



Fire safety contact summary

The following sections outline the procedural guidance required for schools/departments/halls to deal with fire safety matters - a tabular summary of the most frequently required contact information is given in Section 1. It should be noted that most maintenance type items can be reported via the Facilities Management Directorate (FMD) Help Desk (extension 7000) - full details are given on the FMD Web Site (www.rdg.ac.uk/FM) in the 'WREN Web Interface and Help Desk' page. A number of items are covered in various Safety Guides, eg social events in Safety Guide 33.

1 CONTACT SUMMARY TABLE

Item		FMD Design Architect	FMD Design Engineer	FMD Maintenance Surveyor	FMD Maintenance Engineers	Area Safety Co-ordinator	Fire Safety Adviser	Telephone FMD	Emergency Control Centre - phone outside normal hours	FMD Admin WREN
Extinguishers	New equipment	✓					✓			
	Replacement or repair				✓		✓	✓		

5 MEANS OF ESCAPE

Means of escape problems in general terms should be discussed with the Fire Safety Adviser in the initial stages. Items of door furniture that require repair or change, eg addition of disabled facilities, should be requested via the FMD Help Desk.

5.1 New buildings

The FMD Design Team normally deals with new buildings. During the design and build the enforcing authority for Building Regulations would provide guidance on the standards applicable.

The Fire Safety Adviser would be available for guidance on specific means of escape detail and general standards applicable.

5.2 Existing buildings

Proposed alterations to existing buildings should be requested through FMD. This should take the

9 SECONDARY LIGHTING

9.1 New installations

New installations are the responsibility of the FMD Design