

Oriel College

UNIVERSITY OF OXFORD

FIRE SAFETY POLICY

Version: v.4

Approved by Health and Safety Committee: 18 February 2025

Approved by Governing Body: 12 March 2025

Next review date: Hilary Term 2026

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A. Introduction

The College is committed to providing a safe environment for its staff, students, and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures.

Fire is recognized as a major threat to the activities of the College. An outbreak of even a small fire creates a risk to both life and property, damage to the environment, and may compromise our normal business activities. The College will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and any other relevant legislation.

The aim of this policy is to provide a robust fire safety framework that will be implemented to ensure the safety and well-being of everyone on the College premises, and to protect the College's assets.

The College's Fire Safety Policy forms part of the College's overall Health & Safety Policy and Health & Safety Manual.

Domestic Bursar
February 2025

B. Scope

All members of the College, their visitors, and contractors, have a statutory responsibility to ensure compliance with the law and to comply with the fire safety provisions defined within this policy.

C. Information Security Classification

This policy represents an important statement of the College's satisfaction of its legal obligations and, as such, will be published on the College's website.

Copies of the policy will also be available on the College's internal SharePoint resource, or from the Governance Officer (governance@oriel.ox.ac.uk).

D. Delegated Authority

The Governing Body is the 'Responsible Person' for fire safety, and has delegated authority for the review of this policy to the Health and Safety Committee. The Domestic Bursar is the owner of this policy and sits on the Health and Safety Committee as an *ex-officio* member. They are responsible for ensuring that this policy is kept up to date in line with guidance and legislative changes, and is brought to the Health and Safety Committee for review annually. Further responsibilities are outlined in the sections below.

E. Policy Statement

The Governing Body of Oriel College is the 'Responsible Person' for fire safety.

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property, and severe interruption to normal business activities and opportunities.

Our fire safety measures include:

- preventing outbreaks of fire,
- mitigating direct and consequential damage by early detection,
- reducing the risk of fire spread by structural containment,
- providing escape routes,
- establishing emergency evacuation procedures, and
- providing the means for firefighting and detection.

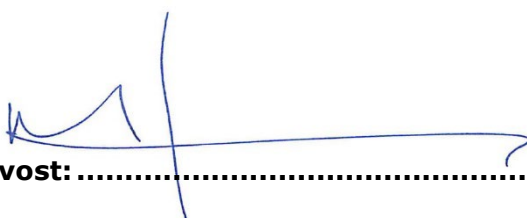
This policy aims to achieve a 'fire-safe' environment for all employees and building occupants. This policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

Its primary objective is the creation of a fire safety management system which, together with the structure and maintenance of our buildings, seeks to protect human life as well as the assets and business opportunities of this organisation. To achieve this, we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct, and train all relevant people.

Achievement of this objective will demonstrate compliance with fire safety legislation and current good practice.

We have allocated responsibilities and detailed arrangements to support this policy.

This Fire Safety Policy was signed by the Provost and adopted by the Governing Body of Oriel College.


Provost:

Date: 12 March 2025

Printed: Lord Mendoza

F. Fire Safety Provisions

All College premises have several fire safety provisions incorporated within them. These provisions are usually referred to as an active provision (for example, fire safety systems and smoke extraction), or a passive provision (for example, fire doors or intumescent treatments, etc.). Irrespective of the provision, it is vital to ensure that their function is not compromised, which would impact the operational capability of the provision, and the safety of occupiers as well as the building's integrity.

Fire doors are doors that are designed to restrict the spread of fire and the products of combustion within a predicted time period and will normally feature a self-closing device. All fire doors should have signage requiring 'KEEP SHUT' or 'KEEP LOCKED' and these instructions should be maintained at all times, when not in use.

The use of wedges and other items as hold open devices is not permitted within any of the College's premises. The use of industry-approved electromagnetic hold open devices on fire doors may be considered in some instances. Using such devices may impact on the fire safety provision, and their use must be authorised by the College's Fire Safety Officer.

Fire Action Plans

Fire action notices are located at various points (generally next to final exits and fire alarm call points) within all relevant premises, detailing the relevant information from the fire action plans.

All College members are required to be familiar with these notices as well as the detail within the fire action plans. Each notice will clearly indicate the following:

- the location of the assembly point, and
- simple guidance on actions to be taken.

Fire action plans will be adapted to accommodate all known hazards or risks that are likely to impact on evacuation. These will include details of isolation procedures for processes and equipment, as well as information sharing with the fire and rescue service when in attendance.

The fire action plan will also detail the relevant evacuation procedures that are to be adopted for persons with impairments. The College's Fire Safety Officer and Domestic Bursar must be consulted prior to implementing a PEEP.

Fire Warning System

A fire warning system is a system designed to provide an audible alarm when the elements of combustion are detected. In all cases, the alarm can be activated at a manual alarm call point. Manual alarm call points are normally situated in exit routes and at final exits.

