















## Fire escape routes

### Internal escape routes

In normal circumstances fire exit routes and escape routes will consist of a series of corridors and protected stair enclosures. The purpose of these routes is to ensure all occupiers can safely evacuate the premises in an emergency. To ensure such areas can be used without compromising the safety of the occupiers the following arrangements require to be applied.

	Corridors	Stair Enclosures
Photocopiers/printers	 *	
Vending machines	 *	
Recycling bins	 *	
Storage/waste		
Fridges/Freezers	 *	
Seasonal decorations	 *	
Coat hooks/stands	 *	

\*Acceptable only when the exit widths are not compromised and suitable automatic detection is located within 3m of the appliance.

It must be borne in mind that the majority of stair enclosures within the University estate do incorporate temporary waiting spaces to assist persons with physical impairments. Compromising these areas through neglect and careless practice can have serious consequences.

### External escape routes

Where external escape routes are an inherent part of the means of escape, suitable arrangements require to be made to ensure they are maintained in such a way that they can be used at all material times, irrespective of the weather conditions and or climate. In most circumstances this will involve regular maintenance and checks being applied. In severe weather conditions arrangements will require to be made to ensure the stairs are not compromised through snow and/or ice.

### Exit signage

All exit routes require to be designated and adequately indicated through signage. Signage should indicate the closest route available. Where alternate routes are available they should be clearly indicated, but not in such a way as to confuse visitors

and/or occupiers. The type of signage that should be displayed is indicated below and should consist of a pictogram (running man), directional arrow, indicating direction of travel and text indicating 'EXIT'. Under no circumstances should any other form of signage be permitted other than that which is indicated and complies with BS 5499-4.



## Final exit doors

Final exit doors require to be kept clear at all times. Under no circumstances should exit doors be blocked through careless storage, discarded refuse, or locked. Care also requires to be taken to doors that can potentially be blocked from the outside. Where there is potential for such doors to be blocked for any reason a sign requires to be affixed to the external side of the door indicating the purpose of the door and the requirement to keep it clear.



Where the external door serves a stair enclosure that accommodates temporary waiting spaces, the door requires to be fitted with appropriate hardware that allows access from the outside. This will facilitate rapid access to the stair enclosure for response teams requiring to assist evacuation should the need arise.

## Emergency escape lighting

All escape routes require to be sufficiently illuminated to allow occupiers to safely use escape routes at all material times (escape lighting) even at times of power failure (emergency lighting)

Escape route lighting utilises the artificial lighting within the building. Every part of an escape route should have artificial lighting supplied by a protected circuit that provides a level of illumination not less than that recommended for emergency lighting. The escape route lighting need not be supplied by a protected circuit if the building has an emergency lighting system installed.

If there are escape routes that are not permanently illuminated, such as external stairs and pathways, then a switch, clearly marked 'Escape lighting', or some other means of switching on the lighting should be provided at the entry to that area.

Emergency lighting is normally a stand-alone dedicated system where light units are incorporated into specific light fittings. Power supplies can be rechargeable batteries integral to each unit, a central battery bank or an automatic generator. Single 'stand-

alone' emergency lighting units may be sufficient in some premises and these can sometimes be combined with exit or directional exit signs.

## Fire doors

Fire doors are incorporated within all University buildings, with a specific purpose. The purpose of a fire door is to protect the means of escape provision and it also require to be acknowledged as an essential part of passive fire protection for any building. At no time should fire doors be tampered with, removed or held open (unless by an approved hold open device).

Fire doors are located within corridors, stair enclosures and within fire-fighting shafts. They are normally rated in relation to their approved period of fire resistance as per the table below:

Short Duration	30mins	Smoke control doors within corridors
Medium Duration	60 mins	The enclosing of a protected stair compartment
Long Duration	120 mins	The enclosing structure of a fire-fighting shaft

A self-closing device is a normal feature of a fire door other than for some doors such as cupboards which are kept locked when not in use.

All fire doors require to have a suitable notice affixed indicating its purpose and use.