Health and Safety:
Fire Policy, Safety Plan and Procedures 2017-2020

Reviewed and Agreed by the Health and Safety Committee
December 2016
Updated December 2016.
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FIRE SAFETY POLICY STATEMENT

The University and its Board of Governors actively seeks to create and maintain a working environment safe from the risks of fire, in compliance with the Regulatory Reform (Fire Safety) Order 2005 and The Management of Health and Safety at Work Regulations 1999.

The University of Chichester will ensure, so far as is reasonably practicable, the health, safety and welfare with regard to fire, of all its employees, students and any others on University premises. It also acknowledges its responsibility to protect University buildings and assets from the threat of arson and the accidental outbreak of fire and the risk of serious disruption to the University.

The Fire Policy, Safety Plan and Procedures 2017-2020 supports the University’s Occupational Health and Safety Policy.

The University will:

1. Provide information, instruction, training and supervision to enable all employees to carry out their duties effectively and safely.
2. Provide safe equipment and systems of work.
3. Carry out meaningful fire risk assessments for all areas and implement appropriate remedial actions.
4. Be proactive in fire prevention and reactive in fire and near miss investigation.

The Director of Estate Management or his deputy is responsible for ensuring that the fire strategy is implemented and that responsibilities are assigned, accepted and fulfilled at all levels. The Health and Safety Committee will support the implementation of the Fire Policy and Safety Plan.

All staff and students are required to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They have the responsibility for ensuring that they are familiar with and understand the content of any relevant documents that relate to fire safety for the University and must co-operate fully with the University in complying with all procedures and measures to protect the safety and well being of all.

Good relationships and effective communication will be maintained with all staff and students, to ensure that fire safety issues which are raised may be resolved through meaningful discussion. Fire Safety will be a standing agenda item at regular management meetings. All visitors to the premises should be briefed in University evacuation and fire safety procedures.

Problems relating to fire safety at the University must be reported to the Health and Safety Office, Estate Management and the Accommodation Officer (where applicable) at the earliest opportunity, so that remedial action may be taken.

Date……………………………….

Signed………………………….. Director of Estate Management

Signed………………………….. (Vice-Chancellor)
PART ONE: FIRE SAFETY PLAN AND PROCEDURES

Introduction

This document provides all staff with guidance in relation to fire safety at the University of Chichester. The Fire Safety Plan and Procedures 2017-2020 will be reviewed and updated on an annual basis by the Health and Safety Manager in liaison with the Health and Safety Committee. This document consists of two parts: 1) Fire Safety Plan and Procedures; and 2) Roles and Responsibilities.

1. Safe Working Environment

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) is now the primary legislation for fire safety. The Fire Safety Order applies not only to persons at work, but to all persons lawfully on the premises and those not on the premises that may be affected by fire on the premises. Risk assessment is used as the basis for compliance and the “responsible person” on the premises is held liable in case of any breach.

To comply with current legislation, The University of Chichester will ensure so far as reasonable practicable the health, safety and welfare of all people on University premises or affected by University activities, with regard to fire.

In order to create and maintain a safe working environment the University will:

- Safeguard the well-being of all employees, students, visitors and contractors through adherence to best practice and through managerial support.
- Provide information, instruction, training and supervision to enable all persons to carry out their duties effectively and safely.
- Carry out meaningful fire risk assessments for all areas. Assess any deficiencies and implement recommended improvements to premises and procedures as appropriate.
- Provide safe systems of work for all hazardous activities with regard to fire safety.
- Conduct fire safety inspections of premises, plant, equipment and work practices to ensure safe standards are maintained.
- Conduct evacuation drills every semester to maintain overall awareness and practice procedures.
- Be proactive in fire prevention and encourage a no blame culture for the reporting of incidents or near misses.
- Be reactive by investigating incidences of fire and of false alarms that have occurred, concentrating on the cause rather than the outcome.
- Promote risk management by implementing and maintaining effective control measures.
- Ensure visiting contractors activities are controlled in accordance with laid down policies.
- Ensure that the premises are maintained to a high standard with regard to fire prevention, containment, detection, alarms, means of escape, etc and in compliance with latest legislation, approved codes of practice and industry guidelines. These systems will be tested in accordance to best practice and relevant standards.
- Measure, review and audit all the arrangements for fire safety to ensure they remain current and relevant.

