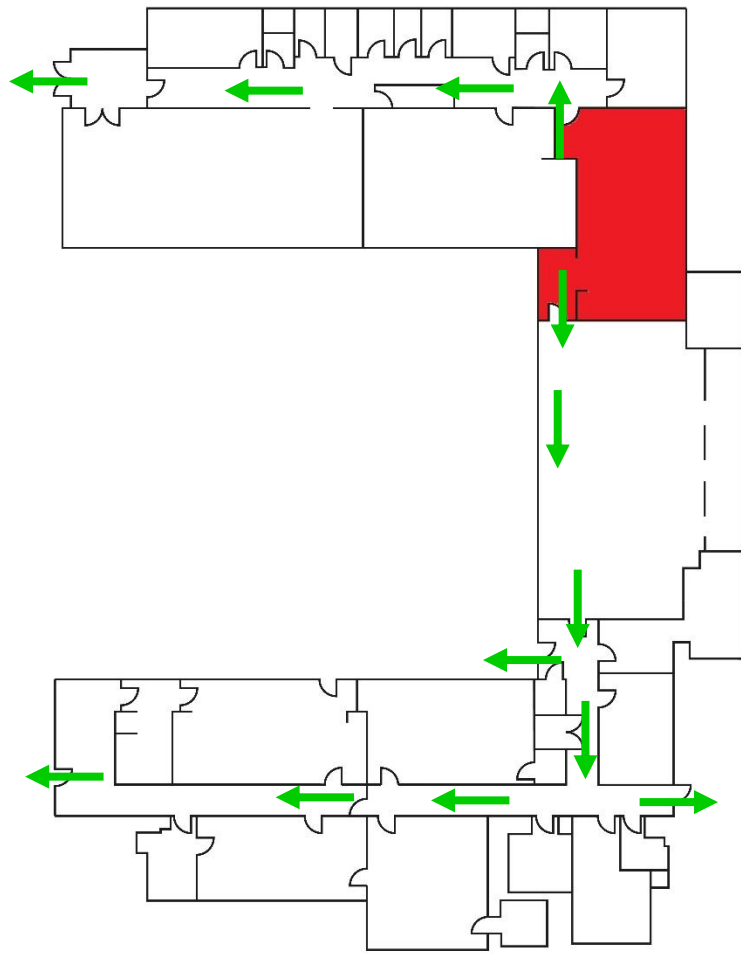

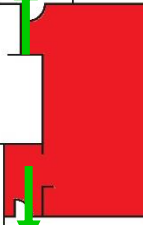





West Wing Ground Floor: Fire Exit Routes



- Legend:
- Escape route: 
 - Fire call point 
 - Fire Extinguisher: 
 - Assembly Point: 
 - You are here: 

DISCOVERING A FIRE:

- Action taken during the first minutes after the fire has been discovered is CRITICAL
- If you discover a fire:
- Do not panic and do not put your own life in danger
- Raise the alarm by operating the nearest red manual break glass call point
- As you evacuate ensure that all doors are closed behind you and evacuate to the designated assembly point.

If you need urgent assistance and the KCLSU offices are closed, please contact KCL Security (24/7) in the Hodgkin building on:

020 7848 6666

King's College London Fire Emergency Plan:



BUILDING:	West Wing
CAMPUS:	Guy's Campus
ADDRESS inc postcode:	Guys Campus, London SE1 9RT

This emergency plan sets out the procedures in the event of a fire; it is therefore essential that this plan is circulated to all staff, students and visitors of the building so that they are aware of the procedures for the building they are in.

	BUILDING ARRANGEMENT
ACTION TAKEN BY PERSON DISCOVERING A FIRE:	If you discover a fire raise the alarm by the nearest red manual break glass points. Please ensure you are familiar with the location of these. Evacuate.
CALLING THE FIRE BRIGADE:	Security will call the fire brigade for all unplanned fire alarm activations except the routine alarm sounder test. Internal extension 6666 or external line 020 7848 6666
FIRE WARNING SYSTEM FOR BUILDING:	The building is fitted with a hard wired fire alarm system with electronic sounders
EVACUATION PROCEDURE:	If the alarm rings continuously leave the building immediately by the nearest useable route. Do not use lifts. Evacuation Marshals will undertake a sweep and search of the building to ensure areas are clear. Do not re-enter the building until it has been declared safe by fire brigade or authorised person.
SPECIFIC RESPONSIBILITIES IN THE EVENT OF A FIRE:	Each area has a designated evacuation marshal who will be responsible for assisting with the evacuation process by checking a specific area of the college. Building occupants should evacuate quickly and in an orderly manner. The Trust will call the Fire Brigade.
KEY ESCAPE ROUTES:	Leave by the nearest available escape route. There are two escape routes leading to the front of the building on the ground floor and one leading to the rear of the building. At basement level there are 3 external staircases at the front of the building, an emergency exit at the rear of the building and a staircase leading to the ground floor. On the first floor there are two protected staircases leading to the ground floor. All escape routes are clearly indicated by the green sign with the green running man and white arrow indicating the direction of escape.
ARRANGEMENTS FOR THOSE REQUIRING ASSISTANCE TO EVACUATE:	Any member of staff, student or visitor with a mobility impairment or requiring assistance with evacuation should make themselves known to the College so that a personal emergency evacuation plan can be prepared
LIAISON WITH EMERGENCY SERVICES:	Normal College Hours - the designated evacuation controller/campus operations team member is responsible for liaising with the attending fire brigade, Out of College Hours - the security is responsible for liaising with the attending fire brigade and initiating the college's emergency response
ASSEMBLY POINTS:	Outside the Chapel
PROVISION OF FIRE FIGHTING EQUIPMENT:	Appropriate portable fire extinguishers are provided throughout the building. There are hose reels on every floor.
TRAINING REQUIREMENTS:	Newly appointed staff should receive basic fire safety instruction on their first day which covers the building emergency plan and department fire plan. All staff should undertake the online fire safety training course every year. Nominated evacuation marshals and controllers must attend the College appropriate course before undertaking the duty.
INFORMATION FOR RELEVANT PERSONS:	All visitors and contractors must report to the reception, signing in the appropriate book on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point. All contractors are required to have undertaken site induction and abide by the Estates And Facilities rules for contractors; their work will be controlled by the Estates & Facilities permit to work system. Visitors must report to the appropriate member of staff who will responsible for ensuring their evacuation and escort to the assembly point Persons who organise evening events must be informed or given written instructions as regards to what action to take in the event of discovering fire or on hearing the fire alarm sounded
WEEKLY FIRE ALARM TEST DAY AND TIME:	Wednesdays between 10am and 11am
DETAIL OF ANY SPECIAL HAZARDS OR RISKS WITHIN THE BUILDING:	