UCQ UNIVERSITY CENTRE QUAYSIDE

Appendix E: Fire Training and Emergency Evacuations

Version: 11
Revision date: 18 September 2026
Reviewer: Vice Principal/Health and Safety Officer
Due for review: 18 September 2027

1. Introduction

1.1 As far as is reasonably practicable, all steps shall be taken by UCQ to prevent or minimise the probability of all causes of fire.

1.2 UCQ recognises the need to take precautions to maintain the safety of all employees, contractors and other visitors to its premises against the threat of fire or other emergencies.

1.3 Where applicable, UCQ has paid due regard to the Regulatory Reform (Fire Safety) Order 2005, which imposes duties on employers in respect of workplaces under their control and on persons who have, to any extent, control of a workplace.

1.4 UCQ acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate (i.e. inspection of means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly).

1.5 UCQ has trained Fire Marshals who will assist and guide staff in the event of a fire. UCQ Fire Marshals have been training in the following areas:

- Action on discovering a fire
- Common causes of fire
- Fire drills and evacuation
- Fire safety legislation
- Fire safety precautions
- The chemistry of fire
- The role of the Fire Marshal
- Using fire extinguishers

Fire Marshals – Newcastle

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2. Raising the alarm

2.1 On discovering a fire, raise the alarm by shouting FIRE! (to alert anyone in the immediate vicinity) and then activate the nearest push-glass fire alarm call-point (small red box, close to major exits).

2.2 Attempt to fight the fire with the appropriate equipment **if you are trained to do so** and only if your exit is clear.

2.3 Leave the building by the nearest exit.

2.4 Call the Fire and Rescue Service on 999 and state the address including postcode, the location of the fire within the building (floor/room number), where safe to do so.

2.5 Report the location of the fire (floor/room number) to the Fire Marshal at your assembly point.

2.6 If the site requires evacuation for any other reason (e.g., bomb threat), the Health and Safety Strategic Lead/Officer will authorise the activation of the alarm via contact with building management.

3. Staff action on hearing the alarm

3.1 Leave the building immediately, and direct visitors and students via nearest available exit, follow instructions from the Fire Marshal.

3.2 Proceed to your assembly point, (do not stop to collect belongings).

3.3 Do not re-enter the building until authorised by the Fire and Rescue Service, building management or a UCQ fire marshal.

3.4 Close all doors behind you and where practical and possible, do not run or shout - this can cause panic.

3.5 Tutors should take the class register to the assembly point, check students are accounted for and report the information to the Fire Marshal.

3.6 Fire Marshal will obtain the visitor/sign-in book where available and take this to the fire assembly area, staff, visitors and contractors should be checked off.

3.7 Visitors and contractors should remain with their host during the evacuation; the Fire Marshal should be made aware that they are out of the building.

3.7 Personal Emergency Evacuation Plans (PEEPs) will be developed where required for staff, students or visitors who may require assistance during evacuation.

3.8 Fire Marshals will support staff, students and visitors who may have a PEEPS in place or who require assisted evacuation.

4. Assembly points

4.1 Fire Marshals have responsibility for ensuring that all persons present evacuate safely to the final assembly point, and for reporting that areas are clear (or otherwise) to Health and Safety Strategic Lead/Officer.

4.2 Health and Safety Strategic Lead/Officer will make themselves known to and liaise with building management/Emergency services.

4.3 Information to be provided to the emergency services

- Location of the fire / incident
- Missing persons (If any)
- Flammable material stores
- Location of high risk areas
- Any unusual activities such as building works or temporary structures
- Hazardous work processes.

4.4 Follow the advice and direction of your UCQ Fire Marshals

5. Fire safety risk assessment

5.1 If a fire occurs in the workplace, there is a risk that people will be trapped by the fire or injured as they attempt to escape. The purpose of the risk assessment is to identify where fires may start in the workplace and anyone who may be put at risk from that fire

5.2 The UCQ Fire Marshals or designated person will periodically tour the building and complete the fire safety risk assessment. This checklist is based upon Government fire risk assessment information.

5.3 In order to safeguard people in case of fire, UCQ's premises is equipped with appropriate fire detection systems, alarms, and non-automatic fire-fighting equipment.

5.4 Building Management are responsible for arranging fire safety system checks, keeping a register of these tests and reporting any defects to Health and Safety Officer who will arrange any necessary action.

5.5 Fire risk assessments will be undertaken by UCQ and, where applicable, by the building landlord or managing agent.

5.6 UCQ will review fire risks and precautions regularly and in particular, if there are any significant changes to work processes, furniture, equipment, substances, building layout, or the number of staff members likely to be present.

