



BLLENHEIM WALK FIRE EVACUATION PROCEDURE

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Type: Procedure

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1. Introduction

- 1.1. For fire Evacuation purposes the Blenheim walk Campus is divided into two buildings for fire evacuation and these are named as building area 1 (the new extension) and building area 2 (the existing building) Blenheim walk uses a phased evacuation process should the fire alarm go into evacuation mode. This is to ensure that fire evacuation at Blenheim walk can be managed effectively on a larger campus.
- 1.2. The segregation link point between both buildings are the fire doors by the existing DCB staircase (Building Area 2) and the new extension (Buildings Area 1) at all levels - these doors are interfaced into the Fire alarm system. **(See Appendix 1)**
- 1.3. If the alarm activates in the new extension (Building area 1), only building area 1 would evacuate and building area 2 would go on standby but will not need to evacuate. The fire doors toward building area 2 would lock, stopping individuals moving into the evacuating building side. The locking of these doors will be indicated by a red flashing beacon above them.
- 1.4. If the alarm activates in the existing build (Building area 2), building area 2 would evacuate and building area 1 would go on standby but will not need to evacuate. The fire doors toward building area 1 would lock stopping individuals moving into the evacuating building area. The locking of these doors would also be indicated by a red flashing beacon above them (see Appendix 1 attached).
- 1.5. If fire alarms in both building area 1 and 2 are activated at the same time all doors will remain released and a full evacuation of the Blenheim walk Campus will take place.
- 1.6. The interface doors will only lock on a fire alarm activation and will remain open at all other times.
- 1.7. There are fire exits in both building areas and the locking of the interface doors does not affect any fire escape routes being used out of both areas.

2. Assembly points: (Upon Hearing the Fire Alarm you must proceed directly to your nearest Assembly point)

2.1. Building Area 1 Assembly Points (new extension):

External assembly point C - Archery Road

Blenheim Point
Assembly Point -

Blenheim Point & Leeds Student Medical Practice Car Park

2.2 Building Area 2 (Existing site Assembly points):

External assembly point B - Back yard near gates

External assembly point C - Archery Road

(See Appendix 2) external assembly point locations)

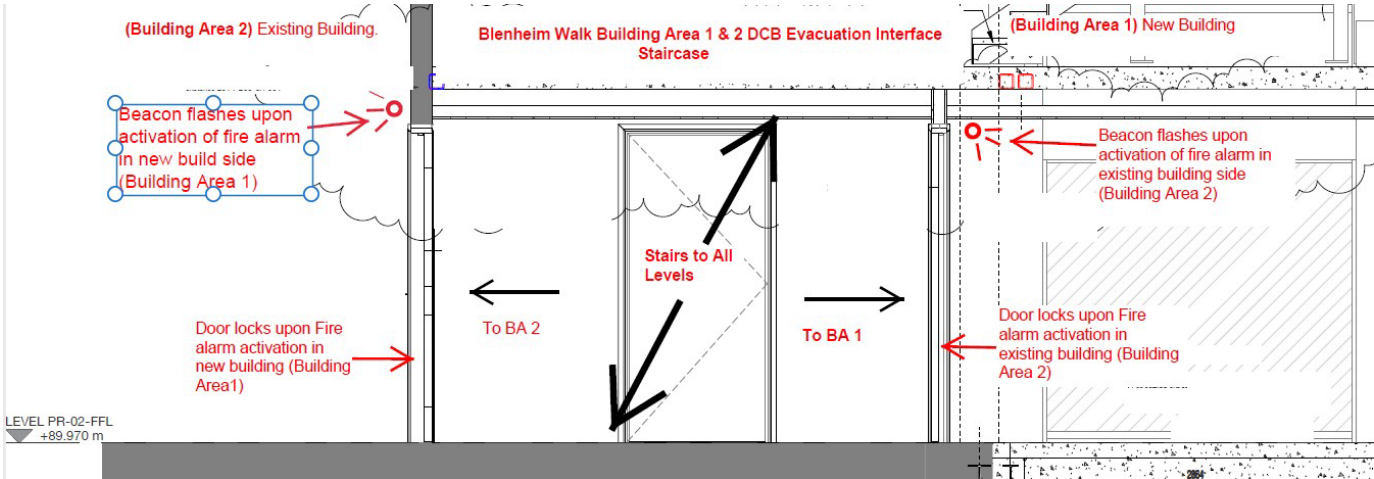
3. Fire Escapes Building Areas 1 & 2

- 3.1. Anyone evacuating at the rear of building area 1 to reach assembly point C must use the adjacent gate leading directly to assembly point C.
- 3.2. In both building areas 1 & 2 there are a sufficient number of fire escapes for safe evacuation. Evacuations should be carried out as quickly as possible by using the nearest fire escape to your location and staff and students should assemble at the nearest assembly point to that fire escape.
- 3.3. (See Appendix 3 & 4) BA1 & BA 2 Evacuation Routes and Fire Escape Locations.