Where fire is known or suspected, the alarm should be raised immediately utilising a manual alarm call point (break glass point).

On hearing an alarm, all occupants of premises (employees, students, contractors, and the public) must evacuate the building by the nearest available exit and assemble at the prescribed assembly point, except authorised persons for specific tasks, such as alarm investigation or PEEPs implementation.

Visual warning devices are incorporated within all new fire warning systems to assist in warning people with hearing impairments. However, older systems do not offer this facility. Where people with hearing impairments are within any relevant premises, a Deaf Alerted pager may be provided within specific areas. The Duty Lodge Porter will indicate, following consultation with the Fire & Rescue Service if in attendance, when a return to the building may be made. Deaf Alerters may be utilised on both the Main College site and the Rectory Road site. All other areas will be provided with audible warning to assist people with hearing impairments to evacuate upon an alarm activation.

Unwanted Fire Alarm Signals (UFAS)

Unwanted fire alarm signals are activations of the fire warning system that are activated by any effect other than fire. These signals ultimately have a negative effect on the College's core business and encourage complacency, as well as eroding user confidence.

It is the intent of the College to strive towards zero tolerance of UFAS whilst recognising the importance of fire detection systems in protecting staff, students and visitors.

Fire Fighting Equipment

Firefighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the source of fire is not compromised.

Under no circumstances should a fire be confronted without first raising the alarm. All employees are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

Where any firefighting equipment has been used or is deemed unsatisfactory, the Fire Safety Officer should be advised to facilitate a replacement. If an investigation is necessary, information should be passed on to the College's Fire Safety Officer.

Personal Emergency Evacuation Plan (PEEP)

Where there is a requirement for assistance by any person to evacuate any relevant premises during an emergency, a PEEP application will be required.

Students, staff or guests, who may require assistance to evacuate, should discuss their concerns and needs with their course co-ordinator, line manager or supervisor, as applicable, so that any necessary individual arrangements can be put in place in advance.

Local managers should consider the arrangements that may be required to assist visitors with physical impairments in their area where evacuation becomes necessary. Evacuation chairs are provided at various locations and training in their application and use may be coordinated through the Domestic Bursar on request.

Fire Safety Risk Assessments

The RRFSO places a statutory duty on the overall controller of the premises to arrange the completion of a premises fire risk assessment of the workplace for the purpose of identifying any risks to the safety of the employees, students, visitors and others in respect of harm caused by fire.

As part of the risk assessment process, all relevant premises within the College's estate will be categorised based on the risk posed to life and property. The property will be assessed in accordance with the categorisation and target frequency shown below.

Risk Category	Building Type	Target Review Frequency
A	All Sleeping Risks Buildings with high usage and storage of dangerous substances	2 years
B	All other buildings not falling within Cat A or C	3 years
C	Storage Premises Unoccupied Buildings Buildings with less than 5 employees	3 years

Fire risk assessments and reviews will be the responsibility of the College's Fire Safety Officer in conjunction with an external company and the Domestic Bursar. Where necessary a report will be produced with specific actions and recommendations for improvement, prioritised in terms of urgency P1 -P3 (P1 having the highest priority).

Notification of the risk assessment findings will be forwarded to the Domestic Bursar and Master of Works. A copy of the Fire Risk Assessment (FRA) for every building must be held by the Master of Works for viewing by any relevant and authorised person.

G. Fire Safety Procedure

The full **Fire Evacuation Procedure** can be found in **Appendix 3**.

Outlined below are additional procedures and considerations to be read alongside the Fire Evacuation Procedure.

Exit Routes

All exit routes are indicated by signage. All exits must be clear, free from any obstruction, and no equipment or materials may be stored within any protected exit route, or protected stair enclosure. Wall linings within stair enclosures and protected routes should be maintained free from any form of combustible wall decorations; notice boards will be accepted if they are enclosed and effectively managed. Similarly, corridors and stairways that form part of escape routes should be always kept clear and hazard free.

Items that may be a source of fuel or ignition should not be located within escape routes, such items include as examples; portable heaters, cooking appliances, upholstered

furniture, coat racks, vending machines, gas pipes and meters, photocopiers and other electrical equipment, seasonal decorations and display or exhibition material.

See **Appendix 2** for an example of a fire exit route map.

Use of Lifts

The use of lifts during a fire or an alarm activation is strictly prohibited. However, there are several relevant premises that do have '**evacuation chairs**' specifically provided for evacuation purposes.

These chairs are provided for the safe and efficient evacuation of persons with specific physical impairments and must only be operated by trained staff. Under no circumstances should evacuation chairs be operated by anyone other than a trained member of staff with specific knowledge and training in relation to safe evacuation procedures for the relevant premises.

It is the responsibility of the College to ensure evacuation of persons with physical, cognitive or sensory impairment is carried out diligently. Where 'evacuation chairs' are present, the evacuation procedures must be incorporated within the Fire Action Plan for the relevant premises and a PEEP must be written and available, where appropriate.

