



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

# Saw Swee Hock **Student Centre**

Occupants' Guide 2014



*Engraved stone signage, ground floor entrance.*



## WELCOME



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We are delighted to welcome you to the Saw Swee Hock Student Centre (SAW), the latest development in the Schools improvement plan. The School has invested £38m in this building, to improve the student and staff experience and environment. The opening of SAW is a clear demonstration of our ambition to create a “world class” estate.

The Estates Division will be responsible for maintaining the building but we also require the occupants and users to help us, together with the support of our facilities team. We have developed a number of procedures to assist in maintaining this magnificent building to a high standard.

This guide, produced by the Estates Division, provides essential information about the use and upkeep of SAW to help you to settle into your new space. We do hope you find it useful.

Like any new building it takes time to settle down and there will invariably be some teething issues as we all get used to working in and operating such a major new facility. Please bear with us and report any problems through the Estates Helpdesk.

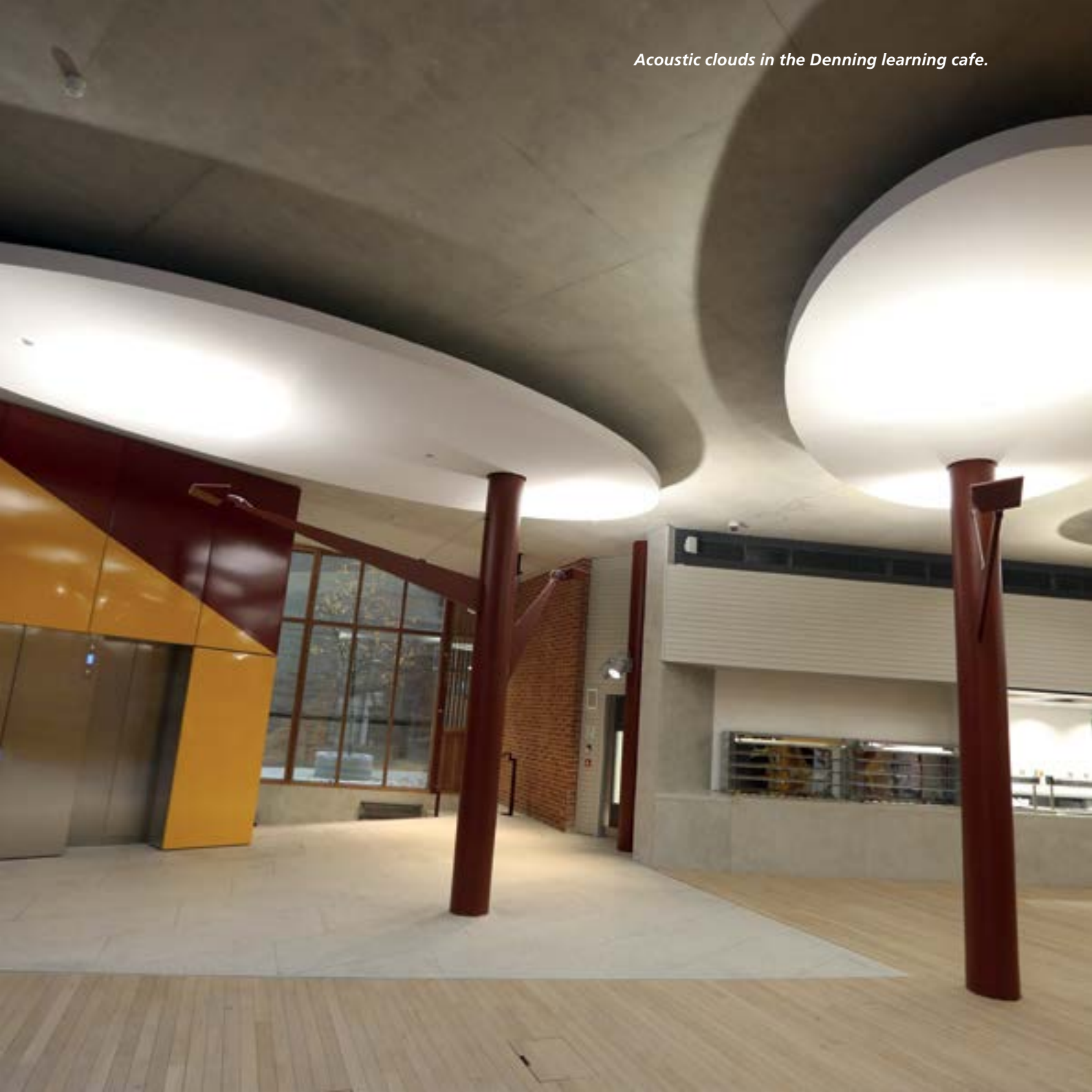
Indeed any feedback on the operation of the building would be welcome so please feel free to contact the Estates Division, especially if you have suggestions for improvement.

