

UNIVERSITY COLLEGE LONDON

PREMISES FIRE SAFETY HANDBOOK

Regulatory Reform (Fire Safety) Order 2005

1 - 19 TORRINGTON PLACE

University College London
1-19 Torrington Place, London, WC1E 7HB

Fire Alarm (specific Information)

Fire Extinguishers

Other Information

INTRODUCTION NOTES

Contents

8.

This document provides information that you need to know in order to use your building safely whilst complying with UCL policy and fire safety legislation. Each UCL building has been given a risk rating, and this dictates how often fire safety reviews take place, as well as how often departmental staff and fire evacuation marshals should receive full fire safety training.

UCL Departments must ensure that:

- all new staff are provided with adequate induction training;
- this training is refreshed periodically (depending on the fire risk rating below);
- fire evacuation marshals (FEM) are appointed for each floor of the building;
- fire evacuation marshals are suitably trained, including refresher trained periodically (depending on the fire risk rating);
- departmental areas and the risks contained therein are managed safely;
- appropriate arrangements are in place to ensure the safe evacuation of disabled people;

Fire Safety Reviews - UCL Fire Safety Team will periodically carry out fire risk assessments and fire safety reviews. The period in which these reviews will take place will be dictated by the determined risk category of the building.

Fire Drill - UCL will deliver drills on a risk-based programme. Fire drills are incorporated into the fire risk assessment programme to create a fire safety package at each building on a risk-based frequency. A full fire evacuation rehearsal will be carried out at a frequency determined by the Building Category

1. Introduction

This short guide provides basic fire safety information for occupants and visitors at the **1-19 Torrington Place**.

2. General Building Description

Completed in 1960 by Mullard Ltd which used 1-19 Torrington as their company headquarters before being bought out by the *Dutch Philips Electronics company* and becoming Philips UK headquarters. The name was then changed to Philips House; UCL purchased the building in the late 1990s.

The premises comprises of an 'L' shaped building with a eleven story tower running west / east along Torrington Place and ground to sixth floor west wing running north / south along Tottenham Court Road. The building is approximately 35m high, has a 2-storey podium to the front with a 10-storey block to the rear. It has a subbasement, basement, ground, levels 1 – 10, 11th floor plant room and roof. New teaching space has been created at the basement and ground levels and associated refurbished reception, entrance and facilities in 2018.

For fire safety purposes 1 - 19 Torrington Place (Bldg: 086) and 188 Tottenham Court Road (Bldg: 363) except for retail shops at ground & lower ground levels are a single building, with interconnecting fire alarm systems. A separate fire premises handbook is provided for 188 TCR. The shops have separate emergency evacuation arrangements to the UCL demise, but have a right of escape from lower ground level through the rear car park of 1-19 TP and out to the street.

1 - 19 Torrington Place (1-19TP) - is formed of the Main Tower (East Wing) comprising of ground & 11 storeys with lower ground floor and sub-basement area. The West Wing is formed over the shops on Tottenham Court Road between first floor & fifth floors attached at upper levels to the main east tower. There is escape to ground level but no separate building access to the west wing except through the main tower (east wing).

188 Tottenham Court Road (TCR) - forms the basement of the west wing with the ground level/lower ground floors occupied by shops & businesses except for the small UCL entrance to sub-basement located at 188 TCR, which has its own separate Fire Strategy (Bldg: 363).

General arrangement plans are attached including the Fire Assembly Point location

3. Means of Escape (MoE)

- Teaching Space Ground Floor:
 - teaching space occupants can escape through main entrance and reception and out to street level;
 - additionally, teaching space users can escape into the west lift lobby merging with occupants escaping from upper floors through Stair A and out through triple escape doors to street level;
 - Note the east stair (Stair B) occupants <u>do not escape through the Reception and main entrance</u> but continue to lower ground level and leave via doors to the rear of the building and travel further up the east vehicle ramp to street level;

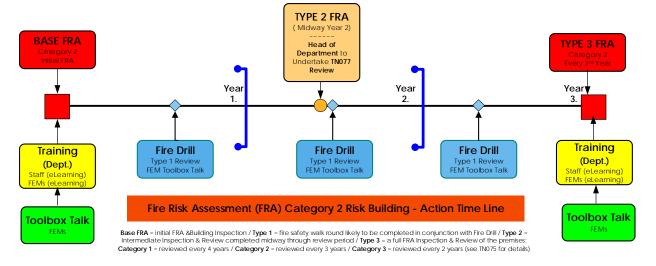
Date Last Amended: Jul 18 EP: 2 of 8.

• Teaching Space Basement / Lower Ground Level:

- teaching space users escape through the east stair lift lobby (Stair B) and leave via doors to the rear of the building and travel further up the east vehicle ramp to street level;
- o additionally, teaching space users can escape through central escape doors and cross bridge to the rear of the building and continue traveling up the east vehicle ramp to street level;
- East (Main) Tower the means of escape from each floor is served by two x stair enclosures at each end of building, with access to either stair. These stairs are not discounted for escape purposes, as they are provide 2 x fire doors forming a fire and smoke lobby of 60 minutes protection;
 - Stair A (West Stair) discharges into west lift lobby and out to street level via;
 - Stair B (East Stair) fire escape exit is at lower ground floor into rear courtyard and travel further out via the east vehicle ramp to street level;
 - Note these fire & smoke lobbies are to remain sterile with no storage permitted.
- West Wing the means of escape from each floor is served by two x stair enclosures at each end of the wing and the central exit leading into East Tower and Stair A;
 - Stair N (West Wing North Stair) fire escape discharges at lower ground level into rear courtyard with travel further out via the east (or West) vehicle ramp to street level;
 - Stair R (West Wing South Stair) discharges at street level onto Torrington Place, adjacent to the west vehicle ramp;
 - Stair S (No Escape) central accommodation stair only;

3.1. Other Information:

- You should receive local fire safety familiarisation from your department, walking you through the fire escape routes from the building;
- Fire Risk Assessment and staff training schedules for 1-19 Torrington Place;



Date Last Amended: Jul 18 EP: 3 of 8.

4. Instruction to Building Occupants

Relevant	Building Fire Risk Rating:	Category 2 Risk
	Fire Risk Assessment (risk rating timeline):	Fire Risk Assessment in this building will be undertaken every 3 years (subject to building changes or alterations)
	Fire Risk Assessment (FRA) Reviews:	The UCL Fire Safety Team will conduct a building review prior to the annual fire drills. A comprehensive fire risk assessment audit inspection will be carried out in the interim between the defined risk assessment periods as follows: • for Cat 3 risk buildings – 1 year following main FRA; • for Cat 2 risk buildings – every 1/½ years following main FRA; • for Cat 1 risk buildings – every 2 years following main FRA;
	Department Fire Risk Review (iaw TN077 & TN077A):	Departments - review periodically (but at least annually or more frequently if higher risk) and keep completed copies locally for fire brigade inspection; FEMs or other designated persons conduct building inspections iaw TN77a and Department Managers should update records iaw TN077.
	Staff Training (TN086):	New Staff Induction – within 3 days upon arrival carry out full walk of building, escape routes. The new arrival must then complete 'Basic Fire Safety' eLearning on Moodle. Refresher - full training as per induction to be completed by all staff / contractors within periods determined by the risk rating time line indicated above for this building (every 3 Years).
	FEM Training (TN099):	Minimum number of trained FEMs per floor & wing in this building is: Four (4) New / Initial FEM training - completed through eLearning on Moodle. Refresher - the FEM refresher period is determined by the risk rating timeline, indicated above, for this building. (Additional refresher training will be delivered by means of Toolbox Talks to FEMs annually, following the fire evacuation drill)
	Fire Drill:	Fire drills are incorporated into the fire risk assessment programme to create a fire safety package at each building on a risk-based frequency.
	Persons with Disabilities:	Department to provide PEEPs and specific arrangements (see details below)
	Other Information:	None

Date Last Amended: Jul 18 EP: 4 of 8.

5. Emergency Disabled Evacuation Provisions

Relevant Information	Mobility Impaired Persons (MIP) or Persons with Disabilities:	Department's local management arrangements and fire evacuation strategy for MIP and disabled persons should not rely solely on the Fire & Rescue Service, rescuing people waiting in refuges, but for the Department to have satisfactory arrangements in place to assist persons from the building to a place of permanent safety.
	Personal Emergency Evacuation Plan (PEEP)	Managers should develop Personal Emergency Evacuation Plans (PEEPs) for all MIP or staff and students with disabilities under their responsibility. PEEPs should be conducted for all areas that persons with disabilities are likely to visit and should be completed iaw the instructions provided on RiskNET under the section 'Risk Assessments' > Personal Emergency Evacuation Plans. Further information is also available from www.ucl.ac.uk/fire/documents under 'Disabled Staff and Student Guidance'
	Disabled Refuge Facilities: (Generally, only provided on individual Risk Assessment or as part of a PEEP initiated by the Department):	Some UCL buildings have refuge areas, which are surrounded by fire-resisting construction. These are to be considered as temporary waiting areas only. Disabled people should never be left in the building, as departments must always have sufficient procedures in place to evacuate disabled persons. The refuge may be used as a safe place for a less ambulant person to wait for everyone else to leave, before making their way down the stairs (with assistance if necessary) at their own pace.
	Disabled Refuge Communications Facilities: (Communication for disabled refuges have BT big button phone or system complying BS5839-9):	 (1). Local communications by phone or talk box with specific building instructions and numbers to call; (2). Mobile Users should call the UCL Security Control Room (available 24/7) who can arrange help and assistance on: 020 7679 2222 (Ext: 222) Alternative Number (24/7) - 020 7387 5256; UCL Security Ops (24/7) - 020 7679 2108 (Ext: 32108);
	Disabled Evacuation Lift:	None - progressive horizontal evacuation available
	Deaf Persons Fire Alarm Alerting Facilities (Change to alerting facilities for hearing impaired people):	Deaf Messaging System (DMS) (see UCL Fire Safety Tech Note TN 007) - a DMS is provided and connected to the fire alarm system to send out a text message upon fire alarm activation to those who have opted into the service. Blue information stickers at the entrance to the building provide the text information and instructions; DMS Ref text 1-19TPDMS30
	General Emergency Evacuation Plan (GEEP):	The building is provided with fire safe lobbies to each stair - which will provide time for arrangements to be made for others to assist. The person you are visiting will take you to the refuge, which is within the evacuation stairway at each level of the building and ensure that FEM s or others are informed that a refuges is being used. If you are able, make you own way down the stairs in your own time, once all other occupants have passed you.
	Other Information:	Refuges - safe refuges are provided on the landings or within the stair enclosure of first to tenth floors, west stair (Stair A) ;