Fire Evacuation Drills

The College's Fire Safety Officer will ensure that one fire evacuation drill is carried out during each term and when the buildings are occupied by long term conferences in the summer months.

It is appreciated that drills should be avoided during exam periods. However, avoidance may not be possible in some circumstances.

External Waste Containers & Refuse Bins

External waste containers, refuse bins and industrial skips are a potential fire hazard to all buildings. Fires often occur in such receptacles and can be spread to nearby buildings through radiated heat currents.

To ensure this risk is eliminated all such receptacles must be placed a minimum of 3 metres from any building. In all cases no receptacles should be placed directly adjacent to or below any window, door or other openings of a building.

When a waste skip must be placed within 3 metres of a building due to operational reasons, it should be enclosed by Heras or similar fencing.

Dangerous Substances

The impact of dangerous substances when exposed to fire can create a hostile and unpredictable environment. Where such substances are stored and used within the College, particular attention should be given to the safe use and storage guidance supplied with the substance's Safety Data Sheet.

Alarm Activations and Incident Reports

In the event of a fire or an alarm activation within a relevant premise, the **Fire Safety Log Book** must be completed by the Duty Lodge Porter.

This process enables the College Fire Officer to be aware of all incidents where the Local Authority Fire and Rescue Service has been summoned to the College, so that investigations to be carried out where necessary.

Where a small fire has occurred and was subsequently extinguished without activating the fire warning system, an incident report must still be completed and forwarded to the College's Fire Safety Officer and Domestic Bursar. In such circumstances, the incident must be reported to their Head of Department who will then arrange for the report to be completed.

H. Responsibilities and Arrangements

This Fire Safety Policy applies to all premises and activities falling under the College's control. The policy sets down the framework by which the College and all members of the College's community are expected to undertake their relevant duties.

The College upholds its responsibility for statutory compliance with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO). The management and supervision of these regulations are delegated to the College's Fire Safety Officer, a role currently fulfilled by the Lodge Manager, and Domestic Bursar. They, in turn, ensure that the relevant Heads of Department diligently meet the required RRFSO standards.

In line with the RRFSO, the College carries out risk assessments of its premises to identify any fire safety risks to the relevant persons, and takes all reasonable fire safety measures to ensure the safety of relevant persons within the relevant premises. See **F: Fire Safety Risk Assessments** for more information.

The following Fire Safety Management Plan details the managerial delivery process to ensure all fire safety provisions are maintained. This reflects the normal line management arrangements within the College.

Duties of the Master of Works

The Master of Works will be responsible for the maintenance of fire safety provisions for the relevant premises. This will include:

- maintaining fire warning and detection systems in accordance with the relevant standard;
- ensuring that fire door checks are carried out by the maintenance department every 6 months to ensure that all relevant component parts are intact and that the door operates as intended;
- maintaining means of escape, as required;
- maintaining and testing emergency lighting, escape lighting and signage, in accordance with the relevant standard and recording test results in the Emergency Lighting Log Book;
- ensuring that electrical installation inspection and condition reporting tests are undertaken at the required intervals;

- making certain that dangerous substances are stored and used appropriately, in accordance with regulatory requirements;
- ensuring that all College-owned equipment undergo Electrical Equipment Testing (EET) at regular intervals;
- ensuring that any recommendations from risk assessment reviews, relevant to areas of responsibility, are responded to diligently;
- liaising with the Fire Safety Officer and Domestic Bursar on all matters likely to impact on the fire safety provision for the relevant premises;
- ensuring that all works undertaken by contractors, relevant to areas of responsibility, are supervised and where 'hot-works' are to be carried out, that the appropriate approval is completed via the Master of Works' 'hot-work' permit procedures.

Where any structural or material alterations are carried out within a relevant premise that are likely to impact fire safety provision, it will be the duty of the Master of Works to ensure that a copy of the proposal is made available to the College's Fire Safety Officer and Domestic Bursar.

In some cases, a Fire Safety Risk Assessment will be arranged for planned structural or material alterations to a premises. This assessment will be arranged by the Master of Works, in conjunction with the Domestic Bursar. Ahead of the assessment, the College's Fire Safety Officer will be made aware of any proposed structural or material alterations to any of the College's relevant premises.

The Building Maintenance Manager has delegated authority from the Master of Works to assist with and undertake, where appropriate, the responsibilities listed above.