5.7 If a fire or 'near miss' occurs, UCQ will re-assess our arrangements.

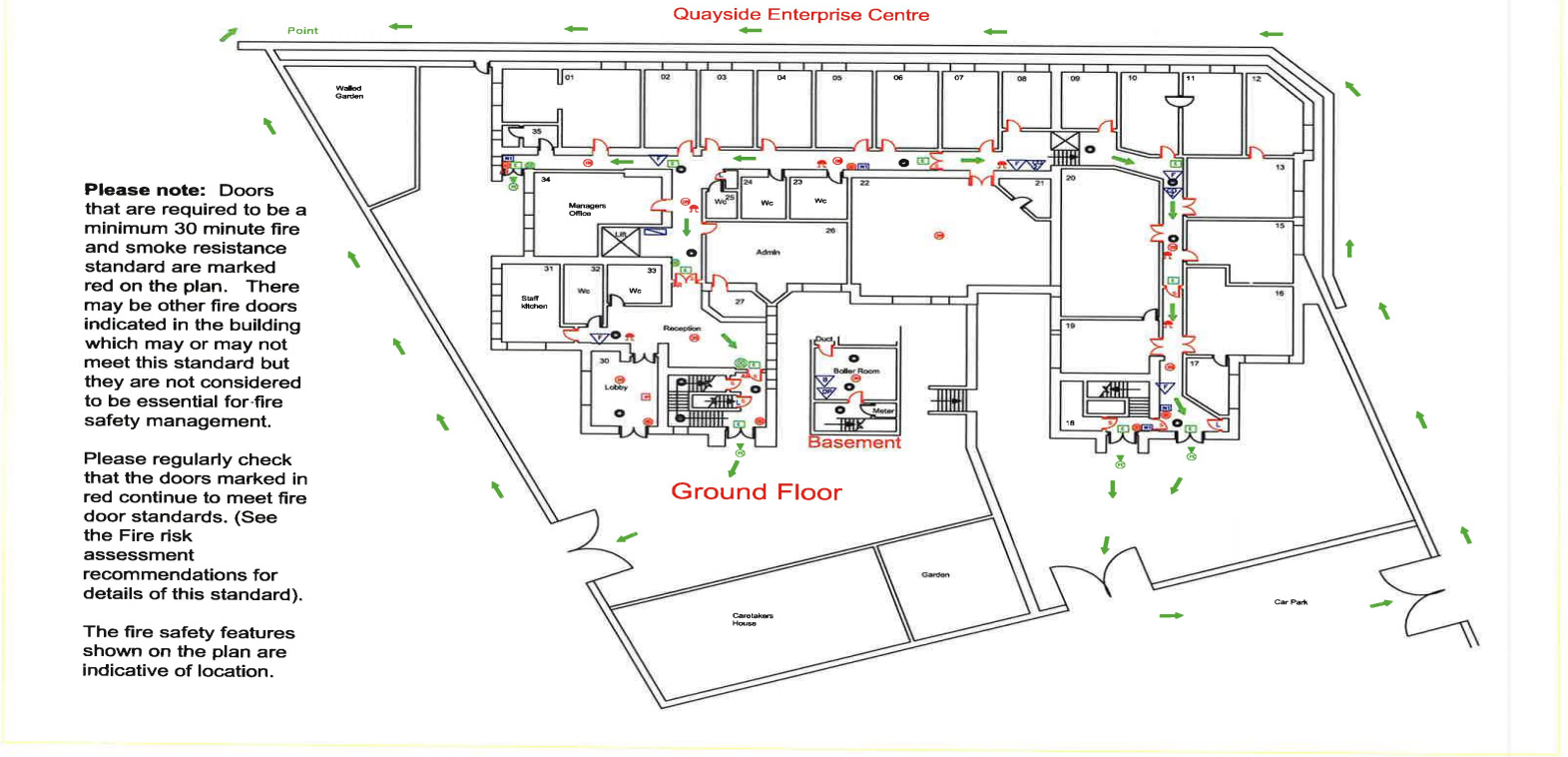
6. Additional Information

Health and Safety Executive Fire Safeguarding Guidance
https://www.hse.gov.uk/fireandexplosion/fire-safety.htm

