

DLD Boarding/Urbanest

Boarding Fire Evacuation Procedure

Reviewed by James Kidd (Vice Principal, Pastoral) and Paul Anderson (Facilities Manager) June 2021

Next review June 2022

In the event of a fire in the Boarding accommodation, it is a shared responsibility between Urbanest staff, HouseParents and DLD security to evacuate the building quickly and safely. Urbanest have a main role in identifying the cause of the fire, DLD security and Urbanest are responsible for communicating to the Houseparents the location of the activation. Houseparents have a main roll to check students' names against the Boarding fire register and accounting for students on that register.

Urbanest have a Fire Strategy in place for the whole building, including The College, Accommodation, Build Studios, Urbanest reception and study areas. This comprehensive document is located in the Fire Folder which is held by the Facilities Manager. This will work alongside the DLD Fire Safety Policy which is also in the Fire Folder and also available for perusal on the portal.

This procedure has been written to tie both the Fire Strategy and the DLD Fire Safety Policy together. Also to set clear instruction and responsibilities to both Urbanest staff, DLD Security and HouseParents.

The fire alarm is set up in line with the Fire Strategy. If there is a fire in a room in the Accommodation area, an alarm signal will be raised immediately in the apartment / studio / unit of fire incident upon detection. The fire alarm system will also alert Urbanest's concierge / security for them to investigate the fire alarm. At the same time, a signal will also be sent to the fire repeater panel located in the office behind DLD reception. The remaining areas of the building (residential and non-residential) remain occupied at this stage.

This is known as the **'First Knock'** (Time to investigate)

The first knock could be triggered by a number of reasons such as a small amount of smoke not serious enough to cause a full evacuation or to stop the lifts from going to ground but warrants an investigation.

A device malfunction could also cause a first knock alarm.

In the event of ...

- a) a second smoke detector being activated
- b) a manual call point being used
- c) sprinkler activation
- d) confirmation of a fire by the investigation team
- e) the investigation period having expired without the alarm sequence being cancelled

... an alarm signal will be raised on the affected floor in the evacuation zone of the fire incident in accordance with the evacuation procedures.

This is known as the **"Second knock"** (Time to evacuate)

In the event of the second knock, the A.O.V hatches (Automatic Opening Vent System) will start to extract any smoke from the corridors and straight out of the building (ensuring the fire exit route is visible, reduce the risk of smoke inhalation and also to stop smoke rising that could cause a second knock activation on the floors above), Locks on secure doors that separate the DLD Boarding House from Urbanest residents will drop to allow unhindered access to the emergency stairwell and the lifts will automatically go to ground.

Each floor is separated into 3 evacuation zones (A1, B1, C1) As shown in the fire strategy, with DLD '21' flats being in evacuation zone A1 and '09' flats being in evacuation zone B1.

The alarms will only go off in the zone / floor affected and it is that zone / floor only that will need to be evacuated, (although alarms could possibly be heard in adjoining zones).

If further evacuation of the building is required, this will be managed by the fire brigade.

In the instance of a fire and floor/s needing to be evacuated, the following will be put in place through Urbanest staff, DLD security and HouseParents.