Duties of Domestic Bursar

The Domestic Bursar will be responsible for ensuring that:

- a College Fire Safety Officer (FSO) is appointed to assist with the fire safety provision and, where necessary, appoint assistants;
- the FSO is supported by Lodge Porters and Heads of Departments, when necessary;
- any recommendations from risk assessment reviews, applicable to the area of responsibility, are carried out diligently;
- all staff receive fire safety training on induction and at regular intervals thereafter;
- adequate records are maintained about firefighting equipment, including fixed installations and specialist systems
- all firefighting equipment, including fixed installations and specialist systems are subjected to a maintenance program, in accordance with the manufacturer's guidelines;
- staff fire safety training is organized, in conjunction with Heads of Departments;
- the appropriate statutory licenses are applied for, and renewed where necessary;

Duties of College's Fire Safety Officer

The Fire Safety Officer, currently the Lodge Manager, should be suitably qualified and experienced for the role and their responsibilities will be to:

- support the heads of departments and Master of Works, in meeting, delivering, and maintaining statutory fire safety obligations;

- ensure also that all Lodge Porters are knowledgeable in the operation of all fire panels and how to deal with associated panel warnings;
- ensure that all Lodge Porters are knowledgeable and trained periodically in the operation of investigating causes of fire alarm activations and, if appropriate, the operation of evacuating buildings;
- ensure initial Fire Risk Assessments are carried out for all new premises and/or alterations to premises as soon as is practicable;
- ensure a Fire Marshal training program is provided and renewed as required;
- provide a program for staff fire safety training, including new staff;
- review all fire safety risk assessments as necessary, see **F: Fire Safety Risk Assessments**;
- ensure college-wide weekly fire alarm tests and call point tests are carried out, as well as termly fire evacuation drills for students, staff, and conference guests;
- ensure all relevant documentation relating to weekly and periodical fire safety checks are completed by Lodge Porters;
- provide liaison and support on all matters relating to fire safety provision within the College estate;
- liaise with Local Authority Fire & Rescue Service (FRS) on all statutory fire safety matters;
- ensure all fire incidents are investigated and monitor all calls to the FRS;
- ensure specific operational Managers are aware of their own departmental responsibilities e.g. COSHH, fire safety precautions, and departmental audits.
- Fire Alarms are maintained and tested weekly;
- Fire Call Points are tested weekly;
- Fire Alarms are serviced and maintained;
- Developing Personal Emergency Evacuation Plans (PEEPs)

Duties of Lodge Porters, Heads of Departments, and Site Manager (Rectory Road)

All

- Liaise with the College's Fire Safety Officer and other College safety personnel regarding fire protection requirements.
- Carry out daily and weekly inspections in their area of responsibility regarding escape routes.
- In collaboration with other staff within the building, ensure that in a situation requiring the attendance of the emergency services (e.g. Fire & Rescue Service), adequate information is available to prevent, so far as is reasonably practicable, such personnel being exposed to risks to their health and safety.
- Ensure the posting of appropriate warning fire signs and notices and report deficiencies to the College's Fire Safety Officer.

Lodge Porters / Site Manager (Rectory Road)

- Maintain the College's or Site's '**Fire Safety Log Book**'¹.
- Assist with arrangements for aiding the evacuation of sensory or mobility-impaired occupants, referring to Personal Emergency Evacuation Plans (PEEPs) as applicable; see **F: Personal Emergency Evacuation Plan (PEEP)**.
- Carry out weekly fire safety checks on each staircase.

HoDs / Site Manager (Rectory Road)

- In cooperation with the College's Fire Safety Officer, ensure that new members of staff are instructed Fire Emergency Procedures that existing staff receive periodic refresher training, and that each area for which they are responsible maintains a team of Fire Marshals, where appropriate.

Duties of Staff and Students

Staff and students have a responsibility to comply with the Fire Safety Policy. This will include, but not be limited to:

- observing all instructions, information (including in the Student Handbook), and training intended to secure fire safety;
- co-operating with the College on all matters relevant to fire safety;
- not charging electric bikes or scooters in or around College buildings and not storing electric bikes or scooters inside College buildings. Electric bikes and scooters may be stored outside within the College grounds within designated parking bays;
- not interfering with any building fabric or equipment provided in connection with assuring fire safety;
- reporting any obvious defects or short-comings in College fire safety provisions, arrangements, or procedures to the College's Fire Safety Officer;
- complying with the conditions of any lease agreement for rented accommodation².

Duties of Contractors

Where contractors are on-site, it will be the duty of the relevant person with responsibility for the works undertaken by them, to ensure the appropriate level of fire safety provision is incorporated within any work schedule, contract agreement, or risk assessment. Where such works are likely to impact the existing fire safety provision, notification must be communicated to the College's Fire Safety Officer for their consideration.

Contractors will also be made aware of the Fire Action Plan relevant to the area they are working in or are likely to attend. Where any work required to be undertaken that is likely to involve the application of a naked flame or mechanically induced heat source, a

¹ The Fire Safety Log Book is intended to be a single file to record all necessary fire safety provisions within the relevant premises. It will include copies of Fire Action Plans, records of all tests carried out on the fire safety equipment, and records all drills and training provisions applicable to the building and staff. The Domestic Bursar is the custodian of the College's Fire Risk Assessment (FRA) and is responsible for updating it as and when remedial works are completed.