Date Last Amended: Jul 18

6. Centrally Timetabled Space - Disabled Access Provisions

E	Centrally Timetabled Lecture Theatres & Seminar Rooms - Mobility Impaired Persons (Wheelchair) Emergency Egress Facilities / Arrangements	
Lecture Theatre / Seminar Room Locations	Accessible / Egress	Evacuation Arrangements (None¹ / Limited² / Accessible³)
Seminar Rm 433 (West Wing 4 th Floor)	Limited	Access via staff entrance (west) ramp to entrance lobby and up to 4th floor via staff lifts along west wing corridor to seminar room, some assistance may be required. Emergency Egress - progress to west end lobby or move into main stair landing once occupants have all passed, which provided up to two hours of fire protection from floors.
Galton L/T Room 115 (1st Floor)	None	Lecture Theatre is not wheelchair accessible
Computer Cluster Room 113 (1st Floor)	Limited	Access via staff entrance (west ramp) and ground floor corridor (Note a number of doors in corridor some need to be kept shut and assistance may be required). Emergency Egress - progress to west end lobby or move into main stair landing once occupants have all passed, which provided up to two hours of fire protection from floors.
Ground Floor Lecture Theatres & Seminar Rooms - G08, G09, G10, G12, G13 & G20	Accessible	Access via main entrance lift or staff entrance (west ramp) via link corridor (<i>Note a number of doors in corridor some need to be kept shut and assistance may be required</i>). Emergency Egress - move to main entrance staff entrance or at the west end - and self-evacuate through disabled doors to lift or ramp to Torrington Place.
Basement (Lower Ground Floor) Lecture Theatres & Seminar Rooms - B07, B08, B09, B17 & B20	Accessible	Access via main entrance lift or staff entrance (west ramp) via link corridor (Note a number of doors in corridor some need to be kept shut and assistance may be required) and use lift to descend to lower ground level. Emergency Egress - progress to central exit from corridor or base east stairs (Stair B) or to side fire exit from B17 lecture theatre and move into the rear car park / service yard. From rear carpark / service yard, egress to street level is via principally the east vehicle ramp (west may be used if available) - assistance will be required reach street level due to the steep incline of the ramps. However, the carpark and service yard may present a temporary safe (refuge area) location initially as out of the building.

¹ None - No MIP (specifically wheelchair) Access or Egress available due to location, steps or lifts;

Date Last Amended: Jul 18 EP: 6 of 8.

² Limited - Emergency egress requires management & other assistance, should be planned & written up on PEEP;

³ Accessible - MIP Access and Egress available without general assistance as generally facility where practical to self-escape;

7. **Specific Evacuation Instructions**

Fire action	Local fire information:	Fire Action Notices (and in some premises, additional supplementary instructions) located throughout the premises at fire points and within residential sleeping accommodation rooms provide the local fire Emergency Plan and you should be aware of their contents.
	Action on discovering a fire:	On discovery or being made aware of a fire, immediately raise the alarm to give warning throughout the building by operating the nearest fire alarm manual call point (red).
	On hearing the fire alarm:	On hearing the fire alarm, leave the building immediately by the nearest available fire exit (this may not necessarily be the way you entered the building).
Fire alarm	The fire alarm system:	(1). This building is equipped with a single stage addressable fire alarm system. Which when activated, emits a continuous warning throughout the building.
		(2). Automatic Fire Detection (AFD) – smoke & heat detecting devices are provided for early warning of fire to aid faster escape.
		(3). Manual Call Points (MCPs) - means for raising the fire alarm in addition to fire detection is by operating MCPs that may be found on routes leading from the building (including corridors, landings, staircases & final exits).
	Calling the fire brigade:	Dial Ext: 222 (020-7679-2222) on a UCL Internal Extension and report the fire (use the Building Reference number to assist in identifying the premises or the address shown on the UCL Fire Action Notices). This building's fire alarm system is monitored on a 24-hour basis who will summon the Fire Brigade. However, you should always make an Emergency Telephone call (Ext: '222') to raise the alarm.
Do not use lifts	Evacuation procedure and using lifts during fire:	On hearing the alarm or being directed by a Fire Evacuation Marshal (FEM), occupants are to evacuate the building by the nearest available escape stair, corridor or exit route to the Final Exit from the building. If your escape route is blocked / obstructed by fire or smoke, you should turn your back on the fire and follow the alternative route from the building by following the green fire escape directional signage provided. Lifts should not be used in the event of the fire alarm sounding.
	Fire Assembly Point:	On leaving the building you should proceed to the Fire Assembly Point; the location of the Fire Assembly Point(s) is indicated on the local Fire Action Notices provided, which may also be supplemented with additional information such as local escape route plans etc. Do not obstruct the building entrances as this may hinder access to the fire brigade crews & appliances. Beware of the road traffic and your and others safety during the evacuation!
In case of fire break glass	Electronic security door release mechanisms see TN002 and TN004:	Where fitted doors forming part of the Means of Escape (MoE) may be
		provided with Electromagnetic Security Locks (Gallagher): (1). Generally, locks release on activation of the fire alarm system (but
		there are some specialist exceptions to this requirement); (2). Each door in direction of escape is provided with an independent 'break glass' emergency release device (green box) that may be activated to release the door in an emergency.

Date Last Amended: Jul 18 EP: 7 of 8.

8. Fire Alarm (Specific Information)

- Call points fire alarm 'manual call points' are found in routes leading from the building (including corridors, landings, staircases & final exits), to raise the alarm manually;
- **Sounders** fire alarm sounders are formed a two tone electronic sounders;
- Weekly testing of the fire alarm see www.ucl.ac.uk/fire/documents TN062;
- Lifts, ground on activation of the fire alarm;

9. Fire Extinguishers

- Extinguishers;
 - o 6 x Litre multi-purpose Water Mist extinguishers (lower ground floors);
 - o 2 x fire hose reels provided on upper floors in cupboards;
 - o 1 x 2 Kg carbon dioxide (CO₂) extinguishers adjacent to hose reels;
 - o Additionally, extinguishers provided at other high risk activities;
- Fire Blankets are provided in kitchens and tea points;
- See www.ucl.ac.uk/fire/documents TN027A, TN028, TN031 & TN035;

Other Information

- (a). Location and Provision of Lockers (Circulation Areas) stairs and some corridors are to remain free of any storage including lockers.
 - See www.ucl.ac.uk/fire/documents TN070;
- (b). Kitchens and Tea Points:
 - Management of unwanted alarms and fire risks please see TN105A on the definition of kitchens, tea points, what equipment and activities is permitted within them.
 - See www.ucl.ac.uk/fire/documents TN105a;

Take every opportunity to familiarises yourself with the building and the fire arrangements

Date Last Amended: Jul 18 EP: 8 of 8.





1 - 19 Torrington Place & 188 Tottenham Court Road



On discovering a fire - operate the nearest fire alarm call point.

Dial extension '222' on a UCL internal telephone giving the building name and this FIRE ZONE Number – 086 & 363



Only attempt to fight the fire, if it is safe and practical to do so – <u>always</u> read the multi-purpose fire extinguisher instructions prior to tackling the fire incident.

Water Mist Extinguishers are safe to use on Electrical and Flammable Liquid fires



On hearing the fire alarm - leave the building by the nearest AVAILABLE FIRE EXIT.

- CLOSE all doors and windows as you leave.
- Do NOT stop to collect belongings.
- Do NOT use the lift.
- Do NOT re enter the building until instructed to do so by the Senior Fire Officer present.



When clear of the building - proceed to your designated FIRE ASSEMBLY POINT at:

Huntley Street
Tottenham Court Road





1 - 19 Torrington Place & 188 Tottenham Court Road

Torrington Place

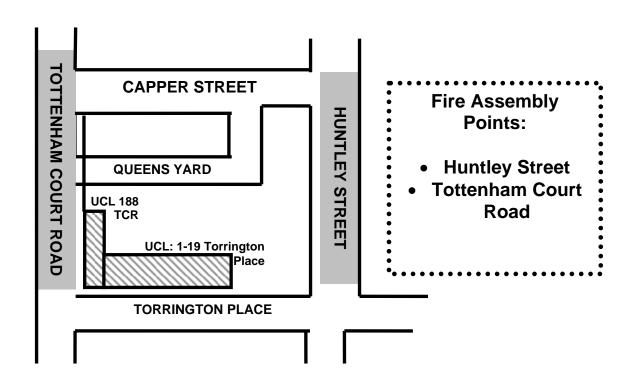
Additional Fire Action Instructions:

The fire alarm warning in this building is an electronic alarm with a distinctive:

'TWO TONE' Signal

This warning denotes that you are to evacuate the premises immediately by the nearest available exit, on leaving the building proceed directly to a Fire Assembly Point.

- Do not use the lifts,
- Do not congregate by the main building entrances,
- Do not obstruct the road or pavements,







Deaf Messaging Service (Fire Alert)