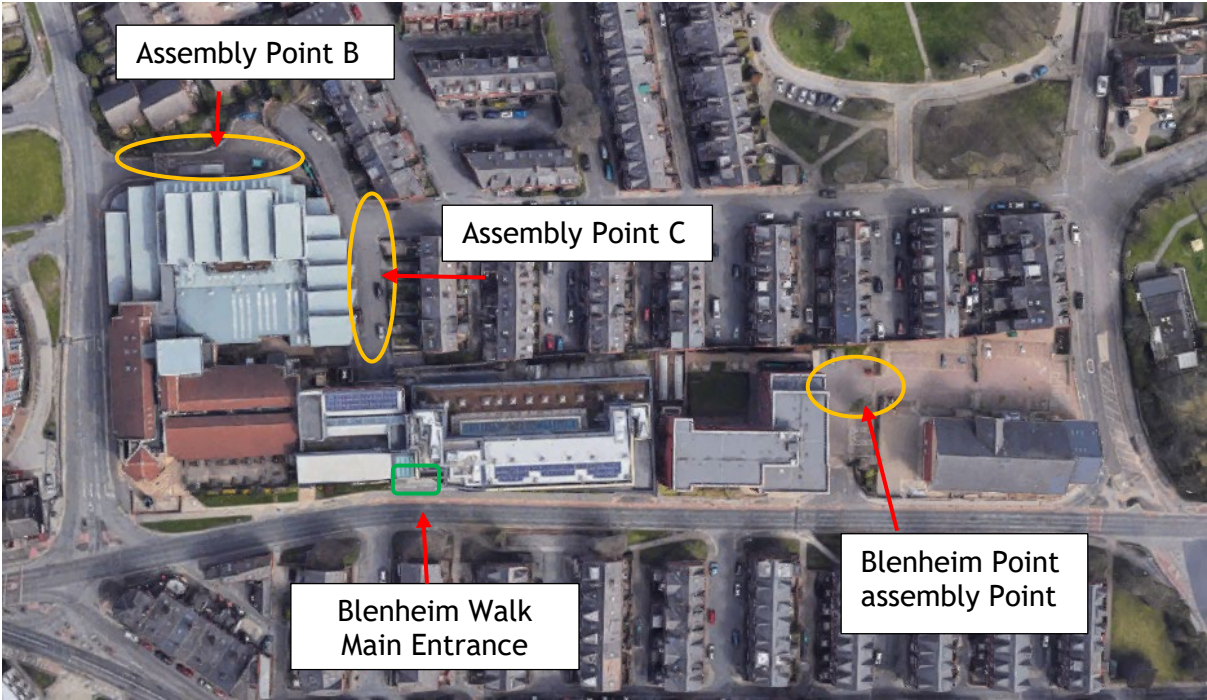
4. Alarm Activation

- 4.1. If the alarm is activated in the building area you are in you will need to:
 - Ensure the areas you work in are cleared of people and that colleagues and students evacuate.
 - Proceed to the nearest assembly point by the nearest available exit in a prompt fashion.
 - When at the assembly point report to a fire warden to confirm your area is clear. If you have seen fire or smoke in the building please also inform the fire warden.
- 4.2. With a larger site we need to be increasingly vigilant in areas such as walkways etc. and ensure that fire routes and doors are kept clear at all times. It is also mandatory that vision panels in doors are not obstructed or covered. Do not prop or wedge fire doors open.
- 4.3. If you see fire or smoke please raise the alarm by using the nearest red break glass call point.
- 4.4. Please familiarise yourself with the routes out of your areas and if you are responsible for other staff or students, make sure they also know where to go.
- 4.5. If you would like to discuss any of this further please contact Joan Williams, Risk and Safety Manager. Joan.williams@leeds-art.ac.uk

