Guidance Note For
The Provision of Securing Devices
for Doors on Escape Routes.

(Ref: QM_HS_058)
Table of Contents

1.0 Introduction........................................................................................................... 3
2.0 Requirements.......................................................................................................... 3
3.0 Types of Door Release Mechanisms ..................................................................... 4
    3.1 Panic Bars........................................................................................................... 4
    3.2 Push Pads.......................................................................................................... 5
    3.3 Glass Bolts....................................................................................................... 5
    3.4 Thumb Turn Locks........................................................................................... 6
    3.5 Signage............................................................................................................. 6
1.0 Introduction

In general doors on escape routes (whether or not the doors are fire doors) should only be fitted, at most, with a single simple fastening which can be readily operated. The operation of this fastening should be apparent, not require the use of a key or having to manipulate more than one mechanism.

2.0 Requirements

Where these doors are on escape routes and are required to be secured against entry whilst the building is occupied, the fastening on the side approached when escaping should have a single simple device which opens the door without the use of a key or having to manipulate more than one mechanism.

As a general rule, and in order to comply with the requirements of the London Fire Brigade and the Approved Building Regulations, any door required for means of escape purposes and fitted with an Electro-Magnetic Locking Device (Mag-Lock), including Access Controlled Doors, should automatically fail in the safe position i.e. unlocked in any of the following situations:

1. On the activation of the fire alarm,
2. In the event of a power failure or system error
3. On activation of a manual door release unit (Type A) to BS EN 54-11:2001 positioned on the side approached by people making their escape. If the door provides escape in both directions, a unit should be installed on both sides of the door.

Where a battery backup is proposed in order to maintain security of the premises in the event of power failure, an override facility must be provided adjacent to the actual door, so that the power supply to the electronic locking device can be interrupted in all cases.

This override facility will take the form of a 'GREEN BREAK-GLASS' BOX.
All staff should be informed that should they need to evacuate a building in an emergency and an electronically locked door has not failed in the safe position in any of the previously mentioned situations, then breaking the glass in the green box will automatically release the door. Should this method of egress be used the person activating the green box, should report the broken device to the ‘Estates Help Desk (ext. 2580)’ for immediate remedial action.

3.0 Types of Door Release Mechanisms

There are a number of different types of door release mechanisms found in College premises. Below is an example of those found and instruction on their actuation together with situations where they should be used.

3.1 Panic Bars

Panic bars, also called push bars, with bolts or latches will be found on doors where they are expected to be used by more than 60 persons. They are designed for applications where a final exit door is to be used by members of the public that have no prior knowledge of the device and a panic situation is likely to occur in the event of an emergency. These locking devices should release by hand or body pressure being applied to the bar. These devices must only be fitted to doors that open in the direction of travel as the force applied to the bar will open the door away from the person escaping.
3.2 **Push Pads**

Emergency push pads with latches and bolts are designed for applications where a final exit door is to be used where a panic situation is unlikely to occur. They are not suitable for use where members of the general public are likely to use the final exit door. For these applications a panic bar with bolts or latches would be required. These pads operate by hand or body pressure. These devices must only be fitted to doors that open in the same direction of travel as the force applied to the pad will open the door away from the person escaping. These devices should be fitted to doors where there are persons that find it difficult to manipulate normal handles, knobs or thumb turn locks.

3.3 **Glass Bolts**

These locks are normally fitted on doors that are not in everyday use as a means of escape and where additional security is required. The door gives the appearance of being locked. A small hammer is provided with which to strike the glass tube. When this breaks the draw bolt will spring back to unlock the door and the door may be opened by using the lever handle in a normal way. There should be no other securing devices fitted to the door.
3.4 Thumb Turn Locks

These devices are normally fitted on office doors but may also be found where a small number of users may need to escape through them. The locks are normally operated by turning the device in an anticlockwise direction. These locks should not be fitted in conjunction with any Electro-Magnetic Locking Devices, as above.

3.5 Signage

In all cases where securing devices are fitted to doors on escape routes, appropriate signage giving instruction as to the operation of the device should be clearly displayed on the door.
## Document Control

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