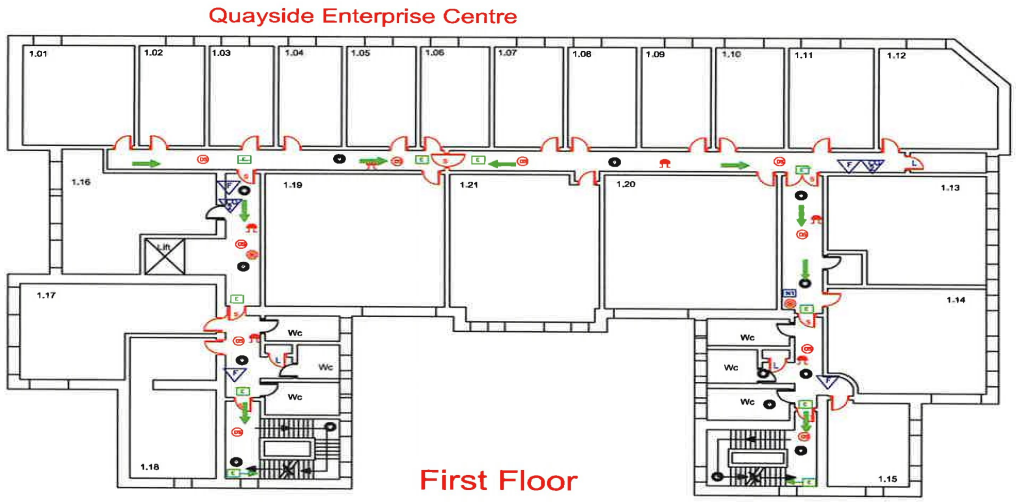
Operations forms

QD OPS 017 - Personal Emergency Evacuation Plan - V1

7. UCQ – Newcastle Quayside i-4 Ground Floor Plan



8. Newcastle Quayside i4 First Floor Plan



Please note: Doors that are required to be a minimum 30 minute fire and smoke resistance standard are marked red on the plan. There may be other fire doors indicated in the building which may or may not meet this standard but they are not considered to be essential for fire safety management.

Please regularly check that the doors marked in red continue to meet fire door standards. (See the Fire risk assessment recommendations for details of this standard).

The fire safety features shown on the plan are indicative of location.