All staff should note that the ownership of fire safety responsibility lies with the person in charge of the workplace or activity and is devolved to each member of staff, but every person may contribute to the effective management of risks.

The University will achieve control by securing the commitment of employees to clear fire safety objectives. Line Managers must take responsibility for controlling factors, which could lead to a fire situation.

The Director of Estate Management or his deputy is responsible for ensuring that the details of the Fire Safety Plan and Procedures are implemented and that responsibilities for fire safety are properly assigned, accepted and fulfilled at all levels.

Good working relationships shall be maintained between managers, staff and students so that a partnership exists and any fire safety issues that are raised are resolved through discussion and consultation rather than confrontation.
2. Measuring and Monitoring Performance

The University recognises that for fire risk management to be successful supervisors and managers must monitor all activities. Everyone in the University is encouraged to be proactive in promoting fire safety in existing practices and systems of work.

To support the Occupational Health and Safety Policy, nominated persons in academic and professional support departments will conduct regular workplace inspections and report findings to the Health and Safety office. These inspections will include spot checks of the fire safety arrangements. Reactive monitoring includes the reporting and investigation of fire incidents and near misses.

The University recognises that on one occasion the outcome of a fire or near miss may be insignificant and that on another, the result may be catastrophic. It is therefore essential that every employee or student reports every incident, however minor it may seem, along with suggestions as to how such an occurrence may be avoided in the future if appropriate.

The arrangements for fire safety must be subject to regular systematic examination and where necessary policy, procedures and practice will be amended to ensure they remain effective in managing fire safety within the premises. An independent Fire Risk Assessment will be carried out at least once per annum and a remedial action plan will be produced. This will prioritise any management or premises improvements necessary to comply with legislation and best practice.

Auditing will be undertaken by competent persons who are trained in the task and will achieve the following:

- Review the Fire Safety Plan and Procedures
- Ensure compliance with Fire Safety legislation
- Identify improvements needed to maintain safety standards such as additional lighting or detection
- Promote fire safety awareness throughout the organisation
- Assess performance of fire safety systems
- Check the monitoring arrangements

The University promotes quality auditing, which highlights any problem areas, suggests remedial measures and monitors the action taken to control the risks to employees, other persons and property from fire.

University arrangements may be subject to audit by the Local Authority Fire and Rescue Service.

3. Fire Safety Training

The University will provide fire safety training for all staff at the appropriate level and will encourage staff in all areas to train in fire prevention and warden duties. Refresher training will be carried out at regular intervals.

All staff with an identified fire safety role i.e. fire wardens, and caretaking staff, will receive training to a sufficient level to ensure competency in their specific role. Staff will receive training appropriate to their needs, such as fire safety awareness and extinguisher awareness, which will be delivered by a suitably qualified trainer. All new employees will receive a fire safety briefing as part of induction training. This will include key aspects of the fire safety manual.

Regular fire practice drills will be held for all buildings each semester. These will normally take place in the first three weeks of the semester and will be arranged so as not to disrupt exams. The drills will monitor the effectiveness of the local evacuation procedures and, where necessary, identify required changes. The evacuations will be timed to a previously determined acceptable time for the particular building, based on national standards and accepted good practice. In cases where the evacuation takes longer than the expected time, a second drill may be carried out at a later date. Fire practice drills will be conducted by the Estate Management Department.

Halls of residence will receive a drill in the first semester but may be evacuated again at a later date every semester, to prevent complacency amongst residents. The outcomes must be recorded and any problems or shortcomings must be acted upon.
4. Fire Safety precautions

Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentation of the building and to prevent the spread of the fire and/or toxic smoke.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without authority from the Health and Safety Office.

Any obvious or suspected damage to, or misuse of, a fire alarm or fire fighting equipment must be reported immediately to the University Health and Safety Office.