at

1-19 Torrington Place & 188 Tottenham Court Road

DEAF TEXT MESSAGING SERVICE INSTALLED

in this building

To connect to the Fire Alarm Activation Deaf Messaging Service for

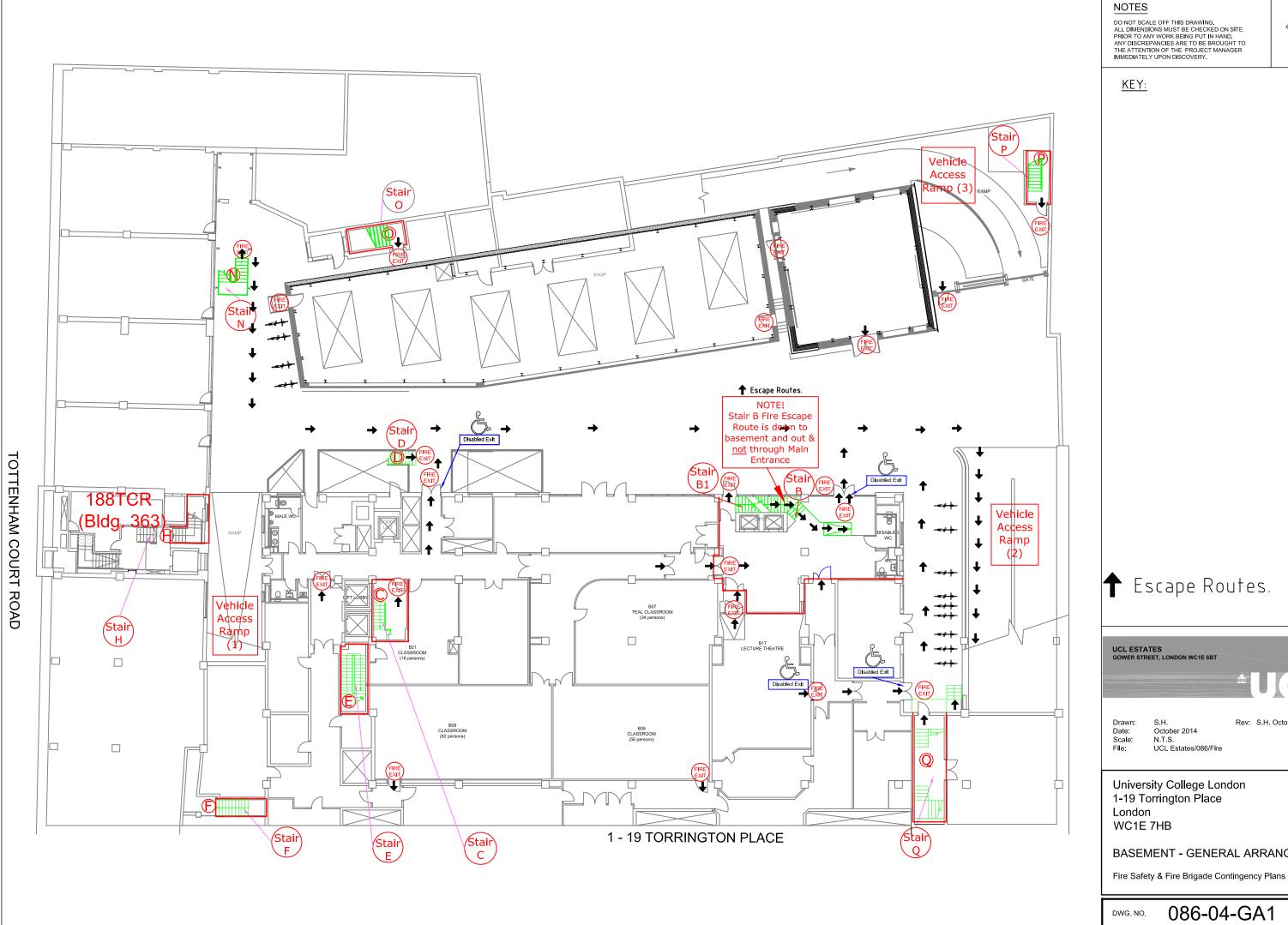
1-19 Torrington PI & 188 TCR

TEXT this Location:

1-19TPDMS30

To: 07797 - 870999

Issued by the: Dec 17



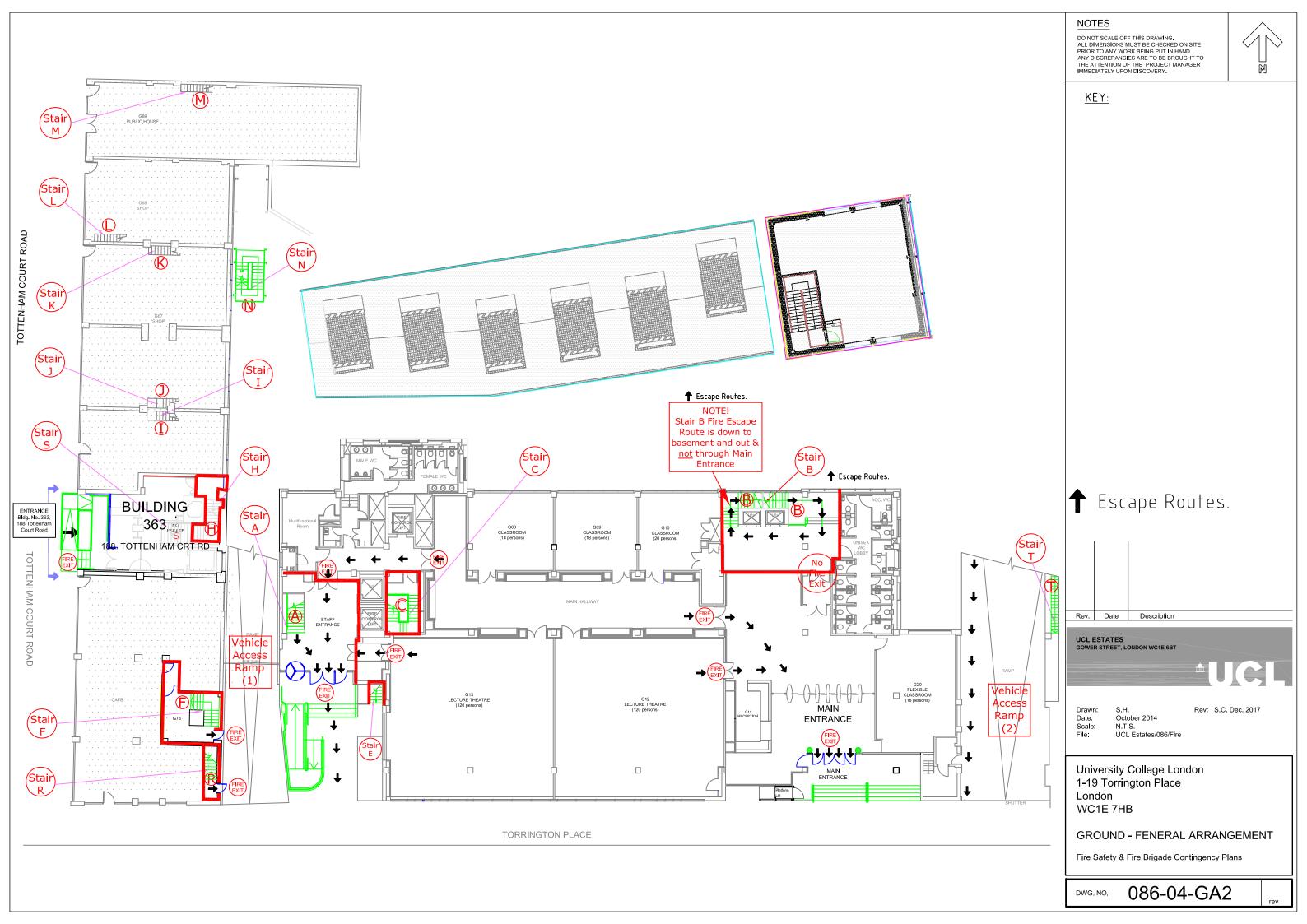


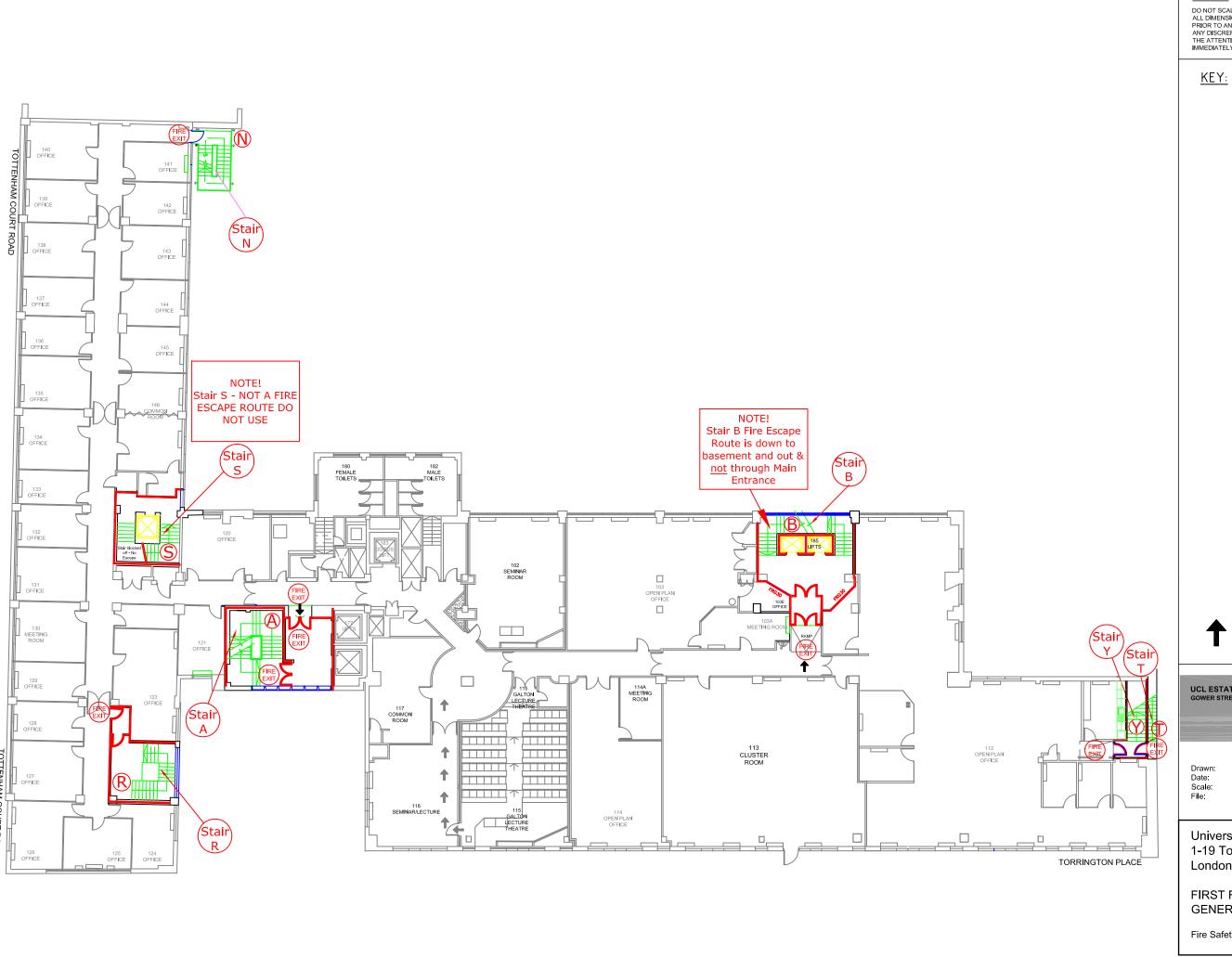
↑ Escape Routes.



Rev: S.H. October 2014

BASEMENT - GENERAL ARRANGEMENT





NOTES

DO NOT SCALE OFF THIS DRAWING.
ALL DIMENSIONS MUST BE CHECKED ON SITE
PRIOR TO ANY WORK BEING PUT IN HAND.
ANY DISCREPANCIES ARE TO BE BROUGHT TO
THE ATTENTION OF THE PROJECT MANAGER
IMMEDIATELY UPON DISCOVERY.



↑ Escape Routes.