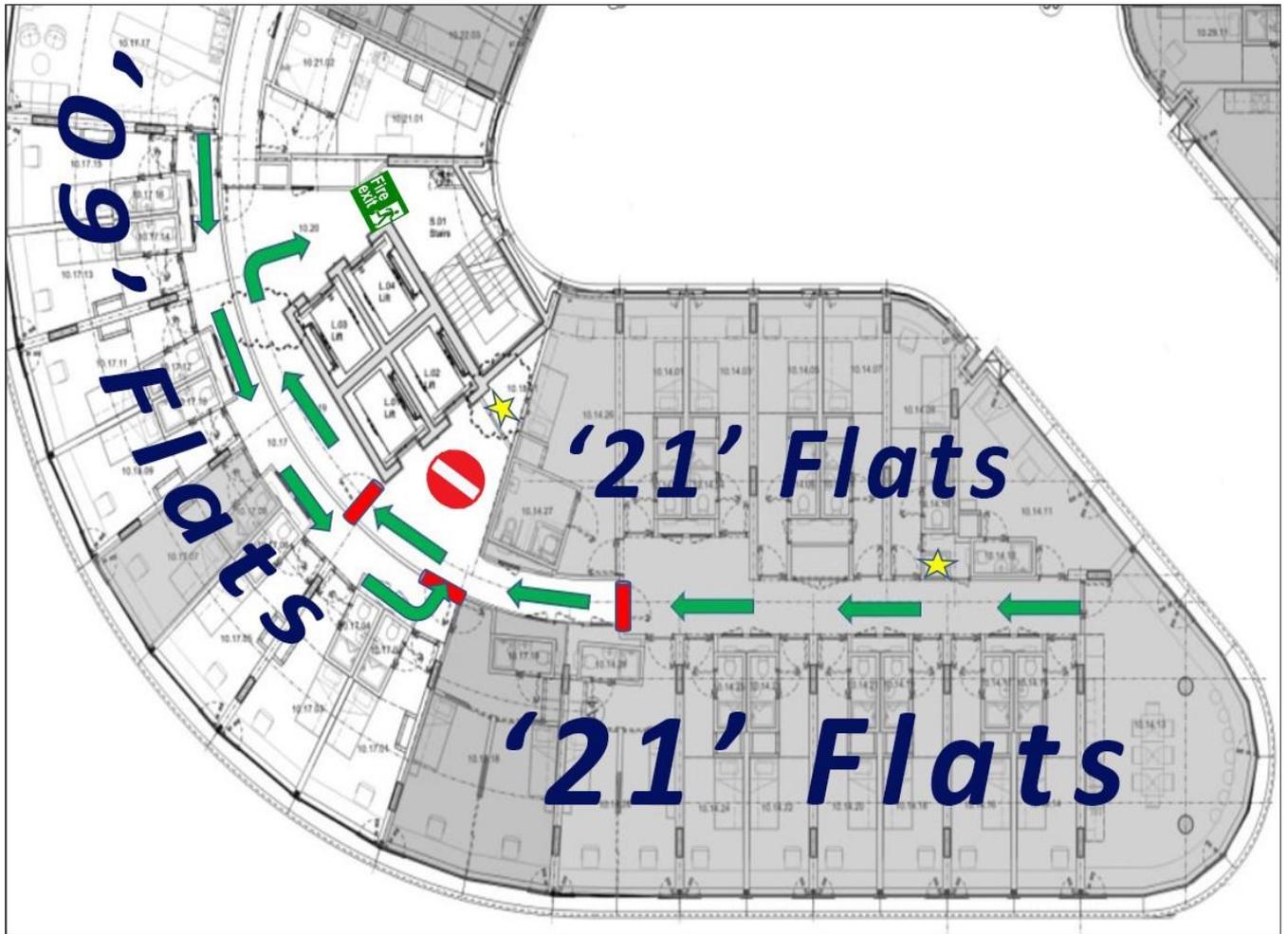
- In the event of the fire alarm being activated, Urbanest/security staff will check the fire alarm panel and the area in which the fire alarm has been activated. They will communicate with Houseparents in person or by mobile number, informing Houseparents which floors are being evacuated.
As way of secondary communication, DLD security will also phone the Houseparent on duty to inform them there is an activation and confirm the exact location which will be shown on the DLD repeater panel.
- Once the fire alarm has been activated, all Boarders should make their way to Stangate House, where a Houseparent will be waiting.
- Urbanest will knock on all doors on the floors the fire alarm is sounding, shouting "FIRE" Urbanest will not open and check room
- Houseparents will have a member of staff and a mobile phone at Stangate House, checking names against the Boarding fire register. Students will be contacted on their mobile phone, if they are not present during the evacuation, but listed on the fire register as being present.
- Urbanest will inform Houseparents when those floors are cleared for re-entry. If the fire brigade needs to be called, Urbanest will do this.
- Houseparents must email the Facilities Manager on their return, informing him of the fire evacuation details for records to be kept in the Fire Folder.

Further procedure, if it is not possible to re-enter the building. An agreement is in place for us to evacuate students into Park Plaza Westminster Bridge and/or Park Plaza County Hall on a very temporary basis, until further evacuation away from DLD can be arranged. Contact person at Park Plaza is Garrick Reid 0333 400 6112

FLOOR PLAN & ESCAPE ROUTE

Although some floors differ slightly in size, the layout is typically the same throughout.

DLD currently reside from the third to the seventeenth floor occupying all '21' flats and '09' flats on the eleventh to the fourteenth floor.



Exit Routes



Secure Doors



A.O.V Hatches