5. Means of Escape - Routine Inspection

It is the responsibility of everybody to ensure all fire escape routes are kept clear at all times. This should include:

- all exit doors and gates are unlocked and readily available for use, or they are capable of being opened quickly and easily in the event of a fire;
- any emergency fastenings are working efficiently;
- any doors, gates or shutters that are required to be locked in the open position are so locked;
- all escape routes and exit doors are clear of any obstructions;
- fire doors are not held open except with approved devices;
- there are no obvious fire hazards in escape routes, such as accumulated waste;
- the necessary number of management/fire/security staff are present;
- any evacuation lifts for disabled persons are working. All defects reported, logged and programmed for remedy.

Fire doors should be regularly checked to ensure that:

- intumescent strips and smoke seals are undamaged;
- doors leaves are not structurally damaged or excessively deformed;
- gaps between door leaf and door liner are not so small as likely to bind, or so large as to prevent them from being effectively fire and smoke stopping.
- The hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.

6. Testing and Maintenance

Fire Alarms

The fire warning system should be tested weekly by the Estate Management Department, using a different call point and zone for each successive test. The duration of the test need only be sufficient to check that the fire system and its associated ancillary equipment operates satisfactorily and that staff are familiarised with the fire signal. Any defects must receive immediate attention. A record of tests must be kept in the Fire Log Book. The fire alarm system should be tested in the manner and at the intervals recommended by the manufacturers of the equipment.

Portable Fire Extinguishers

All portable fire extinguishing equipment shall be tested by an accredited agent annually. The Estate Management Department has responsibility for this contract.

Emergency Lighting

All emergency lighting systems should be regularly tested and properly maintained to an appropriate standard. Most existing systems will need to be manually tested. However, some modern systems have self-testing facilities that reduce routine checks to a minimum. This testing is conducted by the Estate Management Department and the Accommodation department.

Results of the periodical tests must be kept by the Estate Management Department.
7. New Buildings and Alterations

When new buildings or alterations are being planned, the Director of Estate Management in consultation with the Health and Safety Office shall ensure that the requirements of relevant fire safety legislation/recognised standards are considered and that the proposed building/facilities meet the requirements.

8. Special/specific Procedures

In some cases (e.g. gas isolation, experiments, shut downs, personal emergency evacuation plans, etc) there may be a need to have specific procedures in place. These procedures will be produced by the relevant department in conjunction with the Health and Safety Office. The relevant department will ensure that members of staff have been trained or briefed on the procedures as appropriate.

9. Fire Log Book

A dedicated fire log book must be kept and maintained for each University building. They should be made available for inspection by the Fire Authority at any time and are held with Estate on the intranet.

The Fire Log Book should include:

- The fire emergency plan (for that premises)
- A list of responsible persons
- Details of routine staff training
- A record of fire drills
- A record of fire alarm tests
- A record of emergency lighting tests
- A record of inspections of means of escape
- Details of servicing, maintenance sheets and other related paperwork should not be filed in the log book.

10. Reporting Fire-related Incidents

Staff who become aware of a fire-related incident shall report it as soon as possible to the Health and Safety Office, who will conduct an investigation and make recommendations in accordance with the Occupational Health and Safety Policy.

Data provided by completed incident forms shall be analysed periodically by the Health and Safety Office to identify trends and make recommendations. Appropriate reports shall also be provided to the Health and Safety Committee as required.

11. Evacuation Procedures

Emergency action for all buildings

On discovering a fire, staff must raise the alarm immediately using their voice until a call point can be activated (break-glass box located at all exits). If trained to do so and if minimal risk exists, tackle the fire with appliances found at exits and other key locations. Evacuate the building as described below. The fire service will automatically be notified once a call point is broken.

On hearing the alarm

All occupants of the building concerned will evacuate immediately using the nearest and safest exit route and will make their way to the designated assembly point.