The Students' Union are excited about further developing relationships with other SAW occupants and welcome any suggestions you have for collaboration to ensure these new facilities provide the very best opportunities for students.

We do hope you will be very happy in your new home.

With best wishes

*Acoustic clouds in the Denning learning cafe.*







## INTRODUCTION

This manual outlines the facilities available in the Saw Swee Hock Student Centre (SAW).

The building, the first new build on the campus for more than 40 years, will transform the LSE campus, providing contemporary and flexible social spaces for the School and providing a new home for the Chaplaincy, the Students' Union, Careers, Accommodation Office and Residential Services.

In line with good practice, the design and operation of SAW will be the subject of a formal Post Occupancy Evaluation, when occupants and users will be asked for feedback. This will be undertaken during and after its first year of operation. In the meantime please use the reporting routes in this guide for immediate issues requiring attention.

*Spiral staircase.*



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*Vitreous enamel lift panels' Uplift'.*





## GENERAL INFORMATION

### Building location

SAW is located on Sheffield Street, next to the Peacock Theatre. The building is located in the London Borough of Westminster.

### Building address

Saw Swee Hock Student Centre  
1 Sheffield Street  
London  
WC2A 2AP

The main School address must be used for mail:

The London School of Economics and Political Science  
Houghton Street  
London  
WC2A 2AE

### Building access and opening hours

Access to the building is on ground floor level from Sheffield Street.

- General access is available Monday to Sunday between the hours of 7am – 10.30pm (term time and vacations).
- All out of hours access must be authorised by the respective Departmental Manager by email to security [security.card.id@lse.ac.uk](mailto:security.card.id@lse.ac.uk)
- Please note separate access arrangements will apply during school closure periods.

## Useful numbers

<b>EMERGENCY AT LSE</b>	<b>666</b> (020 7955 6555 from a mobile or external phone)
<b>EMERGENCIES IN PUBLIC PLACES</b>	<b>999</b>
<b>LSE Main Switchboard</b> (8.30am to 5.30pm, Monday to Friday)	<b>100</b> 020 7405 7686
<b>Saw Swee Hock Student Centre Reception</b>	<b>2999</b> 020 3486 2999
<b>Students' Union Reception</b>	<b>7158</b> 020 7955 7158
<b>24 Hour Security Control Room</b>	<b>2000</b> 020 7955 6200
<b>Estates Help Desk</b> (8.30am to 5pm)	<b>2444</b> 020 7831 8713
<b>Lost Property Office</b>	020 7955 <b>7988</b>
<b>LSE Porters</b>	020 7955 <b>6760</b>
<b>LSE Postroom</b>	020 7955 <b>7989</b>
<b>LSE Reprographics</b>	020 7955 <b>7986</b>
<b>Dental Practice</b> (Sardinia House)	020 7404 8600
<b>NHS Direct</b> (24 hours)	0845 4647
<b>St Philips Medical Centre</b> (Tower 3)	020 7611 <b>5131</b>

*Window looking down from the gym to third floor.*



## BUILDING SERVICES / INFORMATION

### Activities Resource Centre (ARC)

Situated on the first floor this will become the new hub for sports clubs and student societies, providing facilities for individuals looking to join, set up or develop activities of their own.