² In the case of students, whilst residing in College accommodation, a report may be forwarded to the Senior Dean recommending termination of lease, where any lease agreement has been breached.

'Hot Work Permit' must be acquired and agreed before the commencement of such works, from the Master of Works.

Duties of Guests and Visitors

Members of the public or other visitors will be advised of the evacuation plans for any relevant premises through the display of 'Fire Action Notices' and 'Fire Escape Route Plans' at prominent locations.

Where possible, all premises to which the public has access, such as conference facilities, should be managed to ensure that staff can account for all visitors at any given time, to ensure safe evacuation.

I. Training

For Staff

Regulation 21 of the RRFSO requires an employer to ensure that their employees are provided with adequate fire safety training.

To comply with this statutory requirement Heads of Departments shall ensure that all employees within their management control receive regular fire safety training, and all new employees undertake fire safety training as soon as is practicable after commencement of employment.

All new employees must be informed of the fire safety provisions that are relevant to the workplace. The line manager is responsible for ensuring that new employees are advised of the Fire Safety Provisions in the first week of their employment

- fire action arrangements, including the Fire Safety Policy;
- means of escape within the premises;
- location of fire exits and assembly points;
- location of firefighting equipment;
- details in relation to relevant findings of the fire risk assessments and dangerous substances.
- Staff must complete fire awareness training within the first week (iHasco)

For Heads of Departments

Training for Heads of Department will be provided every three years. The training will cover legislative requirements and fire safety principles.

For Fire Marshals

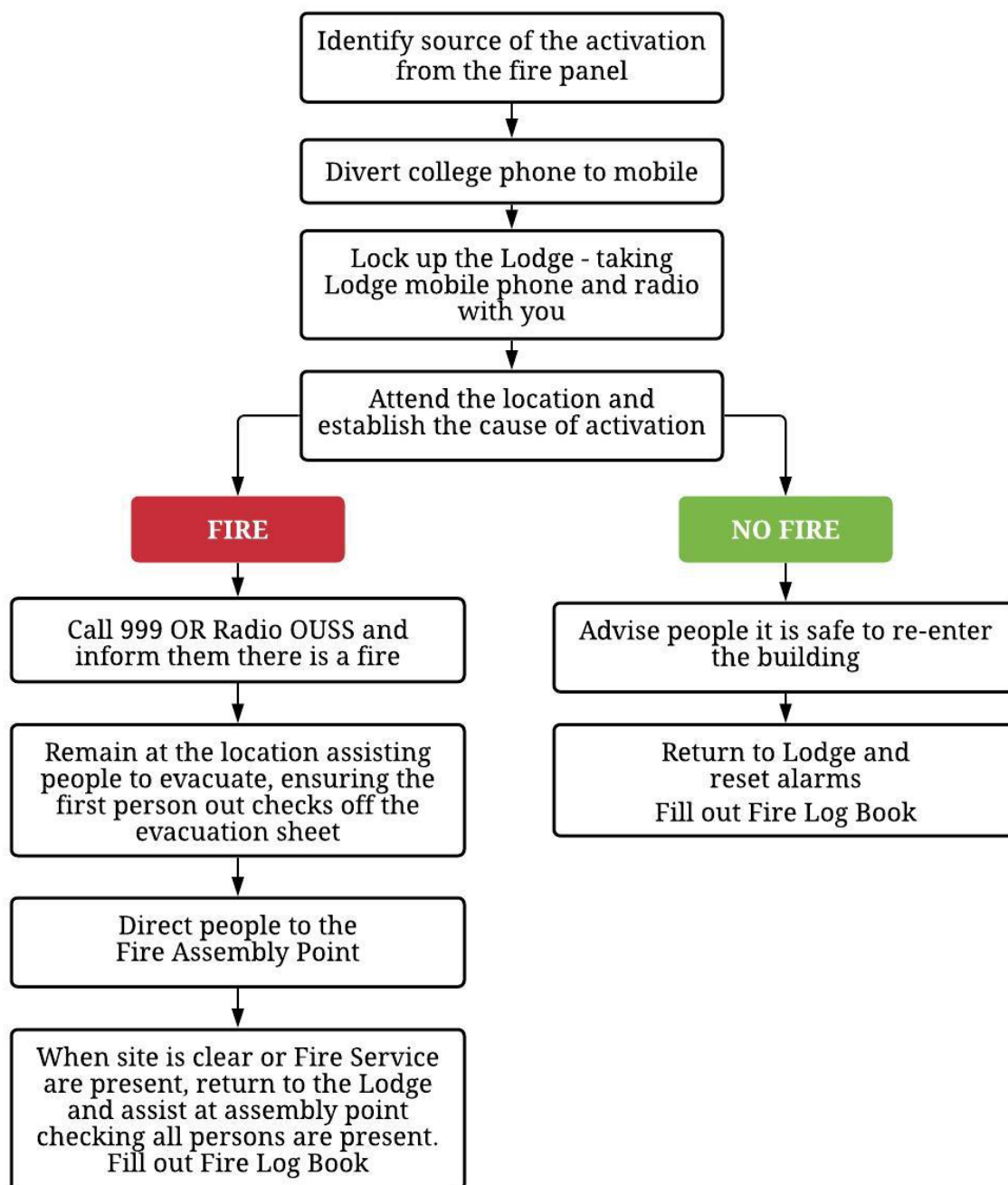
Fire Marshal training will be provided as and when deemed necessary. The Marshal's training will include safe evacuation and zone clearance procedures as well as detailed fire safety guidance.