- Do not delay
- Do not use lifts
- Do not collect belongings
- Do not re-enter or visit other areas
- Do not tackle a fire unless trained to do so
- Close doors (if no one following) and windows if safe to do so
- Do not remain with anybody at a refuge. Inform a member of the incident team of their presence.
- Do not attempt the use of evacuation equipment if not trained to do so
- Ensure the emergency services have been contacted, if in doubt - ring 999.
Fire Wardens (designated, trained members of staff), Caretakers and other responsible persons (person in charge of group i.e. Lecturer) will carry out their duties as described in this manual, in particular the section entitled “Roles and Responsibilities”.

The officer in charge (Incident Controller) will co-ordinate information and activities at the point of incident as described in this manual.

Egress of Disabled Persons
People with any mobility impairment, which may hinder their escape in an emergency situation, must complete their evacuation in accordance with this Policy. Students with mobility problems are contacted to ensure this method is appropriate. In the event this is not the case, alternative arrangements will be evaluated. If necessary, an individual Personal Emergency Egress Plan (PEEP) will be developed to identify any additional measures required.

Visiting persons in this category are required to inform a member of staff if they require help evacuating a building.

PART TWO: ROLES AND RESPONSIBILITIES (in the event of a fire emergency)

1. Overall responsibility

Ultimate responsibility falls to the Vice-Chancellor (or Acting Vice-Chancellor) and the Chief Executive’s Team who have responsibility for ensuring that arrangements for managing Fire Safety are in place and regularly monitored. Responsibility cannot be delegated, however the functions related to that responsibility may be delegated.

The Director of Estate Management is responsible for the implementation of the Fire Policy Safety Plan and Procedures and will seek support for the operational delivery of the plan.

The University’s Health and Safety Manager is responsible for conducting fire risk assessments providing advice, training, monitoring and auditing of the Fire Safety Plan, standards and procedures.

The Director of Estate Management is responsible for the implementation of the Fire Safety Plan and Procedures where it applies to building structure.

Deputy Deans, Directors and Heads of Academic or Professional Service departments are responsible for acting upon the recommendations and requirements of fire risk assessments and fire safety linked to a particular process or procedure under their control, and for ensuring that all persons under their responsibility are trained and given adequate instruction in the case of fire. They are also required, under the Occupational Health and Safety Policy, to appoint suitable responsible persons to undertake all necessary fire arrangements and procedures.

Staff must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by supplementary codes of practice. Failure to comply with such instruction may lead to formal action being taken under the University’s Disciplinary Policy. Staff must also report any observed shortcomings in fire precautions to their manager.

Students and visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by supplementary codes of practice. Contractors working on behalf of, or on property owned by, the University of Chichester, must comply with the University Fire Policy Safety Plan in relation to instructions given to them in regard to fire safety.

2. Fire Management Team

The Fire Management Team involves staff from Estate Management who have been trained to take control of a fire Incident until the arrival of the Fire and Rescue Services. A designated member from the Fire Management Team will act as Incident Controller on both BOC and BRC.

All members of the Fire Management Team are to carry a Fire Pager on both BOC and BRC and are responsible for ensuring the good working order of these Pagers on a daily basis. All Fire Management Team members will be trained in reading the fire panels, Fire awareness and Evacuation Chair awareness. The Incident Controller will be recognised by wearing an orange tabard.
3. The Incident Controller

The ‘Incident Controller’ is the person in charge of all fire related incidents. The Incident Controller will coordinate any fire evacuation until the Fire and Rescue Services arrive to take control. He/she is part of the Fire Management Team. When The Incident Controller takes control, any other persons within the Fire Management Team will make themselves available as part of the Secondary Fire Incident Team.

The Incident Controller for the day is indicated by the FIC Calendar that is available for both Campuses. The calendar must be adjusted where the Incident Controller is unable to operate that role for that day or part of. The Calendar can only be adjusted through the Estate Management Personal Assistant or Health and Safety Office. It is the responsibility of the current FIC Controller to arrange alternative cover with consent before the Calendar is changed. In the event of a change to the calendar liaison with one of the Calendar owners is essential.