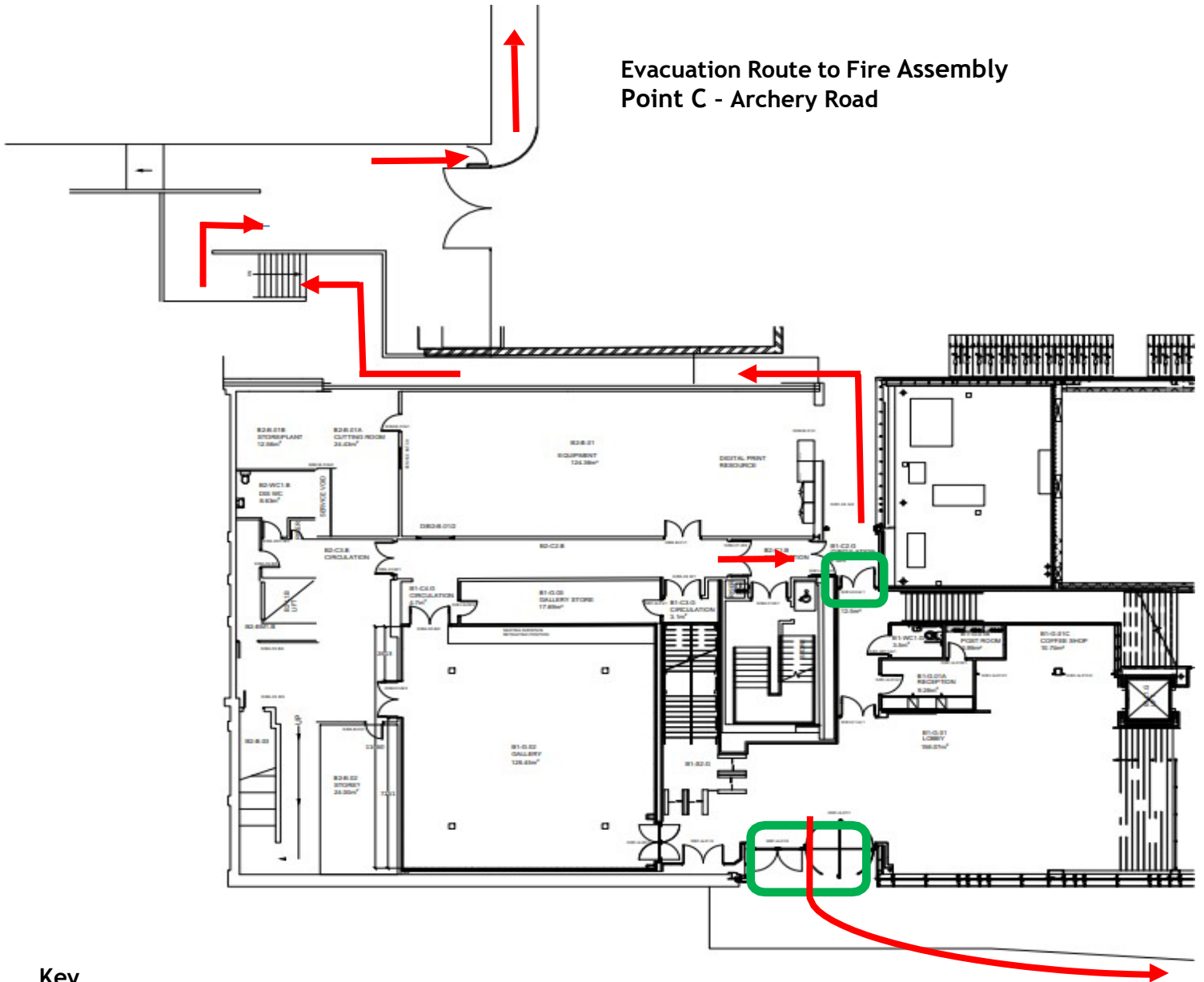
APPENDIX 1 Building Area 1 & 2 Phased Evacuation System



