar with the premises. All staff should assist in the initial instruction & evacuation of occupants from patient waiting areas, libraries, museums, cluster & seminar rooms, lecture theatres, students’ union clubs and bars etc.

- **Lifts** - staff should be informed that lifts are not to be used in the event of the fire alarm activating for safety reasons.

- **Disabled Refuges** - the location of ‘local disabled refuges’, their communications systems and the local arrangements for assisting people with disabilities within the Department. Staff may need to be shown how to use Evacuation Chairs to assist colleagues and or provided a ‘buddy’ system for those persons etc.

- **For those working in areas where ‘Shut Down’ procedures apply (laboratories / workshops / kitchens / stores & loading areas and cash handling areas)** - staff will need to be shown how to secure items or carry out safety shut down procedures in the event of fire. In particular, how shut down specialist equipment, hazardous processes, dangerous activities dealing with biohazards, radiation, lasers and gas cylinder isolation etc.
Note 8: Acetylene Cylinders - the fire brigade at any incident need to be told about significant hazards, but in particularly the use and location of Acetylene Cylinders whether in workshops or laboratories for use with analysing equipment. Those staff working with these cylinders must be aware of the significant hazard they present and must ensure the fire brigade are made aware of the hazards through the Senior Fire Evacuation Marshal (SFEM) at any incident.

2.10. Specific or Other Relevant Local Information / Instructions:

- **Interconnected Fire Alarm Systems** - is the building fire alarm interconnected so that more than one building evacuate together, does this have an implication for the departments evacuation?

- **Fire Engineered Buildings** - some buildings have been designed with a specific fire engineered strategy & design that has an impact on the fire safety arrangements such as the means of escape strategy or how the building space works and can be used by occupants. For example the LCN Building, SSEE Building, Malet Place Engineering Building, Paul O’Gorman Building, Medical School Building, Ear Institute Building - contact the UCL Fire safety manager for further advice.

- **Fire Alarm Activate - Do Not Enter’ signs** - illuminated signs connected to the fire alarm system of adjoining buildings at points where it is possible to walk from one building to another that do not have interconnected fire alarm systems. See UCL Fire Safety Technical Notes: TN057, from the UCL fire safety web site at www.ucl.ac.uk/fire.

2.11. Fire Extinguishing Equipment: - only attempt to fight the fire, if staff have been formally trained and/ it is safe and practical to do so using an appropriate type of fire extinguisher- if you do use a fire extinguisher:

- Always read the instructions before use;

- Do not use WATER on ELECTRICAL or FLAMMABLE LIQUID fires except for new Water Mist type which are safe - read the instructions first;

3.0. Further Guidance and Information to Assist In Providing Staff Fire Safety Familiarisation

How Can the Department achieve Staff Familiarisation?

3.1. Suggestions for carrying out annual staff familiarisation:

- **Individual Familiarisation** - staff could be taken around individually or in small batches in the third term when quite with few students;
**Departmental (Group) Staff Meetings** - designated trainer could give a brief to assembled staff going through TN086 and then doing a walk around of the department;

**Departmental Group Familiarisation Sessions** - show the FPA ‘Action in Event of Fire’ video, then brief staff on local arrangements, and escape routes;

3.2. **Other Sources of Fire Safety Information** - the emergency plan forms a part of the Building’s Fire Risk Assessment, as the risk assessments and emergency plans become available they will be posted at the UCL fire safety web site: [http://www.ucl.ac.uk/fire/risk-assessments](http://www.ucl.ac.uk/fire/risk-assessments) where they can be inspected and the emergency plan can be printed off.

3.3. **Approved Fire Safety Familiarisation DVDs** - that may be purchased directly by Departments to assist in the fire-familiarisation programme:

<table>
<thead>
<tr>
<th>REF NUMBER</th>
<th>TITLE</th>
<th>DURATION</th>
<th>PRICE GUIDE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>F49DVD</td>
<td><em>Action in the Event of Fire</em></td>
<td>12 minutes</td>
<td>Approx £100</td>
<td>Basic fire action for all staff &amp; students</td>
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<tr>
<td>F33DVD</td>
<td><em>Extinguishing Fires at Work</em></td>
<td>19 minutes</td>
<td>Approx £100</td>
<td>Basic fire extinguisher use and safety precautions</td>
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**Available From:**

<table>
<thead>
<tr>
<th>The Fire Protection Association (FPA)</th>
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<tr>
<td>Fire Service College</td>
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<tr>
<td>London Road,</td>
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<tr>
<td>Moreton in Marsh,</td>
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<tr>
<td>Gloucestershire, GL56 0RH</td>
</tr>
<tr>
<td>Phone: 01608 - 812500</td>
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<tr>
<td>Email: <a href="mailto:fpa@thefpa.co.uk">fpa@thefpa.co.uk</a></td>
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<tr>
<td>Web: <a href="http://www.thefpa.co.uk">www.thefpa.co.uk</a></td>
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3.4. **Familiarisation of Students** - it is good practice to provide students with some form of fire safety familiarisation so that they are aware of the actions to be taken in the event of a fire and measures to mitigate the effects of fire. This should include instruction on the:

- Details of the fire action notice information and in some large or specific buildings a more comprehensive brief may be required;
- Importance of fire doors and other basic fire-prevention measures;
- Importance of reporting to the assembly area;
- Exit routes and the operation of exit devices and that lifts are not to be used in the event of the fire alarm activating for safety reasons;