

GENERIC EMERGENCY EVACUATION PLAN FOR GUESTS, VISITORS, AND EXTERNAL GROUPS WHO MAY REQUIRE ASSISTANCE IN PETROS COURT ACCOMMODATION

Building	Petros Court, Rhodaus Town, Canterbury
Further Details	Blocks A1, B2, D2 & E2 all have accessible bedrooms on most floors.
Dates from/to	03/03/2022 – 02/03/2025
Version	2.0

PERSONS DESIGNATED TO ASSIST

The following have been designated to provide evacuation assistance:

Name/function	CCCU Security Personnel
Contact details	Petros Court Reception: 01227 922375 (Internal 2375) CCCU Campus Emergency Number: 01227 922111 (Internal: 2111)
Type of assistance	CCCU Security have been trained in the safe evacuation of persons who may require assistance, including evacuation aids such as the evacuation chair. On activation of any fire alarm within the building, if safe to do so, CCCU Security will attend to determine the cause and assist in evacuation. Security will also respond to any refuge call within the premises and attend to provide assistance as required.

Name/function	Hosts/Guardians of Persons That May Require Assistance
Type of assistance	Hosts or guardians with external groups such as summer schools are required to provide assistance to any pupil/resident who may have a condition which would restrict their safe evacuation. If allocated a room above ground floor and if safe to do so, they are to ensure they can reach a designated refuge area within the block where they reside. The host/guardian or individual that may require assistance is to use the refuge communication system to summon the assistance of CCCU Security based in Petros Court reception.

ACTION TO TAKE PRIOR TO AND ON ARRIVAL TO THE BUILDING

It will be a requirement of any guest, visitor or their host/guardian who has booked accommodation within Petros Court and who may require assistance in an emergency to make themselves known to staff at the reception. They can then be advised of the evacuation procedure with arrangements in place to provide assistance along with the location of the refuge areas in the block in which they will reside. For external groups such as summer schools etc. this plan is to be communicated in advance of arrival by the Accommodation and Conferencing Teams to ensure they are provided with information on arrangements in place in the buildings.

ACTION TO TAKE ON ALARM SIGNAL

The Fire Alarm will be a continual siren and flashing beacons will also activate in accessible flats and bedrooms.

The University operates a full evacuation policy on activation of any alarm within its premises. Therefore, as soon as a fire alarm activates, all occupants should proceed to leave their room as quickly as possible and proceed to evacuate the building using the protected routes and stairwell in the block. Once outside the building, the assembly point is located in the car park and lawn area outside the Petros Court complex behind Augustine House. Residents should not delay to collect belongings and should not re-enter the building until authorised to do so by CCCU Security staff.

The lifts within the building must not be used during an evacuation, therefore if any residents are unable to safely evacuate using the stairs, they along with their host/guardian (if applicable), should

proceed to the nearest refuge area within the protected stairwells and use the refuge communication panel to summon assistance.

On activation of an alarm, doors that are held open in normal conditions will close to ensure that protected routes can be maintained.

The fire alarm is tested on a weekly basis every Thursday between the hours of 11am & 1pm. This will last no more than 30 seconds – anything longer should be treated as a real emergency.

SAFE ROUTE(S)

All routes within Petros Court are constructed with sufficient fire resistance. In the event of evacuation, green directional signage as illustrated to the right should be followed indicating the way to the nearest exit.



There are refuge areas on all floors above ground in blocks with lift access which are identified by signage as indicated to the right. All refuge areas are within protected stairwells to ensure the safety of residents for a minimum of one hour.



Once outside the building, occupants should make their way to the designated assembly point located in the car park and lawn area between Petros Court and Augustine House.

In the unlikely event that a resident cannot evacuate from their room or flat due to any escape route being compromised, they are to remain in their room which is protected from the effects of fire for a minimum of 30 minutes, ensuring the door remains closed and await assistance from either CCCU Security or the Fire Brigade.

EQUIPMENT (including communication)

Refuge System – There are refuge areas with voice communication devices on all floors above ground level in blocks where lift access is provided. The refuge areas are located in the stairwell landings which are protected from the effects of fire for one hour to ensure the safety of residents. The refuge area and communication panel can be seen in the picture to the right.



Once operated, Security personnel will advise on what action to take, which will either be to remain at the refuge area due to the alarm activation being investigated, the alarm being confirmed as false or a planned drill taking place. If a real emergency has been confirmed, the advice will be to either remain at the refuge area due to no immediate threat in the vicinity or to await for staff to respond with evacuation equipment.

Signage – All campus locations are provided with sufficient fire safety signage (as indicated on the right) such as Fire Action Notices which display the designated assembly points and green wayfinding signage which should be followed to indicate the nearest escape route.



Fire Alarm Call Points – Red break glass call points (as indicated on the right) are located throughout the building, usually by exits and in communal areas, which should be activated in the event of any occupant discovering a fire, no matter how small.



Emergency Door Releases – On certain exit routes, doors may be locked under normal circumstances to ensure security of the buildings. Upon activation of a fire alarm the doors should release to allow occupants to escape; however, in the event of failure of the mechanism or in the event of power failure, emergency door release points (as indicated on the right) should be used which will immediately release the door.



Emergency Lighting – All escape routes within Petros Court are equipped with emergency lighting which will operate in the event of a power failure to ensure occupants are provided with adequate lighting levels to enable escape from the premises.

Firefighting Equipment – Fire extinguishers (typically Water & CO₂) are provided in common areas within the building. All kitchens are also provided with a fire blanket. Untrained occupants should not attempt to fight any fires within the premises unless their exit is blocked.



Evacuation Equipment – 2 evacuation chairs are located at Petros Court, as well as evacuation mats within all blocks which are provided with accessible bedrooms. Trained staff will respond if an occupant/s requires evacuation using one of these methods. Untrained personnel should not attempt to use the equipment.



In the event that an individual cannot transfer to an evacuation chair or other equipment, it will be a requirement to remain at a refuge area, along with their host/guardian (if applicable), until the emergency services provide assistance, as long as it is safe to do so. Security personnel will immediately advise the Fire Brigade of the location of any occupants still in the building.