APPENDIX 2 Blenheim Walk Assembly Points



APPENDIX 3 Blenheim Walk Building Area 1: Entrance & Rear



Evacuation Route to Fire Assembly Point C - Archery Road

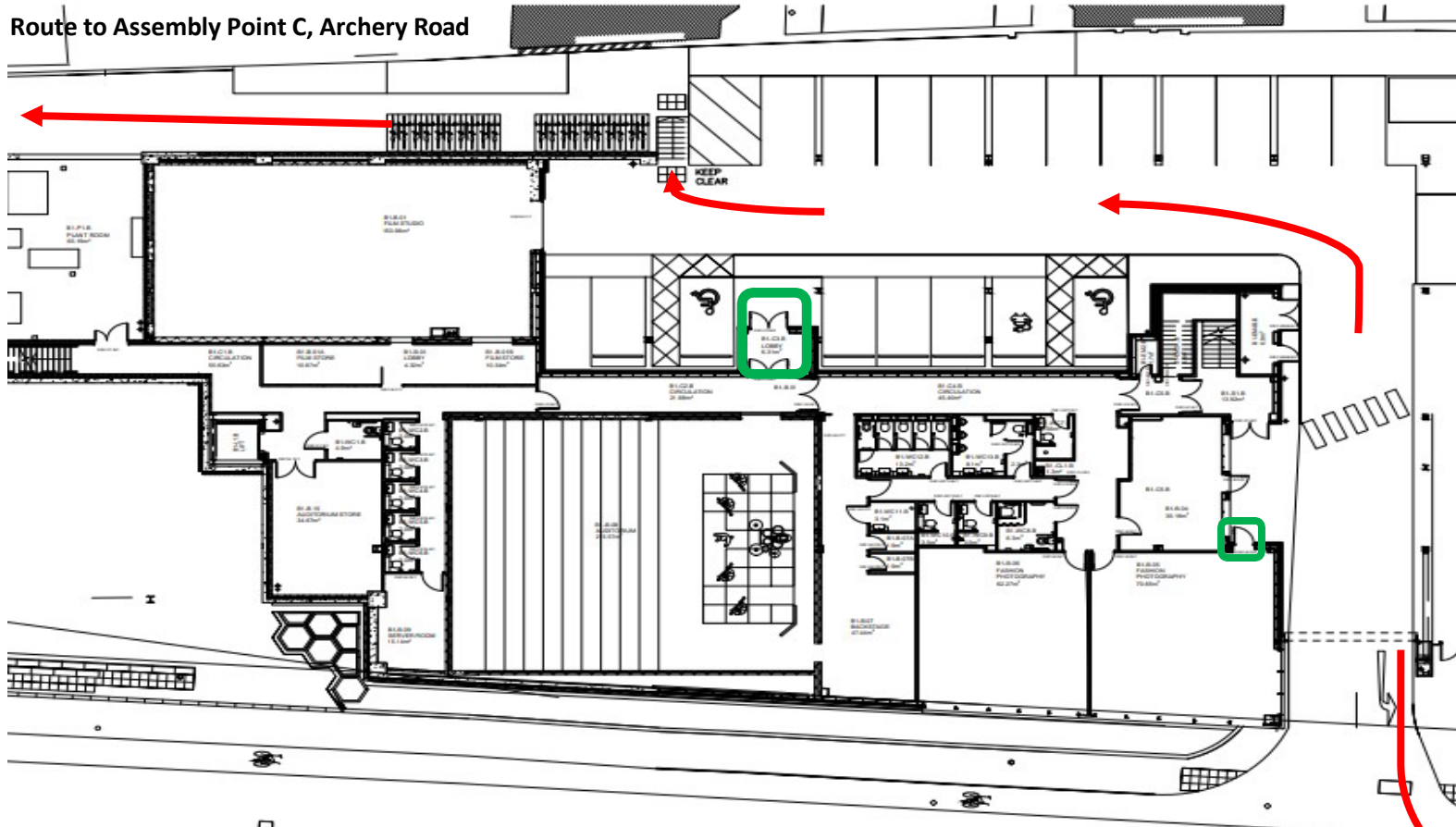
Key

- Fire exit route to the nearest exit
- Fire exit doors from the building


Evacuation Route to Blenheim Point Car Park Fire Assembly Point

Blenheim Walk Building Area 1 Evacuation Routes & Assembly Points – Basement Level

Route to Assembly Point C, Archery Road



Key

 Fire exit route to the nearest fire exit

 Fire exit doors from the building

Route to Blenheim Point Carpark
Assembly Point

Building Area 2 Evacuation Routes and Assembly Points - Ground Floor