The FIC mobile car at Chichester is to be placed when not in use, in its dedicated parking bay at the side entrance to University House, by the Senior Management Car Park. Before use, the car should be physically checked and the vehicle log completed. In the case of an emergency the vehicle log may be completed after the incident. Any damage occurred by the driver must be reported to the FM Soft Manager.

Whenever the FIC vehicle is in use by a member of the FIC team (premises inspection and testing). It will be assumed that they will respond and act as FIC for any off-site managed property.

The Night Duty Manager will assist when possible during the hours of 19.30 - 04.00 for all Campus fire activations where the Night Duty Manager happens to be working at.

4. Fire Incident Secondary Team

The Fire Incident Secondary Team is made up from members of Estate Management and others through invite. The Secondary Fire Incident Team plays a supportive role to the Incident Controller and will take instruction. A member of the Secondary Fire Incident Team is recognisable during a fire incident by wearing a Fire Warden armband when possible.

A mobile security guard will respond to all off-site activations from 16.00- 06.00.

5. Role of additional FIC Support staff

All staff trained in Fire Awareness by the Health and Safety Office are eligible to assist in the safe evacuation of all staff. Support Staff have been trained to assist staff and students evacuate buildings when the fire alarm sounds. In areas of high public profile, trained staff have been given hi vis jackets as a means to identify themselves as fire wardens.

The Support Staff’s pro-active role is to:

- Regularly check for deficiencies in good fire prevention practice and to correct and/or report these to the Health and Safety Office. This will include: extinguishers, emergency lighting, signage, exit routes, ignition sources, etc.
- Promote good practice and guide work colleagues and others. Ensure new people are made aware of arrangements. (Common problems are, for example, wedged fire doors, overloaded sockets, accumulated rubbish and obstructed escape routes).
- Make every effort to be aware of people in the area and those absent from the area. This could be crucial in an emergency.
- Be aware of any people with special needs who work or visit the area in case of emergency.
- Be aware of special conditions of interest to the emergency services in the area, such as flammable substances.
- Be particularly vigilant regarding known problem areas and be aware of special arrangements and devices such as automatic doors, external fire escapes, refuge areas.
- Participate in emergency evacuation drills.
- Report to the Incident Controller.
The Support Staff’s re-active Role is to (without significantly delaying their own evacuation):

• Show leadership and control promoting a rapid and safe evacuation.
• Anticipate human behaviour and encourage or assist personnel to a place of safety.
• Minimise the spread of fire during an evacuation, such as closing doors and windows.
• Note details of any fire such as:
  • Where, how intense, how much smoke, etc.
  • Ensure that the emergency services are on their way.
  • Relay all relevant details to the officer in charge of an incident including:
    • Ensure the building is clear and, if not, where there are people awaiting rescue.
    • Any areas you have not been able to search.
    • Describe the layout of the area of the building.
    • Note the location of any combustible, flammable, explosive or toxic materials.
• Assist the Officer in charge with the management of the incident by offering to help and following any instructions.

6. General Staff Instruction

All staff must be familiar with the requirements of the University’s Occupational Health and Safety Policy including fire procedures as required by the Health & Safety at Work, etc Act 1974, and all current Fire related legislation.

Fire procedures are posted throughout the University and can be found on exit routes normally adjacent to fire alarm call points or portable fire equipment.

All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed.

Staff should get to know their assembly points which are indicated on the Fire Action notice for the building.

Heads of Departments are responsible for ensuring all students/staff receive suitable Fire Safety induction training on their first day at University. Advice can be obtained from the Health and Safety Office.

7. Duties of Academic staff

Academic staff will draw to the attention of their students the emergency evacuation procedures at the beginning of every semester. Evacuation procedures must be given to all students on Short courses at the beginning of their course.

In all teaching rooms and shared areas, it is the Lecturer who is responsible for the safety of the students in their charge. This must include advising them of the actions to be taken in the event of a fire, including actuation of the alarm, emergency exit routes and location of assembly points.