### Bicycle parking and associated facilities

Bicycle racks are provided with open access on the front forecourt. Access is via Sheffield Street and Portsmouth Street. Showers, changing facilities and lockers are located on fourth floor. Bicycles are not permitted inside the building. Motorcycles or mopeds must **not** be brought onto the forecourt.

Bicycles shall be secured only to the designated hoops by the owner's own lock. The School cannot be responsible for the loss or damage to cycling equipment. Any bikes secured outside the designated areas, especially to the external railings and the building, will be removed.

Any bikes left over a period of time will be removed to ensure availability of these facilities for those who need them on a daily basis.

### Catering facilities

The basement houses a large social space, "The Venue".

The Three Tuns is located on the Ground floor and will be open Monday to Friday 11am – 11pm.

The first floor Denning Learning Café has 24 PC's and seating for 150 and the Weston Café on the sixth floor can accommodate 30, both are open Monday to Friday 10am to 5pm.

All SU run spaces are available for use by students, clubs, societies and school departments as well as for external bookings. Please email Alex Bond ([a.bond@lse.ac.uk](mailto:a.bond@lse.ac.uk)) for more information.

### Dance and exercise studio

There is a studio situated on the sixth floor. Booking enquiries should be directed to Nick Turner [n.turner@lse.ac.uk](mailto:n.turner@lse.ac.uk)

### Environment and ecology (BREEAM)

To meet the LSE Environmental Policy, SAW has been designed to achieve a BREEAM (Building Research Establishment Environmental Assessment Methodology) "outstanding" rating.

The building has two forms of electrical generation comprising of a combined heat and power system (CHP) and roof mounted photovoltaic arrays. The CHP units are normally operated in heat mode and as such will only operate in response to the heating demand of the building. The air handling system transfers heat between the supply and extract systems. This is an energy saving feature.

A reclaimed water system has been installed to serve the toilet cisterns, watering points, irrigation systems and Plantroom wash down to reduce mains cold water usage. The system collects water from the recycled rainwater and greywater drainage systems.

Find out how to achieve more energy and carbon savings by logging onto Carbon Trust Empower [www.carbontrust.com/resources/tools/empower](http://www.carbontrust.com/resources/tools/empower)

## SU Gym

Situated on the fourth floor, the SU Gym will be open between 7am – 10pm on weekdays, and 10am – 6pm at weekends.

Featuring the brand new range of cardiovascular, functional and resistance machines from Technogym and Olympic standard strength performance equipment, the LSESU gym caters for the advanced and novice athlete alike. Capped membership – join early to avoid disappointment.

For further information visit the website: [llesu.com/gym/](http://llesu.com/gym/) or email [SU.GYM@lse.ac.uk](mailto:SU.GYM@lse.ac.uk)

## Induction loop systems

In addition to loudspeakers, a number of fixed induction loop systems have been installed throughout the building. These are located in the main reception desk and the SU reception on third floor. The cafés have local induction loops.

In the Venue space and pub users will be issued with mobile infra-red receivers as it has not been possible to install a fixed system with the heavy acoustic blanketing in these spaces. The system shall be such to enable customers and staff to be heard above the background noise when being served.

For further details or assistance please contact [Estates-Help-Desk@lse.ac.uk](mailto:Estates-Help-Desk@lse.ac.uk)

## Lighting

Daylight and movement sensors have been installed, these adjust the artificial lights in order to maintain lighting levels and save energy.

## Lockers

Gym lockers are located within the changing room areas on the fourth floor, along with lockers and changing facilities for those wishing to cycle to work. Lockers are also located on the second floor.

## Media centre

The media centre, situated on the second floor, brings together all SU media into one space including The Beaver, Pulse Radio, LooSE TV and Clare Market Review.

