

**Imperial College Union**

**Health and Safety Committee**

5 June 2019

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| **AGENDA ITEM NO.** | Item 5.16 (16/01/2019.) Item 5 (13/03/2019.) |
| **TITLE** | Fire Evacuation summary report.  |
| **AUTHOR** | Chief Fire Officer |
| **EXECUTIVE SUMMARY** | Following the annual unplanned evacuation on the 8th October 2018 at 10:30 (2 min 50 sec to clear the building) the committee requested an additional evacuation during a busier time, an additional evacuation was carried out on the 16th Jan 2019 at 15:05 and the building was cleared within 2 min and 40 seconds. The fire safety systems operated as expected however minor issues with the ERT control of the evacuation resulted in a delay in reoccupation |
| **PURPOSE** | Report to H and S Committee following the request for an additional evacuation. |
| **DECISION/ACTION REQUIRED** | ERT actions discussed with Security management, feedback provided to ERT. Importance of communication at assembly point and management of fire alarm activation revisited. Fire safety team have now introduced a new security based refresher course and are currently rolling this out college wide.  |

## On the 8th October 108 the annual evacuation of the ICU building was carried out. The unplanned evacuation occurred at 10:30 and resulted in the building being cleared in 2 minutes and 50 seconds.

## The fire safety system operated as expected with no deficiencies to report. The ERT response and building occupier response were considered suitable and sufficient with no feedback reported to the fire office.

## The committee requested that an additional evacuation (during a busier time) was carried out on the 16th January 2019 at 15:00. The evacuation resulted in the building being cleared within 2 minutes and 40 seconds.

## Although all the embedded fire safety systems operated as expected, the response from the ERT caused an element of confusion leading to a delay in re - occupation.

## The lack of visibility of the ERT and communication at the assembly point (and rear exit to the building) were flagged to security management and addressed on the day. In addition a “hot debrief “was carried out by members of the fire safety team. A new course has subsequently been introduced (Security/fire safety refresher) and the fire safety team are rolling this out across all campuses and providing additional guidance to improve the ERT response and management of fire alarm panels.

## The ERT response will be monitored during the next round of annual evacuations and a new KPI has been created to allow greater oversight.

## Sean Fanning

## Chief Fire Officer.

## 03 June 2019.