Staff and students shall familiarise themselves with the procedure; if necessary teaching staff will conduct students through a simulated evacuation. Upon hearing the fire alarm, all classroom activities will cease and the lecturer will direct students to the quickest escape route and to their assembly point. Ensure all power and gas supplies directly involved in activities are turned off before closing the door as they leave the room. Once outside, Lecturers should assemble the class at the assembly point. Any missing student(s) should be reported to the Incident Controller immediately who will be positioned at the entrance to the building. The Incident Controller is identifiable by a high visibility jacket.

All Staff have a responsibility to encourage the movement of people away from University buildings to the assembly points. No person may be allowed to leave the assembly point until directed to do so by the Incident Controller in charge.

8. Trained Fire Management Team Procedures, Roles and Responsibilities

8.1. Bishop Otter Campus and Bognor Regis Campus (0800-16.00 weekdays)

Incident Controller
The Incident Controller is the recognised responsible person who will attend and coordinate all fire alarm activities, including the allocation of supporting resources on both BOC and BRC. The nominated incident controller for each day can be identified from the FIC calendar.

If the Incident Controller is absent from site for any reason, he/she must notify another member of the Fire Management Team and arrange for another member of the Incident team to cover.

The Incident Controller will remain in charge of all personnel in and around a fire incident, until such time as when the Fire and Rescue Services arrive to take control.

The Incident Controller will assume full authority on the Campus and any instructions related to the fire incident should be complied with.

The Incident Controller will be a member of a trained Fire Management Team. Each member will be competent to direct a fire related incident and to collaborate with the Fire and Rescue Services.

To ensure campus cover, it is the first named Incident Controllers responsibility to ensure that any handover of responsibility is recognised and accepted by the next available Fire Management Team member.

The duty Estate Incident Controller (if from Estate Hard or Soft) on duty will be the responsible person for approving all hot work permits.

Incident Controller Procedure

In the event of an emergency activation, the Incident Controller will go straight to the closest Fire Box to the incident and collect the necessary equipment to deal with the incident. The Incident Controller will determine from information gathered from evacuees or fire wardens of any disabled persons or missing persons at the scene and decide on the plausibility of allowing trained staff to use the Evacuation Chairs for rescue.

In the case of off-site properties an incident bag containing the essentials will be left in the car at all times.

The Incident Controller will communicate all information regarding the status of the fire, any particular hazards of concern, and the number of any suspected persons unaccounted for to the Fire and Rescue Services.

The Incident Controller may need to call for First Aid help or the Ambulance Services as per First Aid Procedures.

The Incident Controller will direct specifically trained staff to:

- control exit areas
- meet and direct the Fire Tender
- staff the designated assembly area
- any other duty deemed reasonable

The Incident Controller will silence the Alarm on the authorisation of the Fire and Rescue Services. The Incident Controller will give a general stand down after silencing the alarm and instruct staff to allow staff back into the building.

The Incident Controller must report any instances of concern evidenced during the incident to the relevant Manager(s) e.g. alarm bell not working, fire doors corrupted, poor behaviour.

Other members of the Fire Management Team.

It is expected that other members of the Fire Management Team who are able to attend the incident will report to the incident and await instructions from the Incident Controller. Under no circumstances are they to enter the building any further than the fire panel to investigate the incident until the incident is managed by the Incident Controller.

8.2. Bishop Otter Campus and Bognor Regis Campus 1600-0800

The duty night manager, Caretaking/Security Staff will be given the role of Incident Controller during out of hours and weekends.
The role of the Caretaker is to assist the Incident Controller in ensuring a safe evacuation of all personnel.

Caretakers should wear a recognised armband during attendance and should let the Incident Controller know of their attendance. The Incident Controller will give caretakers instruction. Caretakers are required to meet and direct the Fire Tender.

Out of Hours Procedure
On the activation of the fire alarm, the incident controller will direct a member of Estate to the main entrance to meet and direct the fire service via the outside fire panel to silence external bells (where applicable). The incident controller and any estate staff will report to the incident and await instructions from the Incident Controller.

Estate staff are not expected to put their own life at risk nor are they advised to tackle any fire that may threaten their life.