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GOWER STREET, LONDON WC1E 6BT



Rev: S.C. December 2017

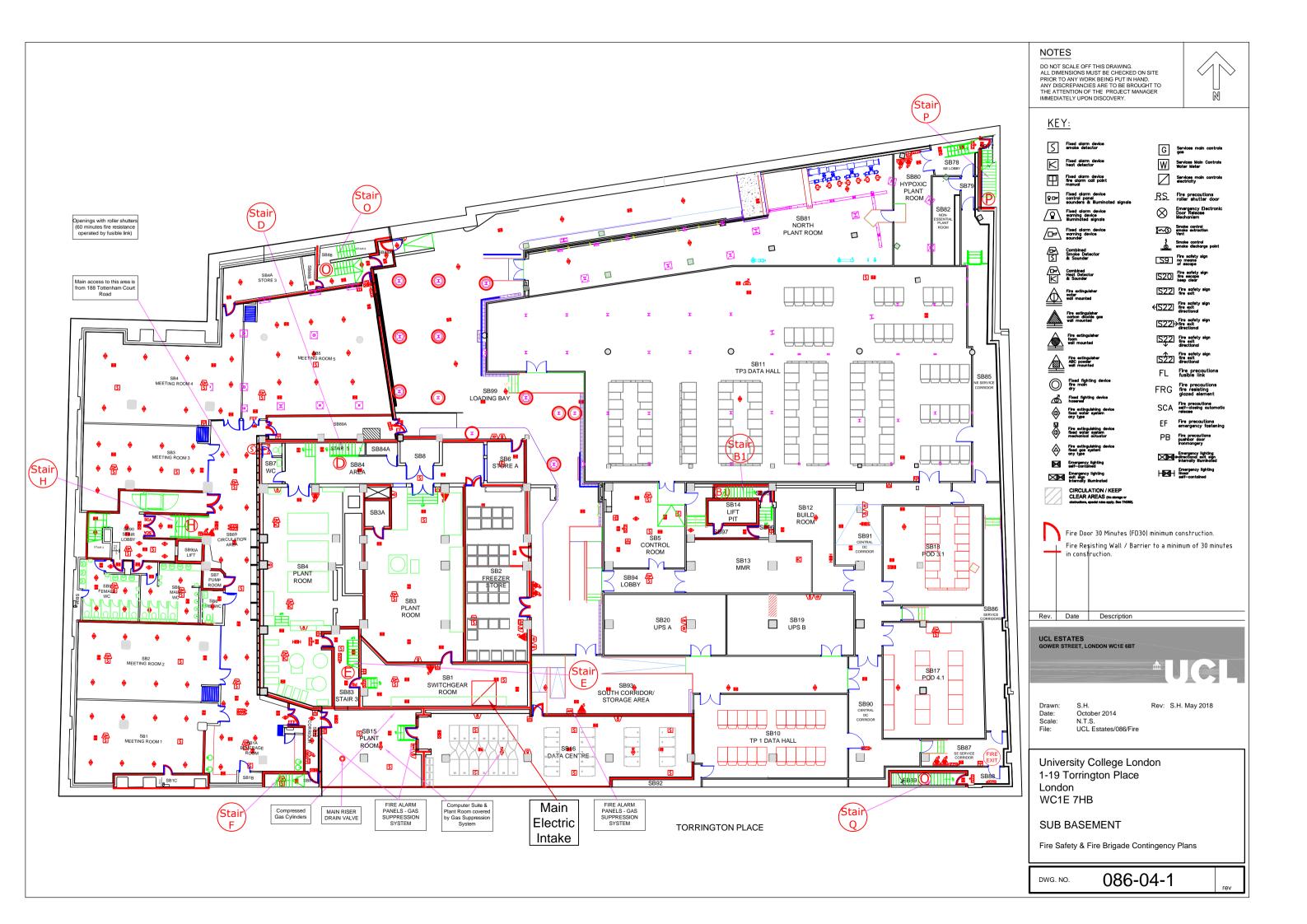
October 2014 N.T.S. UCL Estates/086/Fire

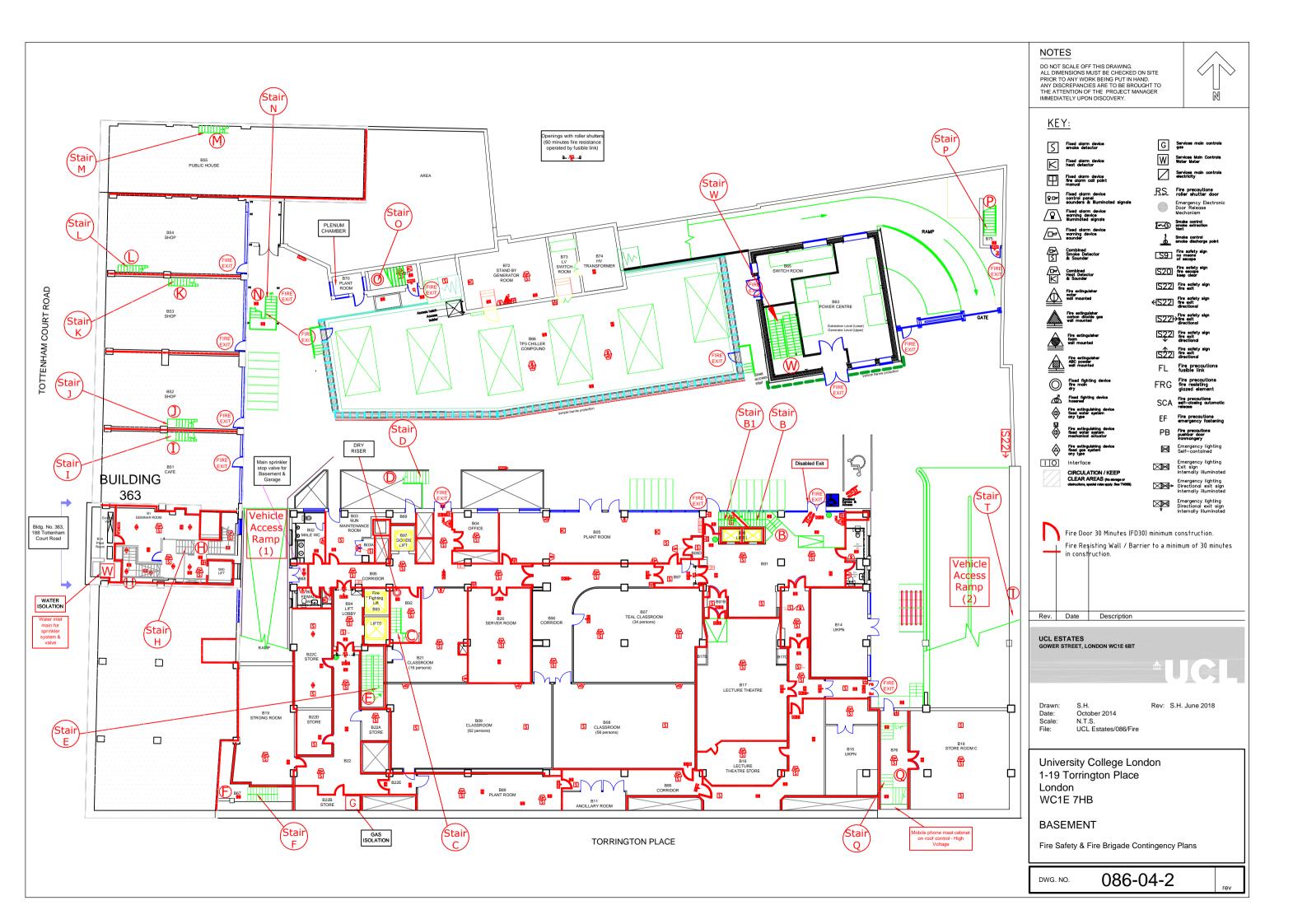
University College London 1-19 Torrington Place London, WC1E 7HB