Lodge Porters must be Fire Marshal trained. Notwithstanding the requirement as dictated by demand, the maximum period for refresher training should not exceed 3 years.

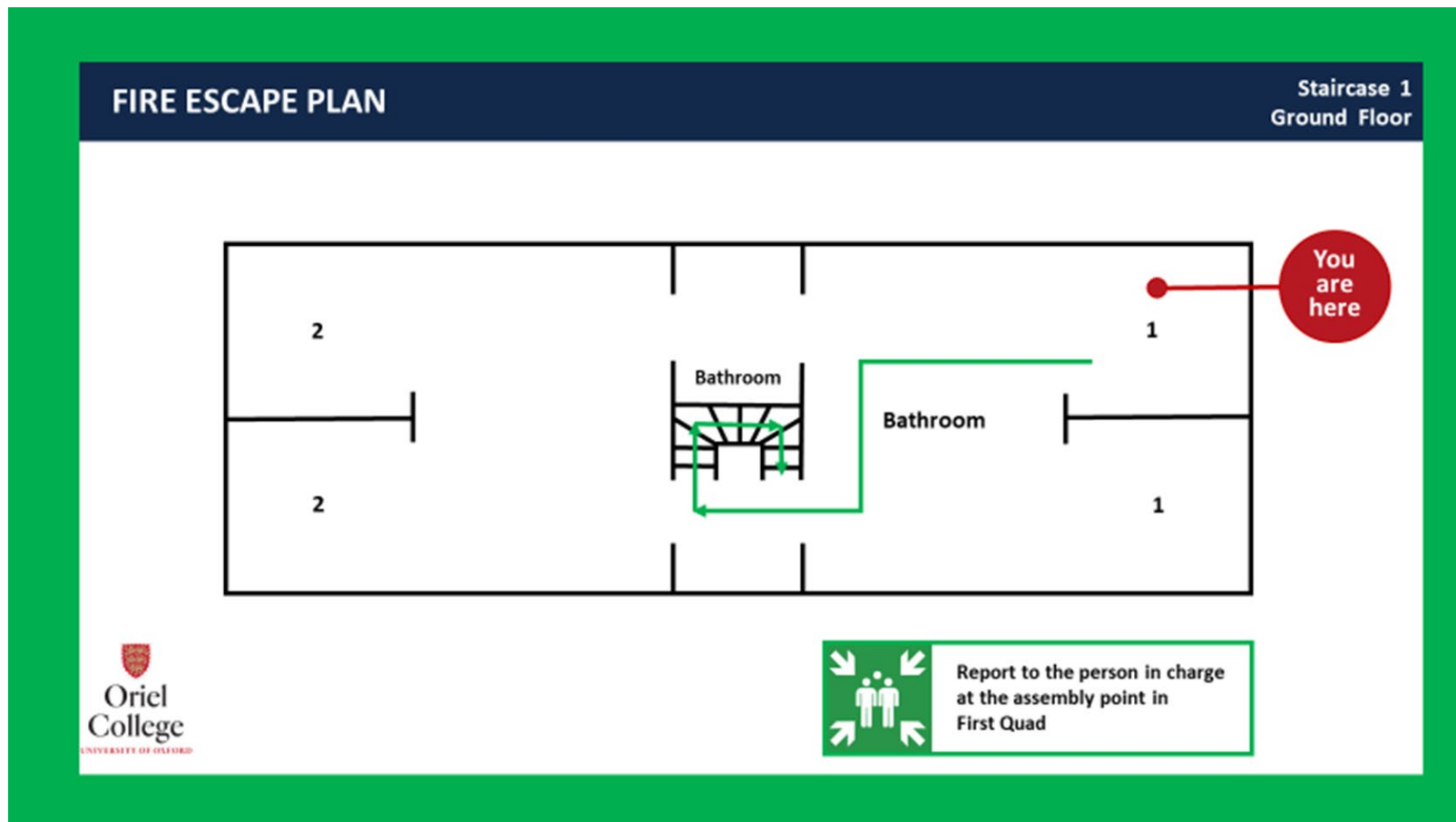
I. Policy Version Control Table

Version	Agreed by the House Committee	Agreed by the Governing Body	Reason for amendment	Amended by	Further notes
v.1	27 January 2021	10 February 2021	This is the original version.	S Marshall	Review due: January 2022
v.2	Signed by the Provost on 11 January 2022		Annual update	S Henry	Review due: Jan 2023
v.3	14 May 2024	12 June 2024	Annual Update	S Henry, C Bailey and Governance Officer	Review due: Jan 2025 Approved by Health and Safety Committee rather than House