Estate staff should not enter the building alone nor without communications or without the Incident Controller’s authorisation.

8.3. Bishop Otter Campus and Bognor Regis Campus (16.00 – 08.00 hours and Weekends, Bank Holidays and Closures)

Caretaking Staff/Security
The designated Caretaker/Security on shift will by default become the Incident Controller.

The designated Caretaker/Security on shift will by default become the Incident Controller.

On action of a fire alarm the designated caretaker will become the Incident Controller. He/she must obtain the location of the fire alarm and await the fire service, directing the other member of staff to await the fire service at the main entrance.

The Incident Controller should put on the Incident Controller attire in order to be recognised.

The Incident Controller will determine from information gathered from evacuees or fire wardens upon the likely hood of any disabled persons or missing persons at the scene and decide on the plausibility of allowing trained staff to use the Evacuation Chairs for rescue.

Under no circumstances are they to enter the building any further than the fire panel to investigate the incident.

All information gathered is communicated to the Fire and Rescue Services.

The alarm will be silenced after authorisation is given by the Fire and Rescue Services.

The Incident Controller must enter details onto the University fire log and report any instances of concern.

8.4. Chichester Campus, Pinewood, Havenstoke & Oaklands (16.00–08.00 hours, Weekends, Bank Holidays and Closures)

The designated Caretaker/Security on shift will by default become the Incident Controller.

On activation of alarm, the incident controller must identify the location of the alarm and attend the incident immediately (taking necessary keys) regardless of any other duties.

If practicable the Incident Controller should put on the Incident Controller attire in order to be recognised, at Pinewood, Havenstoke and Oaklands.

Under no circumstances are they to enter the building any further than the fire panel to investigate the incident.

All information gathered is communicated to the Fire and Rescue Services.

The alarm will be silenced after authorisation is given by the Fire and Rescue Services.

Security must enter details onto the University fire log and report any instances of concern.
Offsite Managed Properties

8.5. Graylingwell

Any fire alarm activation at Graylingwell is not automatically signalled to the fire service via a Redcare line, but the alarm will signal the incident controller via the pager system. Therefore if a fire alarm activates at Graylingwell, the residents of Graylingwell will investigate the alarm and inform the duty caretaker/security of their findings. If the caretaker/security does not receive a call within three minutes of the alarm activation or if there is a confirmed fire, the Caretaker/security must telephone and confirm the fire service attendance. If the alarm is a false alarm the residents may reset the Graylingwell fire panel after confirming details with the Caretaker/security.

8.6. Number 2 Bognor Road

In the event of fire alarm activation, the monitoring call centre will complete the following procedure:

Immediately call nominated key holder in the following order:

1. BOC caretaker procedure below to be followed
2. Blayde Mobile Security
3. BOC Office
4. Managed Properties 24 hour number.

If there is no response and the alarm has not been reset, the monitoring centre will wait 3 minutes and then take the following action as appropriate

1. Alarm still sounding – call fire brigade
2. Alarm has been re-set but gone back into fire – call fire brigade
3. Alarm silenced and held – no further action to be taken

Redcare password for this property will be required

Monday – Friday

07.30 -16.00 – BOC caretaker receives call from the monitoring station and radios FIC controller who will attend.
If FIC controller is un-contactable, BOC caretaker should radio soft/hard FM manager who will take control of the situation.

16.00 -23.59hrs BOC Caretaker receives call and phones mobile security who will attend.
23.59 -07.30 Mobile security receives call and will attend.

Saturday & Sunday & Bank holidays

07.30-12.00am – BOC Caretaker receives call and phones mobile security who will attend.
12.00-07.30 – Mobile security receives the call and will attend.
The BOC caretaker must hand the mobile phone to security at 12.00 am this must be recorded on the daily occurrence sheet. The BOC caretaker MUST collect the mobile phone from security each morning when coming on duty, this must be recorded on the daily occurrence log.
8.7. Mainline
In the event of a fire alarm activation, the call centre will complete the following procedure:
Immediately call the fire brigade
Immediately call nominated key holder in the following order.
1. BOC caretaker procedure below to be followed
2. Blayde Mobile Security
3. BOC Office
4. Managed Properties 24 hour number.