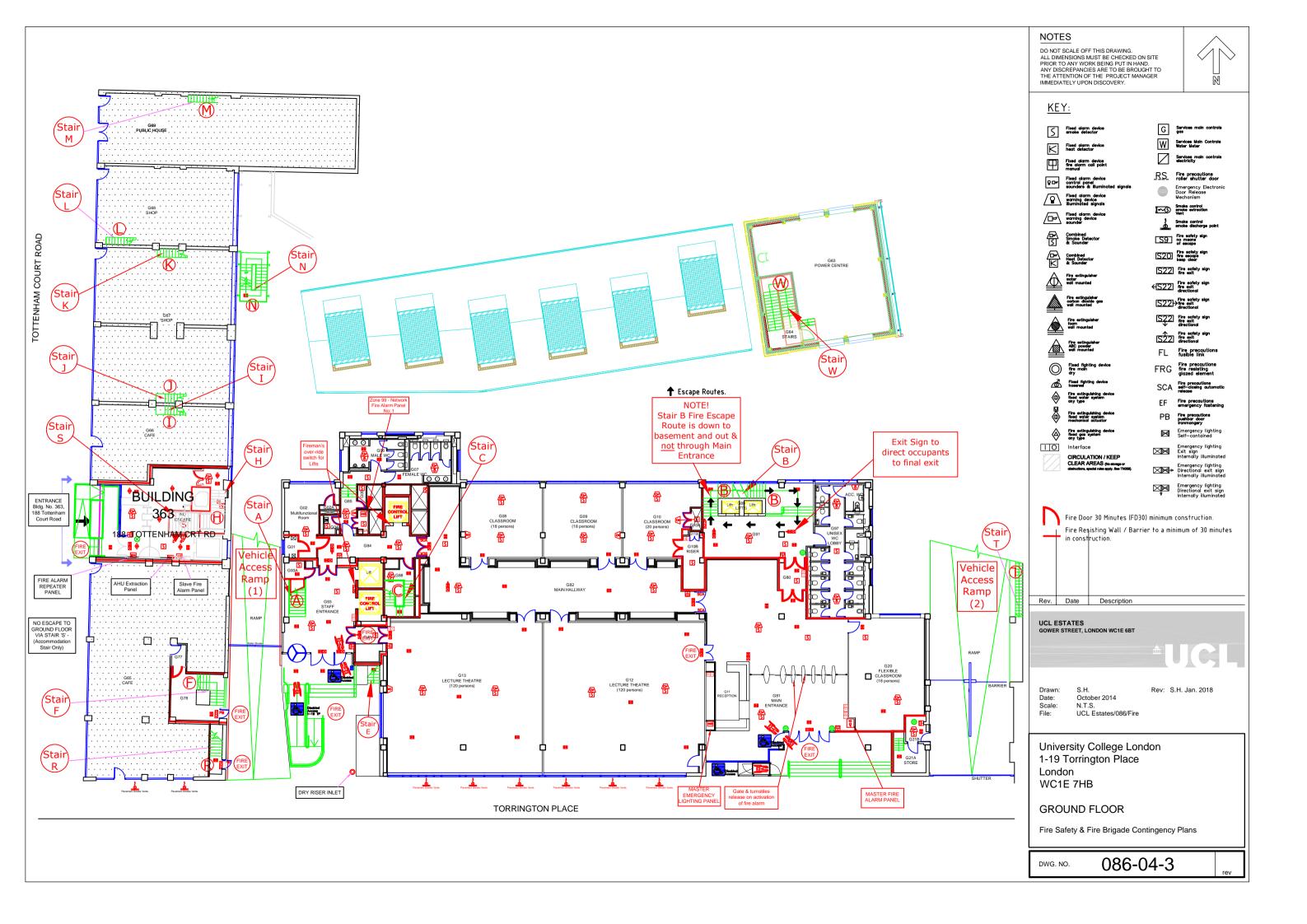
FIRST FLOOR -**GENERAL ARRANGEMENT**

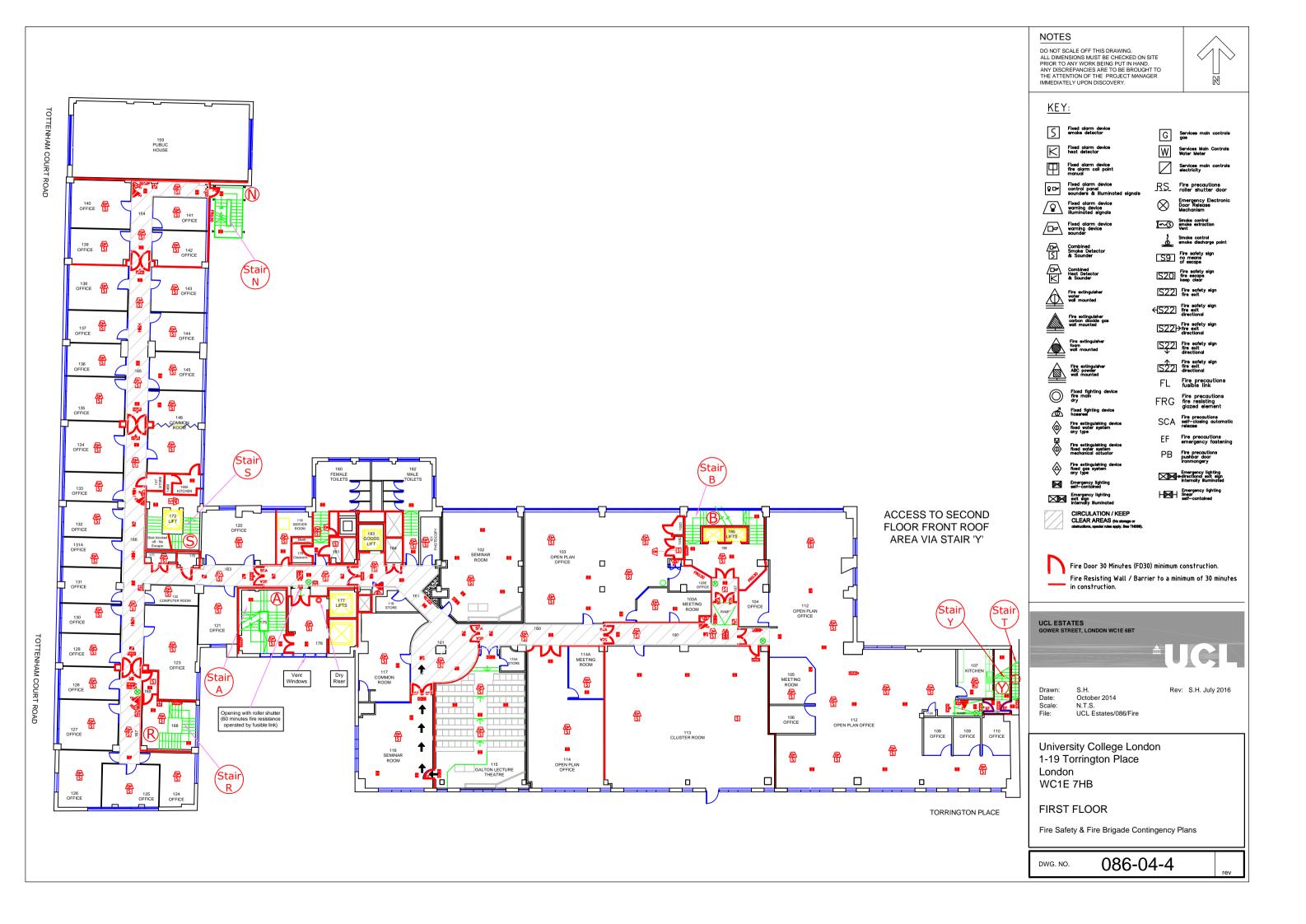
Fire Safety & Fire Brigade Contingency Plans

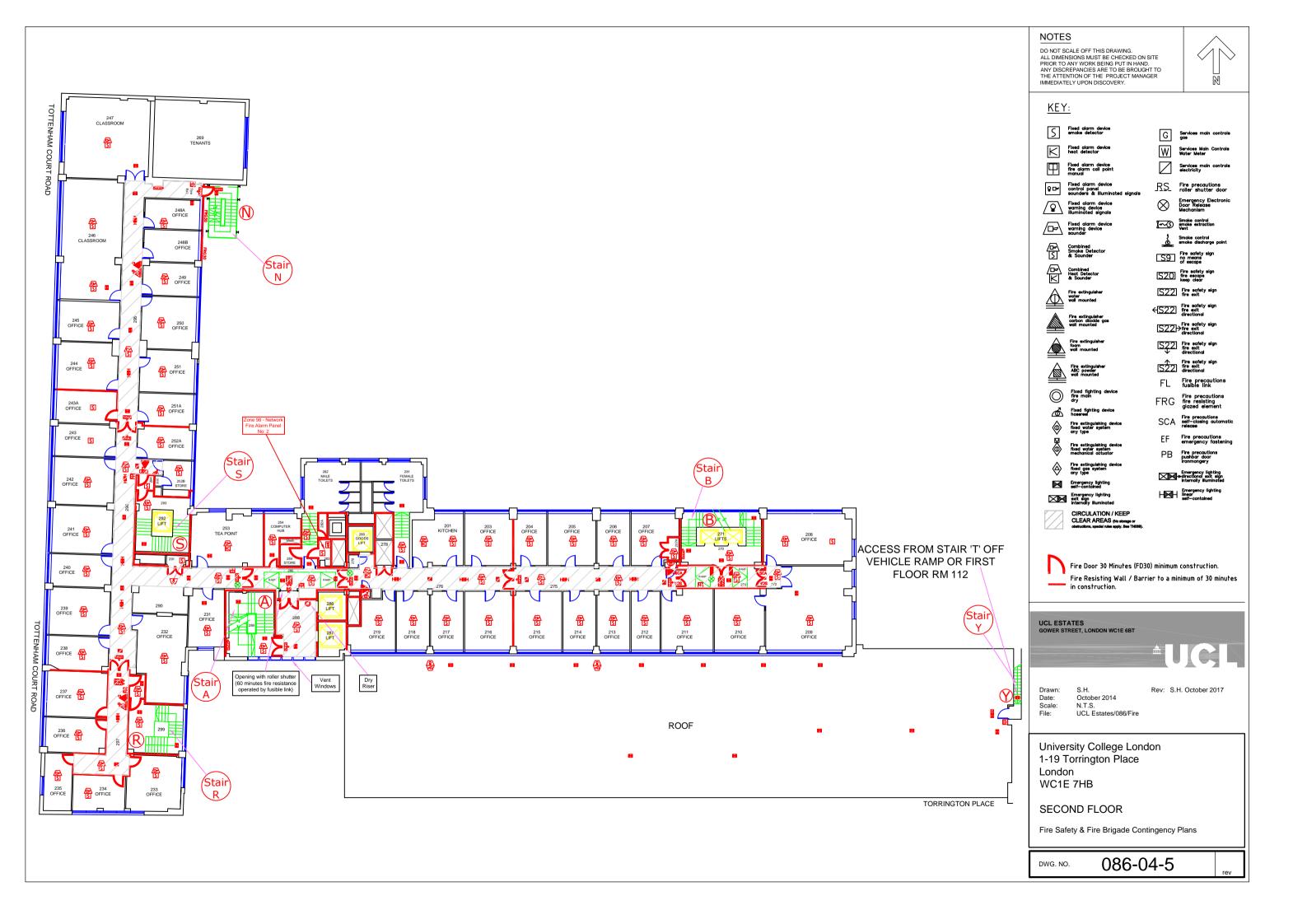
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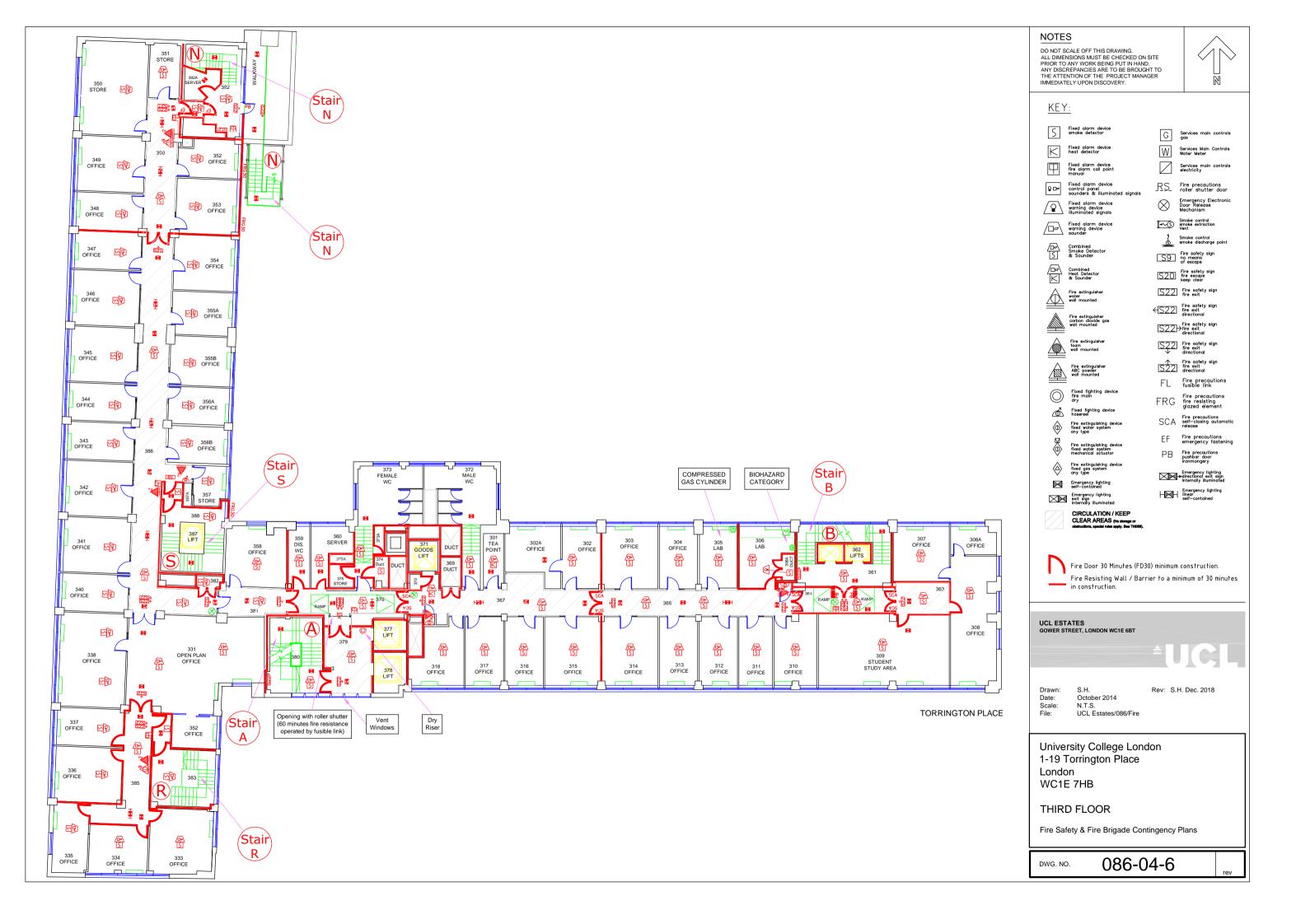


