

# SULTAN NAZRIN SHAH CENTRE



Worcester College  
Oxford

## Fire Safety

### General Emergency Evacuation Plan

### Sultan Nazrin Shah Centre





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The purpose of a **Generic Emergency Evacuation Plan (GEEP)** is to enable visitors to the building with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment and communication devices. If you feel that this document does not provide you with sufficient information or that you require further assistance, please contact the Worcester College Porters Lodge on 01865 278300.

## **The building:**

The Sultan Nazrin Shah Centre comprised of one level to the foyer which leads to two seminar rooms, they both have panoramic views of the college sportsfield. The Lecture theater style auditorium is stepped down towards the stage with seating for 170 delegates, there is access for wheel chairs via the slopping walkway which leads to the auditorium lower level. The Dance studio is assessable from the main entrance walkway also can be accessed inside the main building via 2 steps. The building has 5 Fire exits as follows: Main entrance, slopping slabbed walkway towards slabbed patio area. Rear exit via a slop which leads out of the lower door to a shingle path. 2 from the foyer, one left side and one right side leading down steps to sportsfield. These two fire exits are not suitable for disabled access. The other is from the main entrance to the dance studio which leads onto the same slopping slabbed walkway as main entrance.

**Building Occupancy Number: Hinton (30 Seated, 60 Standing) - Le May (30 Seated, 60 Standing).**

**Smethurst Studio (40 Seated, 80 Standing) – Auditorium (140 fixed seats)**

## **Action required on hearing the Fire Alarm:**

If able, you should leave the building immediately by the nearest fire exit (see attached floorplan) and report to the assigned assembly point for the building.

Persons to the building that require the use of wheelchairs or that have significant Visual, Hearing or Cognitive impairments and who have a permanent or temporary Personal Emergency Evacuation Plan (PEEP's) should make themselves known to the Staff / Host so that specific assistance can be provided.

## **Other recommendations:**

Not all fire escapes are accessible by wheelchair and visitors to Worcester College should familiarise themselves with the fire alarm signals and floor layout of the building they are in. Floor plans and evacuation equipment locations have been provided within this document.

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### Fire Safety Information



Fire Action Notices can be found in any area within the College and stipulate action in the event of discovering a fire or in the event of the fire alarm sounding in the building.

Please familiarise yourself with the instructions stated in the notice and Assembly point location & comply in the event of a fire or fire alarm.

In the event of a fire the Lodge will manage the incident. If you see a Fire please notify the Lodge on **01865 278300** and allow the Lodge to manage.



Fire Doors are designed to protect escape routes within buildings and limit the growth of a fire. Any door labelled with one of the above signs will resist a fire for a minimum of 30 minutes.

Please ensure that you do not prevent any door with this label from shutting and if you find a door that does not shut then please report it to a member of staff.



To maintain security and safety on site, many doors are secured with magnetic locks that only release when the correct key card is used or when the fire alarm activates.

Should you come to a fire escape route door that appears to be locked (or has not released correctly) there will be a green break glass unit nearby which will release the door.

Push the plastic window in to operate the lock override.



The fire alarm systems in all of our buildings rely on smoke and heat detectors in much the same way as any system that you might have at home.

Our buildings are far more complex than domestic premises therefore we include the additional measure of Fire Alarm Call Points which will trigger the fire alarm system in a building.

If you see fire, ensure your own safety first and if possible activate a call point by pushing the plastic window



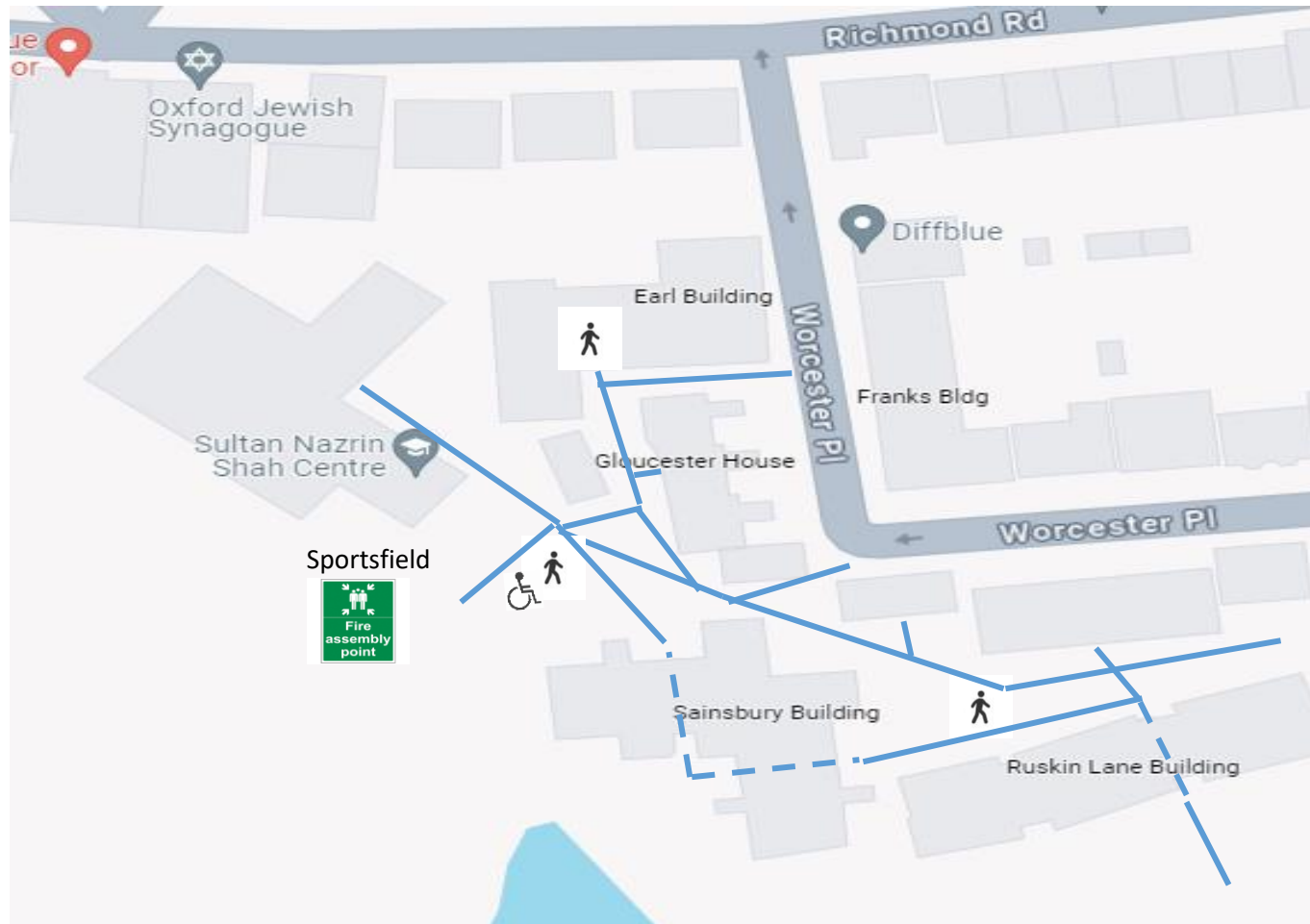
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Sultan  
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Assembly  
Point



