

KINGS COLLEGE LONDON FIRE EMERGENCY PLAN

BUILDING:	FRANKLIN WILKINS BUILDING
CAMPUS:	WATERLOO
ADDRESS inc postcode:	150 STAMFORD STREET, LONDON SE1 9NH

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	
	Anyone who discovers a fire should immediately raise the alarm by activating the nearest red manual call point.
	Bouygues security will call the Fire Brigade for all unplanned fire alarm activations except the routine alarm sounder test. Internal extension 2222 or external line 020 7848 3806
 <small>Fire alarm</small>	The building is fitted with a hard wired fire alarm system with electronic sounders
	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.
	Follow the green directional escape signs. Key escape routes are seven designated staircases to final exits.
  <small>Facilities for hard of hearing</small>	People requiring assistance to evacuate the building should make themselves known to reception
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
	When leaving the building, occupants must safely disperse and distance themselves from the immediate area and return after 30 minutes .
	INFORMATION FOR EMERGENCY SERVICES
	FACILITIES INCLUDE - DRY RISER + GAS SUPPRESSION AND EXTRACT SYSTEM + SPRINKLERS IN THE BASEMENT.
	FIRE EXTINGUISHERS SHOULD ONLY BE USED IF YOU HAVE BEEN TRAINED AND FEEL IT IS SAFE TO DO SO.
	New staff receive basic fire safety instruction on their first day from their manager. All staff are required to undertake the online fire safety training course every year. Evacuation Marshals and Controllers undergo specific training. For other specific fire safety training visit the H&SS web pages
	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 be responsible for ensuring their evacuation and escort to the assembly point
 TEST	The weekly alarm test is on Tuesday between 8:55am and 9:05am. The fire alarm weekly test should last no longer than 20-30 seconds. If you have difficulty hearing the alarm test signal please submit an Estates and Facilities helpdesk request
 SPECIAL RISKS	Laboratories throughout the building with various risks – Fire Brigade to refer to premises information box for further information. NMR magnet on 5 th floor. Gas cylinder in loading bay and flammable stores on ground floor