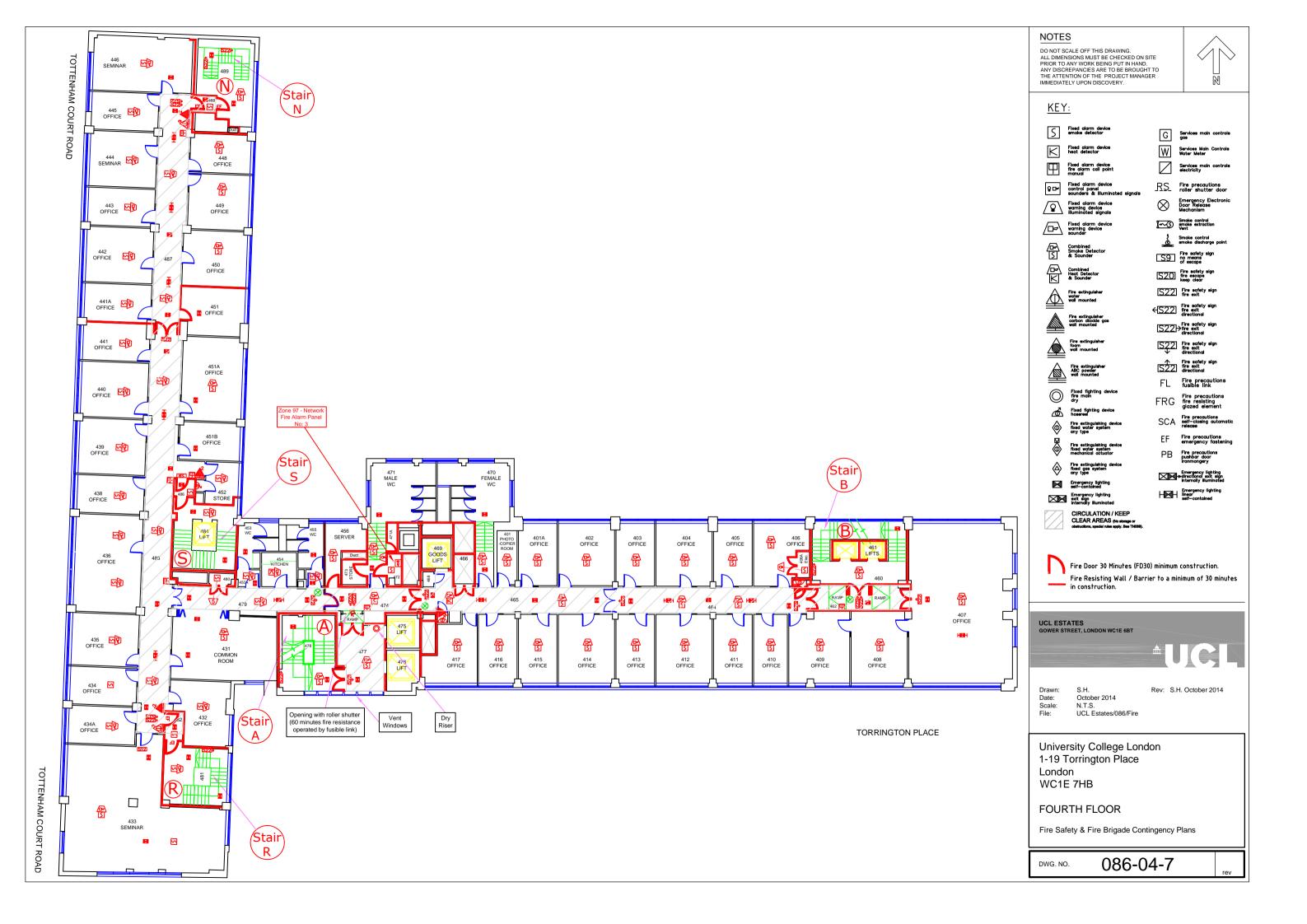


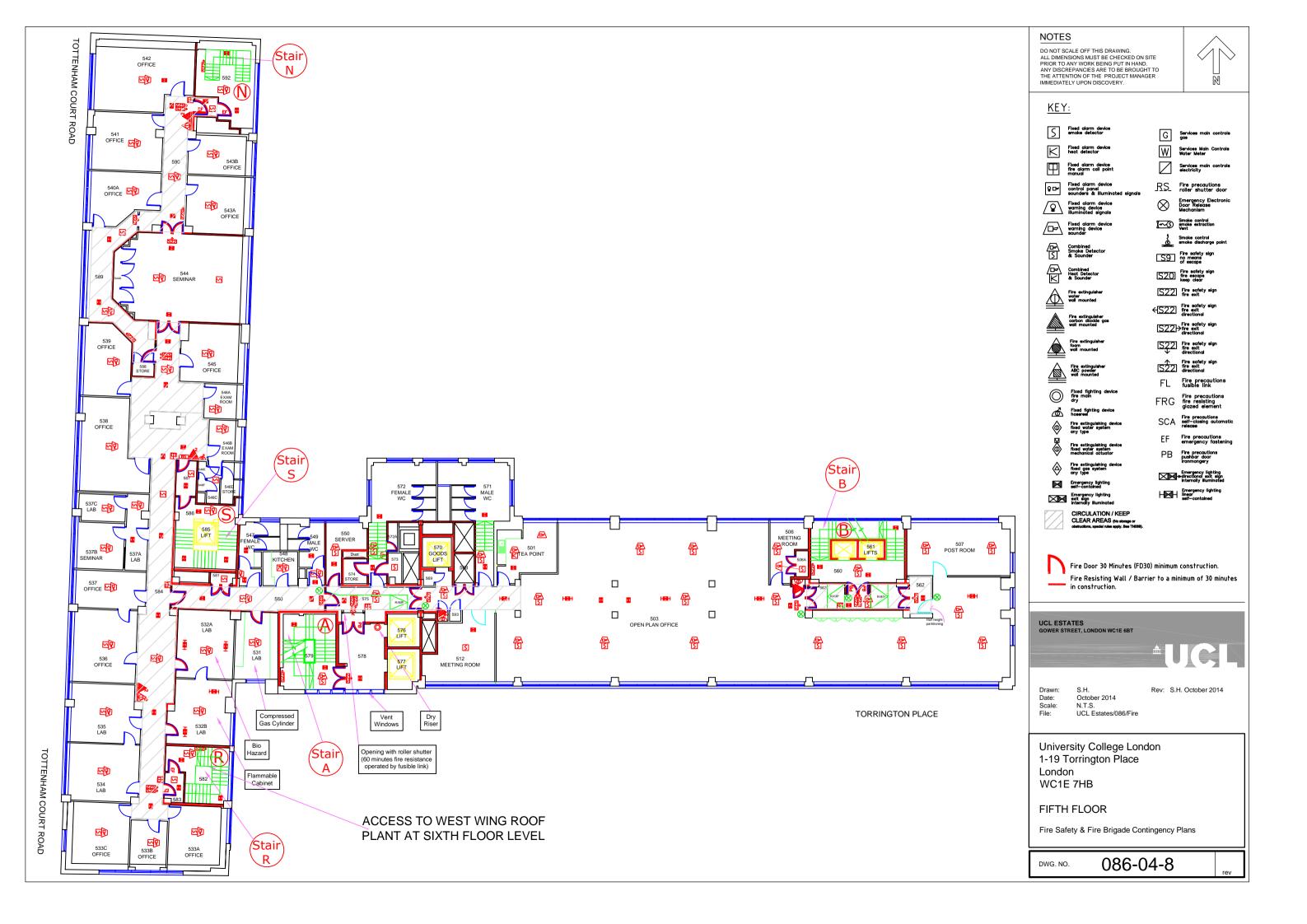


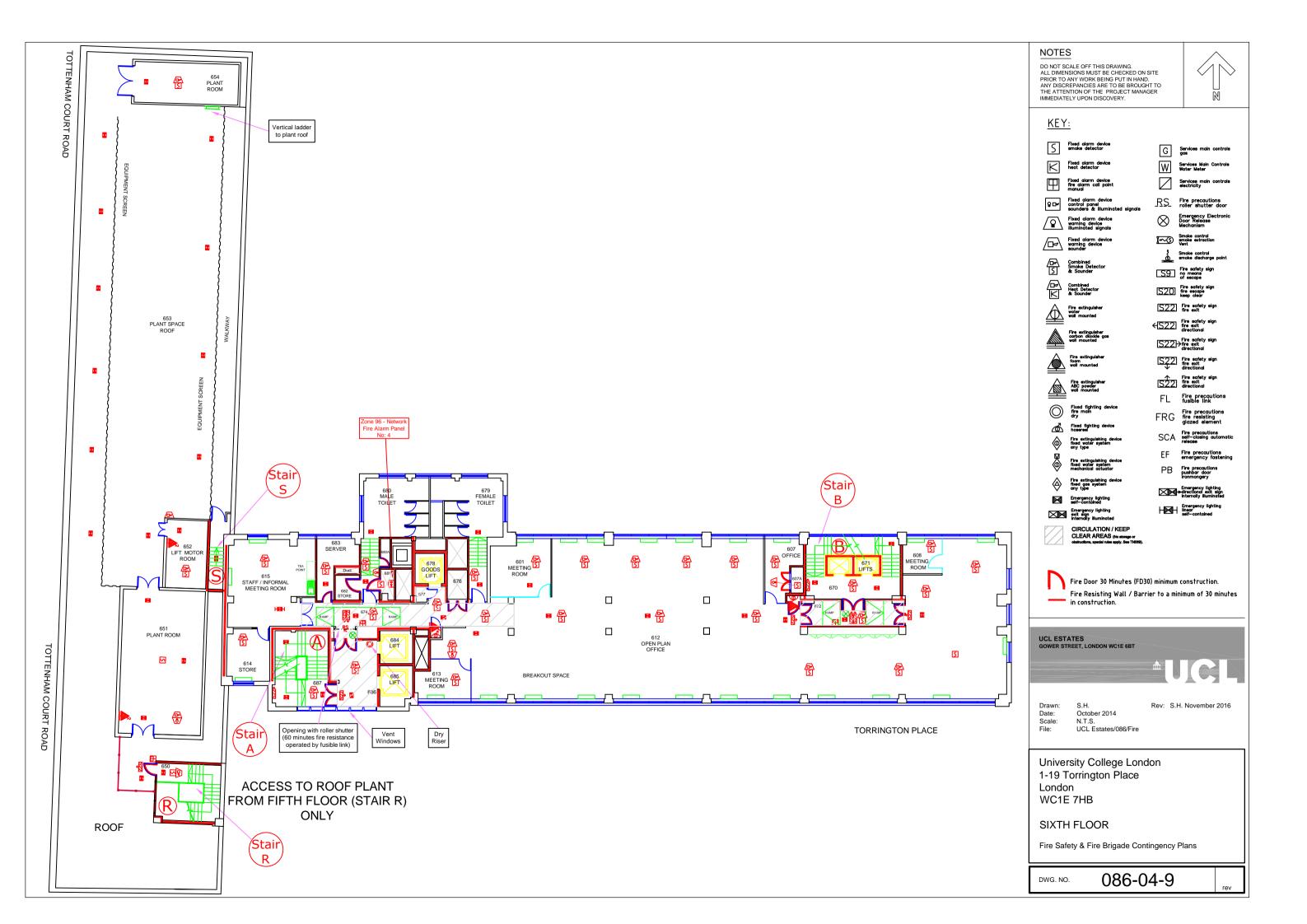


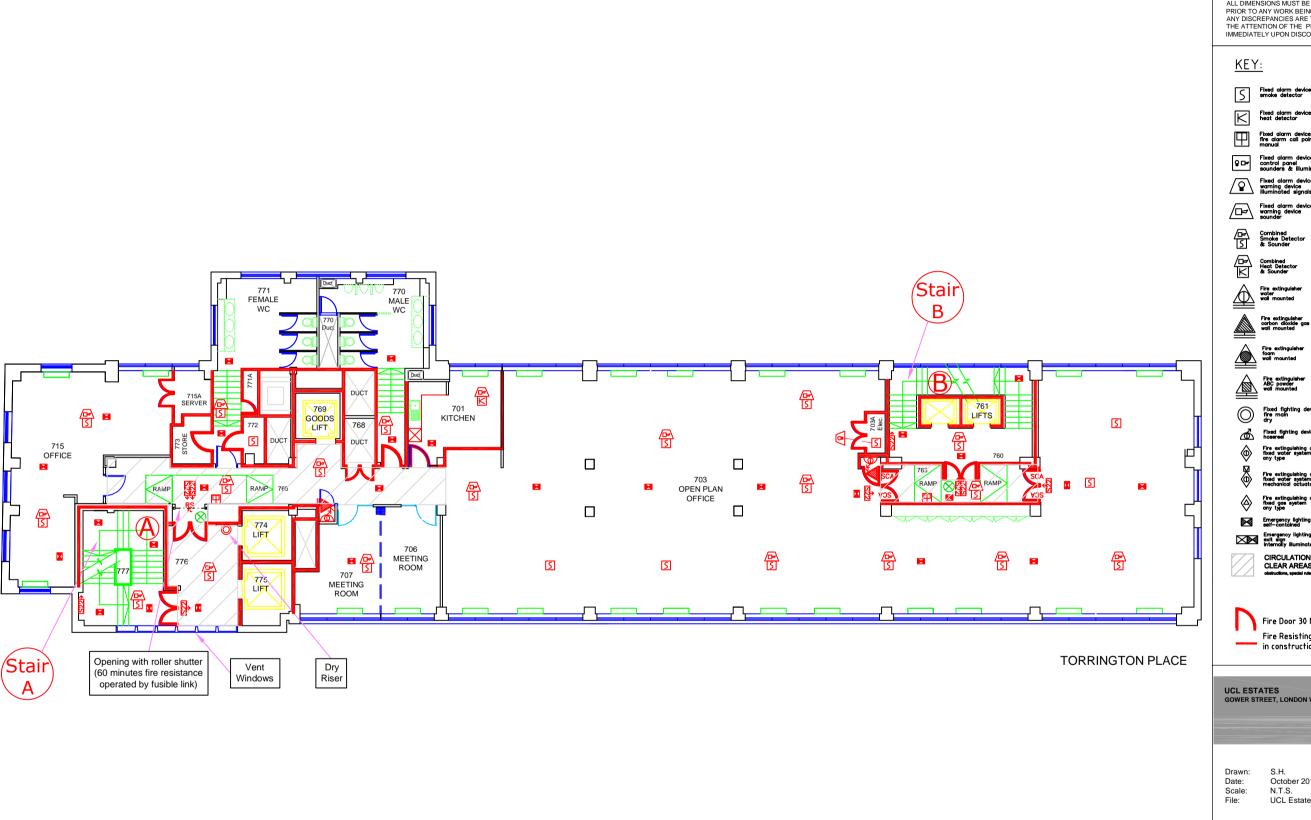












NOTES

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KEY:

Fixed alarm device smoke detector

G Services main controls

Services Main Controls Water Meter Services main controls electricity

Smoke control smoke extraction Vent Smoke control smoke discharge point Fire safety sign no means of escape S20 Fire safety sign fire escape keep clear S22 Fire safety sign fire exit

Fire safety sign fire exit directional S22 Fire safety sign fire exit directional \$22 Fire safety sign fire exit directional Fire safety sign fire exit directional FL Fire precautions fusible link

FRG Fire precautions fire resisting glazed element

EF Fire precautions emergency fastening