9. Newcastle Building i-4 Key Fire & Evacuation Legend

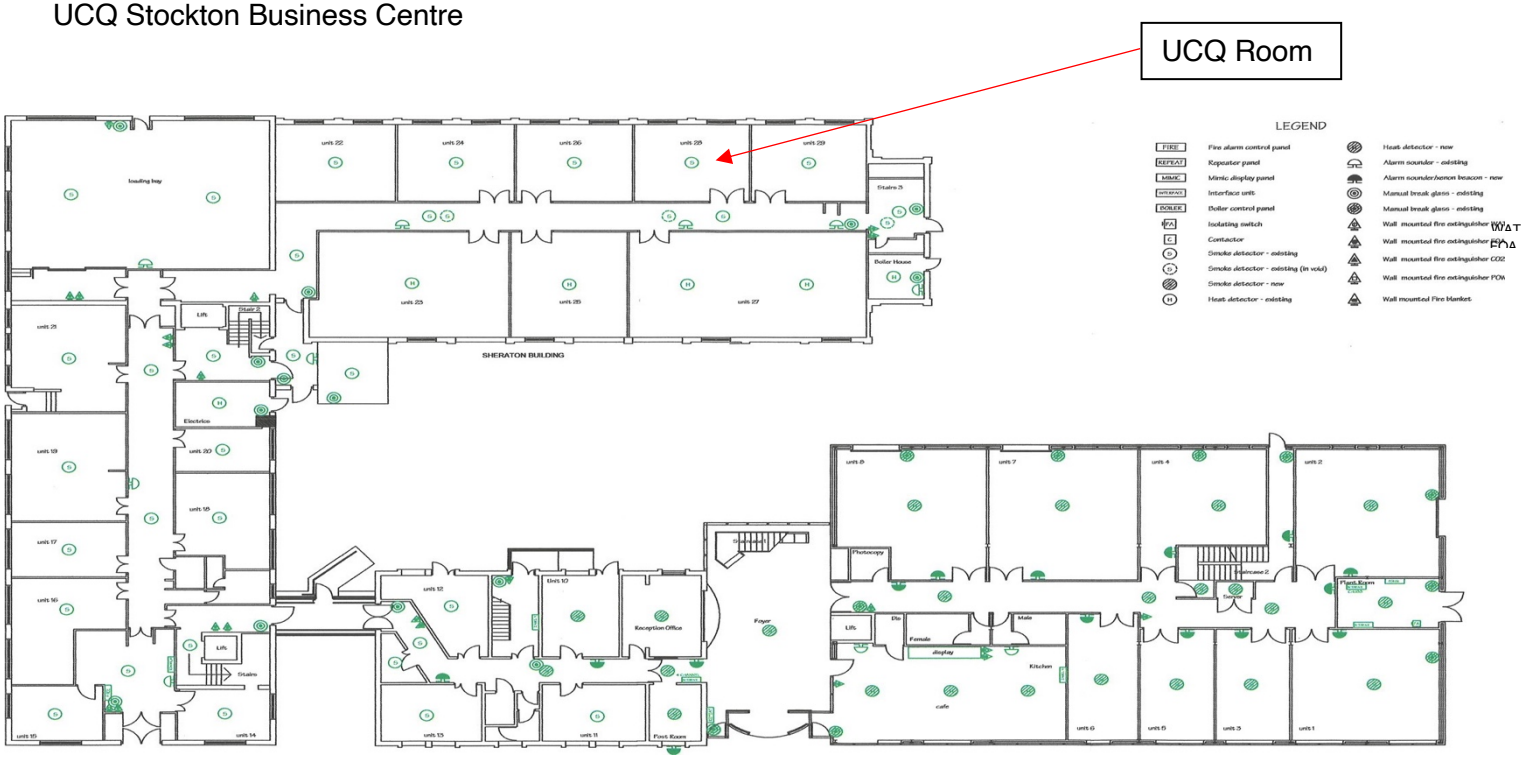
LEGEND

- EMERGENCY LIGHTING POINT
- AUDIBLE ALARM
- AUDIBLE ALARM WITH VISUAL INDICATOR
- VISUAL ALARM
- IP — FIRE ALARM PANEL
- DH — DETECTOR HEAT WITH SOUNDER
- DS — DETECTOR SMOKE WITH SOUNDER
- DS V — DETECTOR SMOKE WITHIN CEILING VOID
- DH — DETECTOR HEAT WITH SOUNDER & VISUAL WARNING
- DS — DETECTOR SMOKE WITH SOUNDER & VISUAL WARNING
- MANUAL CALL POINT
- DH — DETECTOR HEAT
- DS — DETECTOR SMOKE
- AR — AUTOMATIC RELEASE
- SD — SECURITY DEVICE
- E — ILLUMINATED 'FIRE EXIT' SIGN
- E — 'FIRE EXIT' SIGN
- ELECTRONIC DOOR RELEASE
- NOT REQUIRED AS EXIT DOOR
- FE — FINAL EXIT
- REFUGE — DISABLED REFUGE WITH COMMUNICATIONS
- TELEPHONE

- W — WATER EXTINGUISHER
- CO_2 — CARBON DIOXIDE EXTINGUISHER
- F — FOAM EXTINGUISHER
- B — FIRE BLANKET
- DP — DRY POWDER EXTINGUISHER
- WC — WET CHEMICAL EXTINGUISHER
- SB — SAND BUCKET
- HOSE REEL
- FIRE RESISTING DOOR
- SL — FIRE RESISTING DOOR WITH INTUMESCENT & SMOKE SEALS
- FIRE RESISTING DOOR, INTUMESCENT TREATED
- N1 — SIGN 'GENERAL INSTRUCTIONS IN CASE OF FIRE'
- N2 — SIGN 'STAFF INSTRUCTIONS IN CASE OF FIRE'
- N3 — SIGN 'FIRE EXIT KEEP CLEAR'
- L — FIRE DOOR KEEP LOCKED SHUT
- RS — ROLLER SHUTTER
- PP — PUSH PAD
- PF — PANIC FASTENING
- VP — VISION PANEL
- FRG — FIRE RESISTANT GLAZING
- ELEC — MAINS ELECTRIC INTAKE
- GAS — MAINS GAS INTAKE
- SMOKE EXTRACTION POINT
- SPACE/ROOM SPECIFIC DETECTOR ACTIVATION INDICATOR

December 2013

10. UCQ Stockton Business Centre



11. Initial Equalities Impact Assessment

Department: All	**Completed by:** Tara Henderson, Head of Policy & Governance	**Date of initial assessment:** 07/01/2021 Reviewed: 18/09/2026
Area to be assessed:	HS-001 Appendix E Fire Training and Emergency Evacuations	
Existing or new policy/procedure:	Existing	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements: ➢ Health and Safety Executive guidance ➢ Regulatory Reform (Fire Safety) Order 2005 **Internal guidance and requirements:** ➢ Consultation with Health and Safety Officer and Health and Safety Strategic Lead		

1. Describe the aims, objectives or purpose of the policy/procedure		Guidance to maintain the safety of all employees, contractors and other visitors to UCQ premises against the threat of fire or other emergencies.		
2. Which stakeholders/groups are intended to benefit from this policy/procedure?		All stakeholders		
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimization (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups		**3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-** **High** **Medium** **Low** **No effect**	**4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).**	**5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.**
Protected characteristics	**Age**	No effect	Not applicable	Not applicable
	Disability	No effect	Not applicable	Not applicable
	Gender	No effect	Not applicable	Not applicable
	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable
	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable
	Religion or Belief	No effect	Not applicable	Not applicable
	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?		Not applicable as no PC impact identified
7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature:	**Approved by:** **Michelle Elliott**	**Date approved:** 07/01/2021