**KEY:**



Sultan Nazrin Shah  
Centre  
Assembly Point  
**SPORTSFIELD**



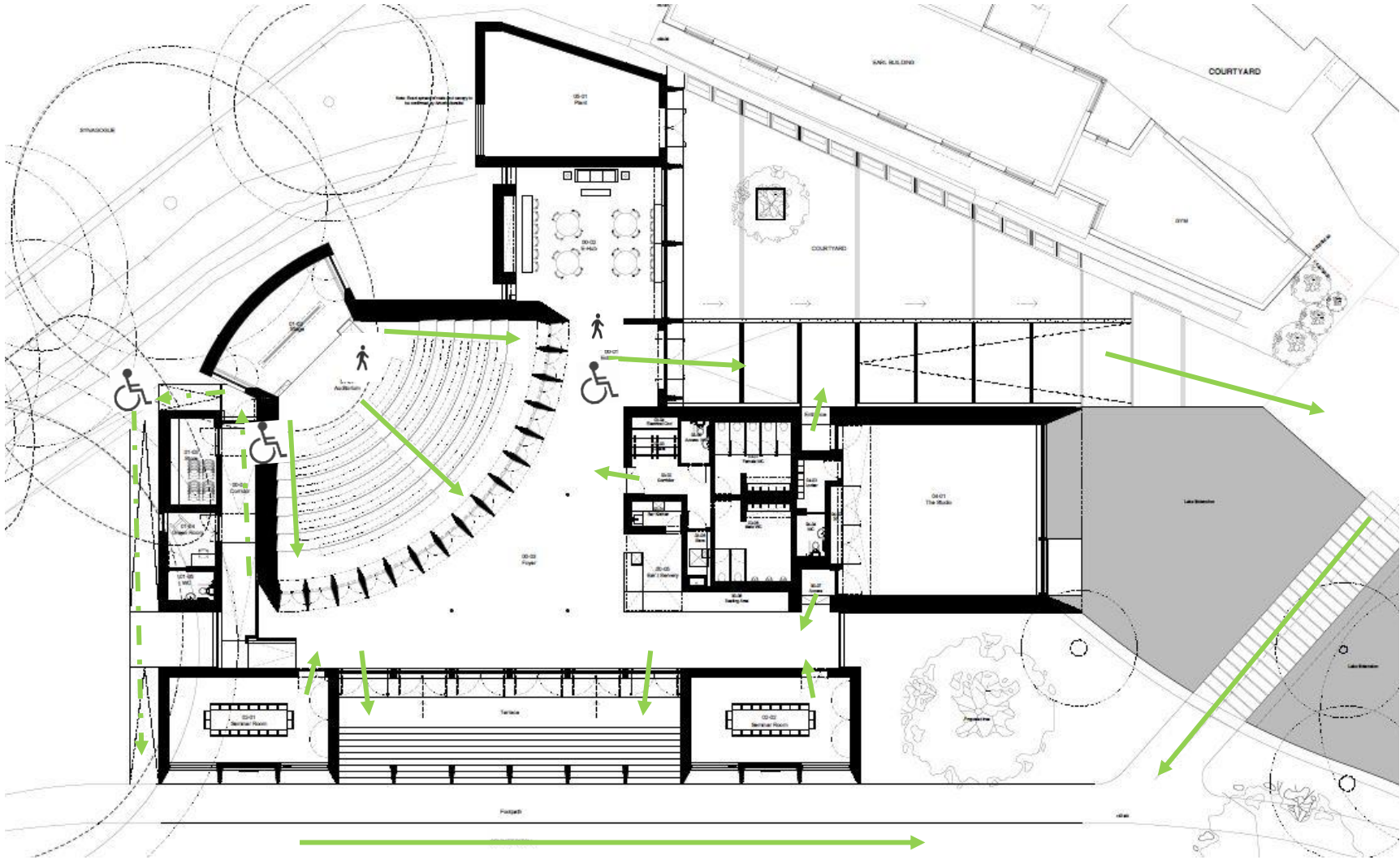




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**Saltan  
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## Level 0



**KEY:**  Safe Route   
 