PB Fire precautions pushbar door

Emergency lighting
directional exit sign
internally illuminated

Emergency lighting linear self-contained

RS_ Fire precautions roller shutter door Emergency Electronic
Door Release
Mechanism



Fixed fighting device fire main dry

Fixed fighting device hosereel

Emergency lighting self-contained

Emergency lighting exit sign internally illuminated

CIRCULATION / KEEP CLEAR AREAS (No storage or obstructions, special rules apply. See TN089



Fire Door 30 Minutes (FD30) minimum construction.

Fire Resisting Wall / Barrier to a minimum of 30 minutes in construction.

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Date: Scale:

October 2014 UCL Estates/086/Fire Rev: S.H. October 2014

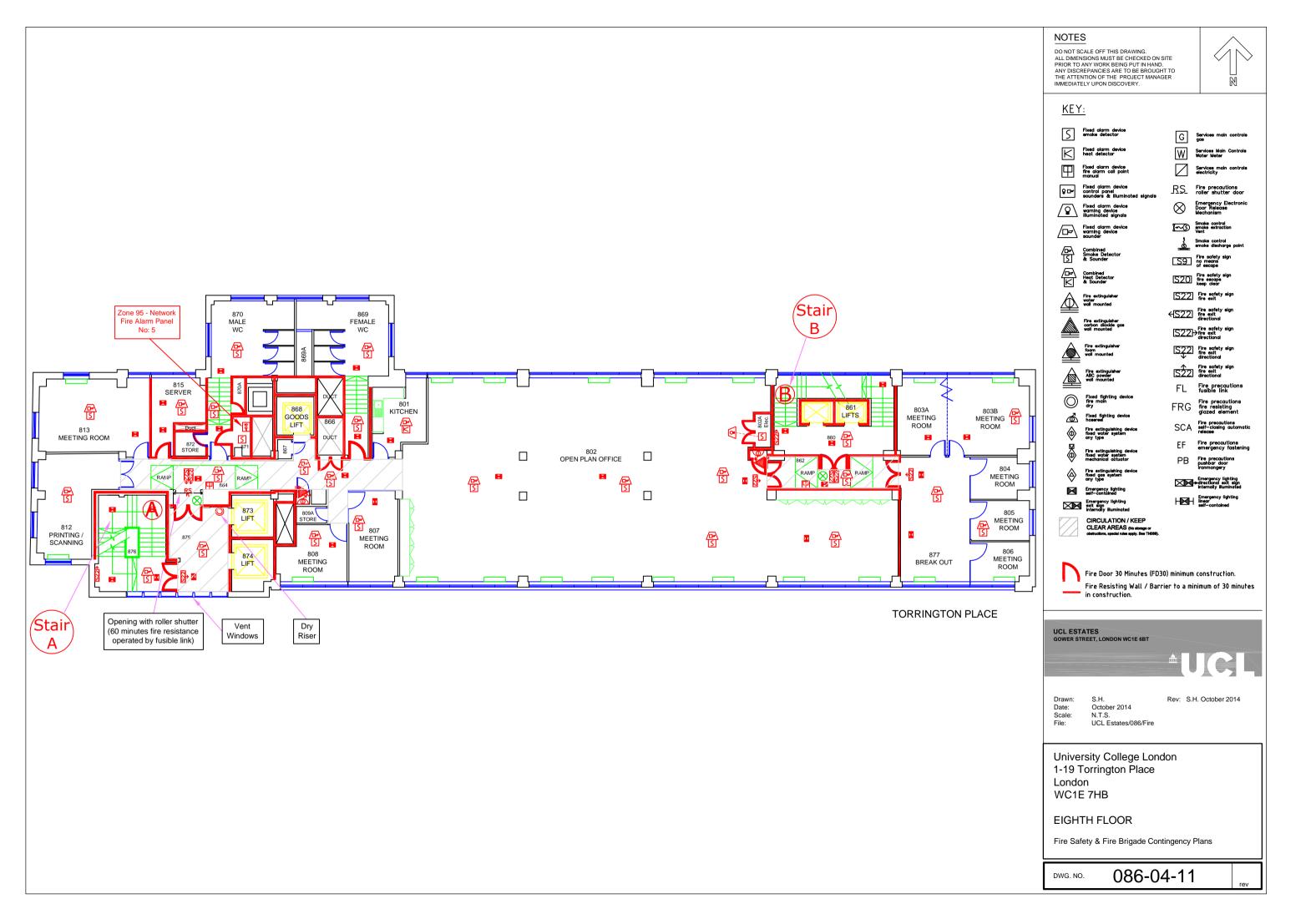
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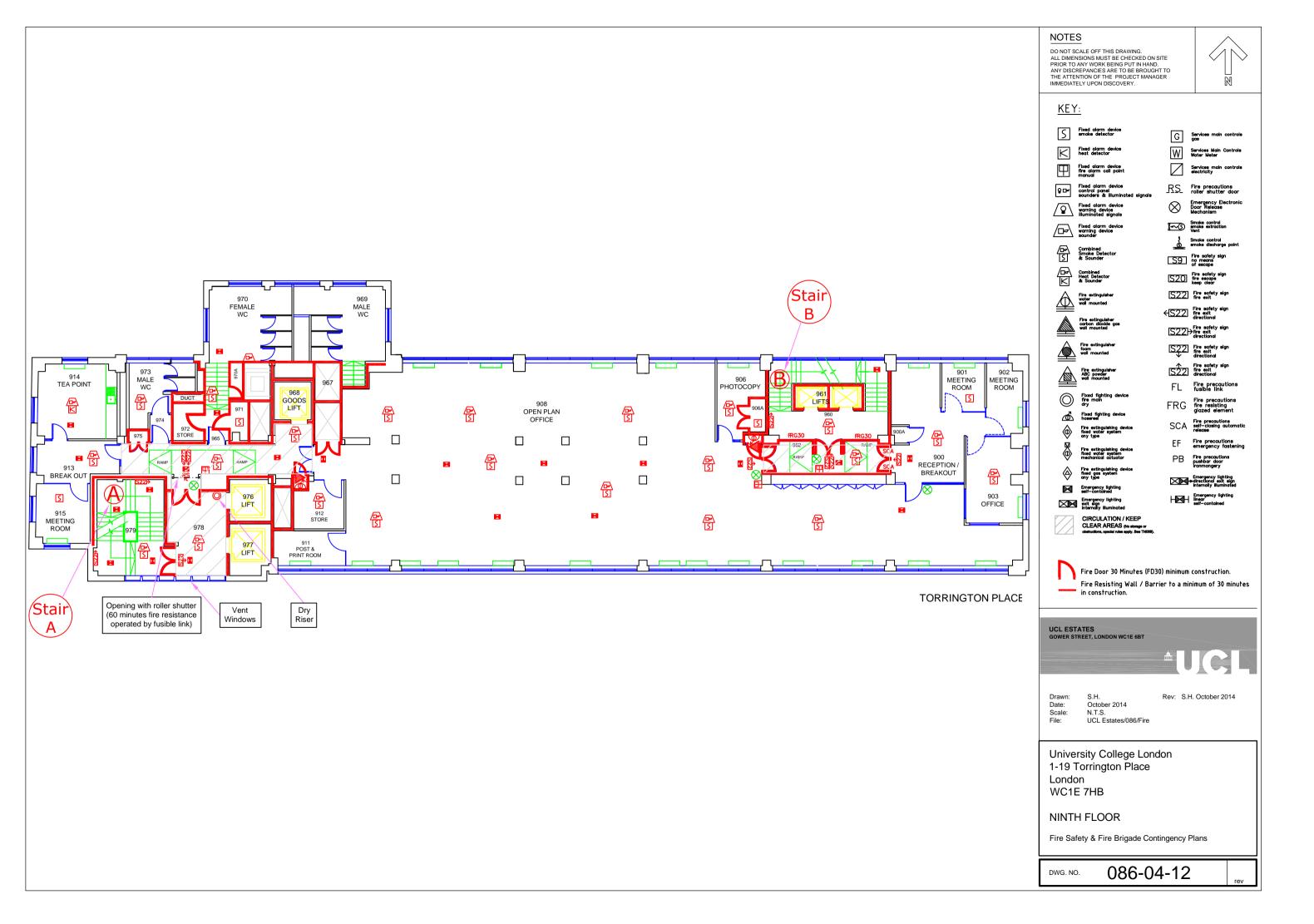
SEVENTH FLOOR