Monday – Friday
07.30 - 16.30 – BOC caretaker receives call and radios FIC controller who will attend. If FIC controller is un-contactable, BOC caretaker should radio soft/hard FM manager who will take control of the situation.

16.30 - 23.59 BOC caretaker receives call and phones mobile security who will attend.
23.59 - 07.30 Mobile security receives call and will attend.

Saturday & Sunday & Bank holidays
07.30 - 12.00hrs – BOC caretaker receives call and phones mobile security who will attend.
12.00 - 07.30 Mobile security receives the call and will attend.

The BOC caretaker must hand the mobile phone to security at 12.00hrs this must be recorded on the daily occurrence sheet. The BOC caretaker MUST collect the mobile phone from security each morning when coming on duty, this must be recorded on the daily occurrence log.

8.8. St Christopher’s Flats

In the event of a fire alarm activation, the call centre will complete the following procedure:-
Immediately call the fire brigade
Immediately call nominated key holder in the following order
1. BOC caretaker procedure below to be followed
2. Blayde Mobile Security
3. BOC Office
4. Managed Properties 24 hour number

Monday - Friday
07.30am – 16.00pm – BOC Caretaker receives call and radios FIC controller who will attend. If FIC controller is un-contactable, BOC caretaker should radio soft/hard FM manager who will take control of the situation.

16.00pm – 12.00hrs – BOC Caretaker receives call and ‘phones mobile security who will attend
12.00hrs – 07.30am – Mobile security receives call who will attend
Saturday & Sunday & Bank Holidays
07.30am – 12.00hrs – BOC Caretaker receives call and ‘phones mobile security who will attend
12.00hrs – 07.30am – Mobile security receives call who will attend

The BOC caretaker MUST hand the mobile ‘phone to security at 12.00hrs this should be recorded on the daily occurrence log. The BOC caretaker MUST collect the mobile ‘phone from security each morning when coming on duty this should be recorded on the daily occurrence log.

8.9. St Christopher’s Houses
In the event of a fire alarm activation, the call centre will complete the following procedure:-
Immediately call nominated key holder in the following order
1. BOC caretaker procedure below to be followed
2. Blayde Mobile Security
3. BOC Office
4. Managed Properties 24 hour number

Wait 3 minutes and then take following action as appropriate
1) Alarm still sounding – call fire brigade
2) Alarm has been re-set but has gone back into fire – call fire brigade
3) Alarm silenced – no further action to be taken

Monday - Friday
07.30am – 16.00pm – BOC Caretaker receives call and radios FIC controller who will attend. If FIC controller is un-contactable, BOC caretaker should radio soft/hard FM manager who will take control of the situation.

16.30pm – 12.00hrs – BOC Caretaker receives call and ‘phones mobile security who will attend
12.00hrs – 07.30am – Mobile security receives call who will attend

Saturday & Sunday & Bank Holidays
07.30am – 12.00hrs – BOC Caretaker receives call and ‘phones mobile security who will attend
12.00hrs – 07.30am – Mobile security receives call who will attend

The BOC caretaker MUST hand the mobile ‘phone to security at 12.00am this should be recorded on the daily occurrence log. The BOC caretaker MUST collect the mobile ‘phone from security each morning when coming on duty this should be recorded on the daily occurrence log.

8.10. Stockbridge Road
Stockbridge is managed by Chichester College, so the FIC management team are not required to attend. All fire alarm activations must be recorded by the college and the records given to the Health and Safety Office.
**FIC Cover Calendar**

Fire Incident Managers for each campus can be viewed on the university intranet. Available FIC Team members should be available to cover for absences or annual leave for either campus by agreement. The FIC controller for the day is responsible for ensuring the calendars are up to date. Calendars are changed via Health and Safety Office and Estate administrator.

Where the FIC controller is absent through illness, it is expected that they report in to Estate Management as soon as practical for cover to be arranged.