J. Appendices

Appendix 1: Fire Alarm Activation on Main College Site Procedure**PROCEDURE FOR ONE PORTER**

Appendix 2: Fire Escape Plan example



Appendix 3: Fire Evacuation Procedure

CONTENTS
1.0 Responsible Staff
2.0 Fire Procedure ON HEARING THE FIRE ALARM OR DISCOVERING A FIRE
3.0 Evacuation Procedures for OUT OF OFFICE HOURS

1.0	Responsible Staff
	Domestic Bursar: Matthew Morgan
	College Fire Officer: Samuel Henry, Lodge Manager
	Senior Fire Marshals: Duty Lodge Porters
	Fire Marshals: Trained Staff Members, resident Fellows and Students

2.0	Fire Procedure ON HEARING THE FIRE ALARM OR DISCOVERING A FIRE
2.1	If any person discovers a FIRE, SMOKE or hears REPORTS of a fire from third parties such as students or guests, they are to operate the fire alarm by the nearest fire call point. The priority is the safety of persons, and getting them out safely to the College Assembly Point, and alerting the Lodge (see Appendix 8.1).
2.2	On hearing the alarm <u>ALL</u> staff students and guests <u>MUST</u> leave the buildings and go to the Assembly Point in the First Quad.
2.3	If the fire is in the First Quad, go into Oriel Square and the Duty Porters will direct you to Corpus Christi College on Merton Street.
2.4	The first person leaving the staircase takes the Red Fire Bag from the bottom of the staircase. Put on the high vis-jacket and use the check list to mark people off INFORM THE DUTY PORTERS IF YOU BELIEVE ANYONE IS STILL INSIDE. DO NOT RE-ENTER THE BUILDINGS UNDER ANY CIRCUMSTANCES (see Appendix 8.2).
2.5	All visitors and contractors must report to the Lodge on hearing the alarm.
2.6	Any missing persons are to be reported to the Lodge.
2.7	One duty porter will stay in the Lodge to attend to the phones and alarm panel.
2.8	Nobody is to re-enter any building until the all clear has been given by the Lodge or Fire Brigade.
2.9	If on site at the time, the College Fire Officer and Senior Managers and Senior Fire Marshal (Lodge Manager) will assemble by the Lodge.
2.10	All occurrences relating to fire must be entered in the Fire Log held in the Lodge These include all fires; smell of burning, etc; any activation of the fire alarm; any building evacuation or fire drill; all visits by the Fire Service; along with any servicing to fire equipment.
2.11	Oxford University Security Services (OUSS) will call the Lodge on any activation to see if Duty Porter requires support from them or from the Fire Service. If no assistance is needed, OUSS will stand down but, if needed, they will send a patrol officer to help with the attendance of the FRS. After the incident has been cleared, OUSS will email a report to the College's Fire Safety Officer.
2.12	When the FRS arrives on site, the Lodge Porters will issue the service with an emergency 'fire grab bag' containing site maps, location maps of services, and an access all area fob.