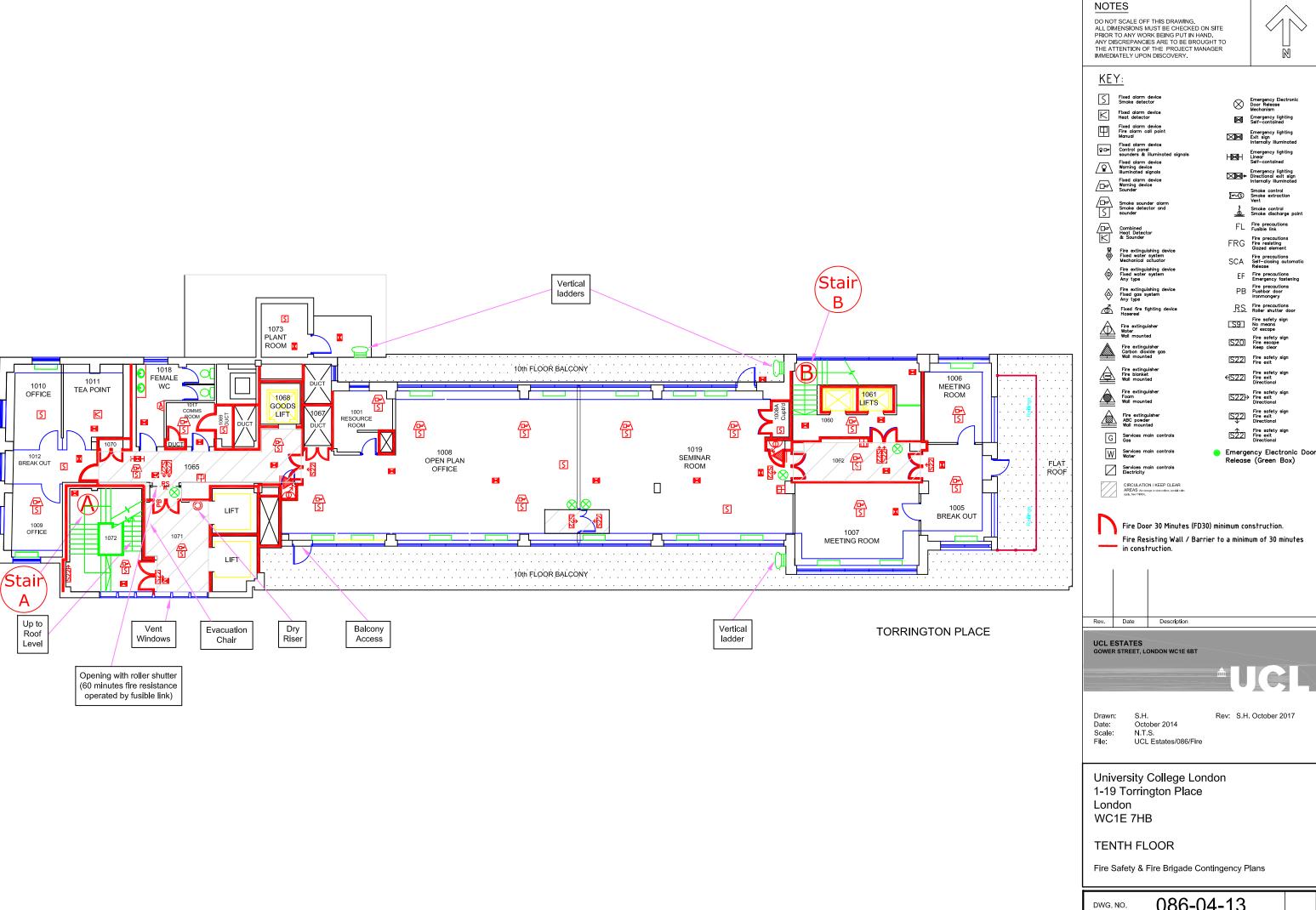
Fire Safety & Fire Brigade Contingency Plans

DWG. NO.

086-04-10





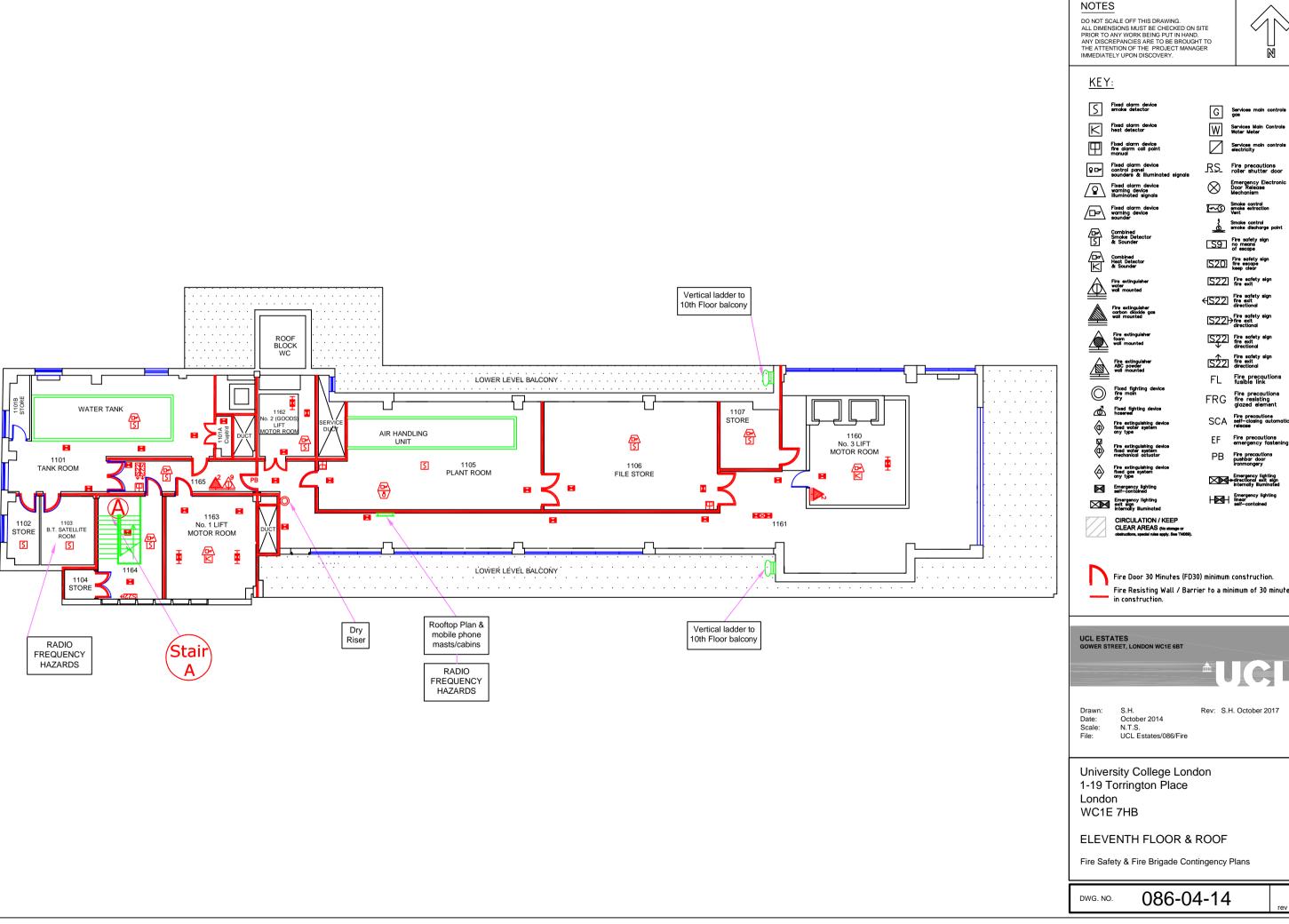




Fire Resisting Wall / Barrier to a minimum of 30 minutes



086-04-13





Fire Door 30 Minutes (FD30) minimum construction. Fire Resisting Wall / Barrier to a minimum of 30 minutes