3.0	Evacuation Procedures for OUT OF OFFICE HOURS
3.1	Out of normal office hours are Monday to Sunday, 1700-0900.
3.2	If any person discovers a FIRE, SMOKE or hears REPORTS of a fire from third parties such as students or guests, they are to operate the fire alarm by the nearest fire call point. The priority is the safety of persons, and getting them out safely to the College Assembly Point, and alerting the Lodge (see Appendix 8.1).
3.3	If you have received fire safety training, and you feel it is safe to do so, you can consider tackling the fire. All actions should be reported to College Fire Officer.
3.4	The first person leaving the staircase takes the Red Fire Bag from the bottom of the staircase. Put on the high vis-jacket and use the check list to mark people off INFORM THE DUTY PORTERS IF YOU BELIEVE ANYONE IS STILL INSIDE. DO NOT RE-ENTER THE BUILDINGS UNDER ANY CIRCUMSTANCES
3.5	All visitors and contractors must report to the Lodge on hearing the alarm.
3.6	Any persons assumed to be missing are to be reported to the Lodge.
3.7	One Duty Porter will stay in the Lodge to attend to the phones and alarm panel.
3.8	Duty Porter must phone both College Fire Officer and Senior Fire Marshal.
3.9	Nobody is to re-enter any building until the all clear has been given by the Lodge or Fire Brigade.
3.10	All occurrences relating to fire must be entered in the Fire Log held in the Lodge These include all fires; smell of burning, etc; any activation of the fire alarm; any building evacuation or fire drill; all visits by the Fire Service; along with any servicing to fire equipment.
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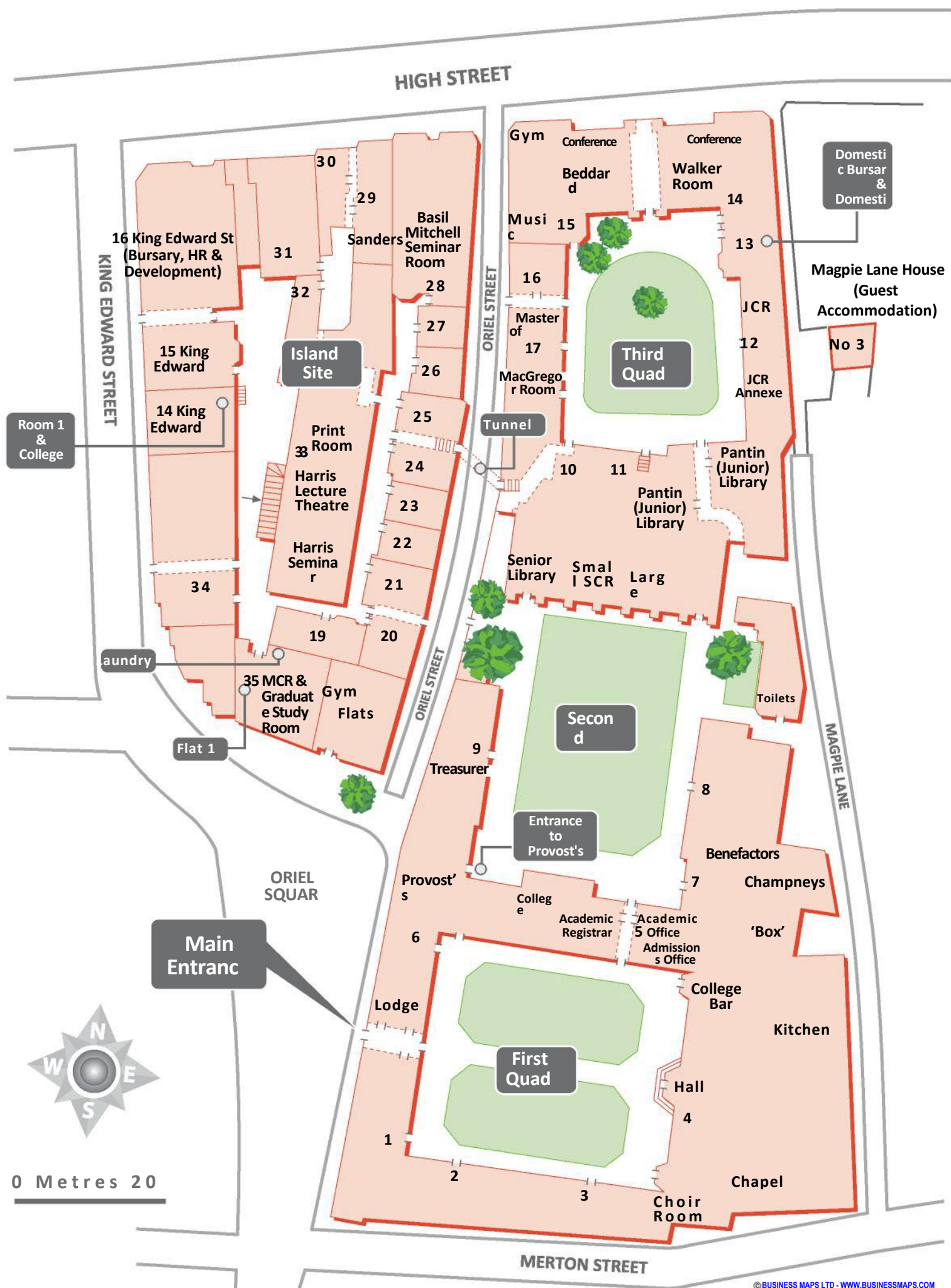
Calling the Fire and Rescue Service (FRS)

Where a fire is detected by automatic fire detection, the alarm will be raised automatically via an integrated fire safety system. However, in the unlikely event that this does not occur, use the break glass call points located around the College.

When the fire alarm goes off, it is reported to either the main Lodge or the Site Manager's office at Rectory Road.

In both cases, Oxford University Security Services (OUSS) will call the main Lodge to provide further assistance, if needed. Oxford University Security Services (OUSS) will call the Lodge on any activation to see if Duty Porter requires support from them or from the Fire Service. If no assistance is needed, OUSS will stand down but, if needed, they will send a patrol officer to help with the attendance of the FRS. After the incident has been cleared, OUSS will email a report to the College's Fire Safety Officer.

When the FRS arrives on site, the Lodge Porters will issue the service with an emergency 'fire grab bag' containing site maps, location maps of services, and an access all area fob.



Appendix 5: Rectory Road Map