## Faith Centre

The Faith Centre is based on the second floor of SAW. It is a suite of rooms, including a large room for events, a social space, a quiet area for prayer and meditation and male and female Muslim prayer rooms, as well as the Chaplain's office. All staff and students are welcome to use the Faith Centre as a space for prayer and religious worship, for interfaith dialogue and as a place for quiet reflection on a hectic campus. More information on what is going on in the Faith Centre and religious provision at LSE can be found online at [lse.ac.uk/intranet/LSEServices/chaplaincy/newfaithcentre.aspx](http://lse.ac.uk/intranet/LSEServices/chaplaincy/newfaithcentre.aspx) and any questions can be emailed to [faithcentre@lse.ac.uk](mailto:faithcentre@lse.ac.uk) or call 020 7955 7965. The Faith Centre will be open from 8.30am until 9pm and everyone is welcome, you do not need an LSE card to enter.



## Partition walls

There are several partition walls situated within the building. Please read the instructions carefully prior to opening or closing the panels. An instruction video can be found here [youtube.com/watch?v=HuYsr\\_ZEkME](https://youtube.com/watch?v=HuYsr_ZEkME)

## Passenger lifts and goods lifts

There are two 13 person passenger lifts situated in the centre of the building which serve basement to sixth floor, one 13 person lift serving basement to fifth floor and one goods lift serving basement to first floor.

Please give priority to those most in need of using the lift and remember taking the stairs is often the quickest way of travelling to nearby floors and keeps you fit. A 15 second lift ride uses approximately 60w of energy – the same as a 60w light bulb in one hour.

## Reception area

The main reception is positioned at the front of the main entrance, on Sheffield Street, contact [LSE.SAW.Reception@lse.ac.uk](mailto:LSE.SAW.Reception@lse.ac.uk), #2999 or 020 3486 2999.

The Students' Union Reception desk is located on the third floor, contact 020 7955 7158 or email [su.info@lse.ac.uk](mailto:su.info@lse.ac.uk)

## Rest room

A quiet room is situated in the basement. For your own security and safety this room is controlled by SAW Reception / Security. Please contact [LSE.SAW.Reception@lse.ac.uk](mailto:LSE.SAW.Reception@lse.ac.uk) 0203 486 2999 or #2999 for access.

## Signage / poster policy

For installation of new door signs, replacement of broken signs, or to change text on existing signage please complete a maintenance request form [lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServiceRequesthelpdesk/Home.aspx](https://lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServiceRequesthelpdesk/Home.aspx)

Each department has at least one noticeboard and the central lift core has been designed in vitreous enamel to take notices. To access the poster policy please visit the website [lse.ac.uk/intranet/students/campusLondonLife/sweeHockStudentCentre/Occupants-user-guide.aspx](https://lse.ac.uk/intranet/students/campusLondonLife/sweeHockStudentCentre/Occupants-user-guide.aspx)

## Smoking

In line with statutory provisions all buildings on the campus are smoke free. No one is allowed to smoke inside SAW, but you may smoke on the sixth floor terrace as long as you are at least 2 meters away from any doors, windows, ventilation grilles or other openings which may cause tobacco fumes to enter the building. If you must smoke, you are also asked to show consideration to other non-smoking users by ensuring a clear pathway to all entrances. Please deposit used cigarette ends in the bins provided and do not stub cigarettes out on the pavements, planters or street furniture, where someone else has to clear up the resultant litter.

Toilet and shower facilities

There are no toilet facilities on the sixth floor. Shower and changing facilities located on the fourth floor are for gym users and those wishing to cycle to work. There is a shower cubicle and changing space in the basement which is to be used in conjunction with the Green Room. This room is controlled by SAW Reception / Security. Please contact [LSE.SAW.Reception@lse.ac.uk](mailto:LSE.SAW.Reception@lse.ac.uk) 0203 486 2999 or #2999 for access.

The Building has been provided with low flush toilets to minimise water consumption.

Water meters, which are connected to the BMS control system, monitor the usage of water.

	Male	Female	Gender-neutral	Disabled	Showers	Footwash M/F
Sixth floor	N	N	N	N	N	N
Fifth floor	N	N	Y	Y	N	N
Fourth floor	Y	Y	N	Y	Y	N
Third floor	N	N	Y	Y	N	N
Second floor	Y	Y	Y	Y	N	Y
First floor	N	N	Y	Y	N	N
Ground	Y	Y	N	Y	N	N
Basement Mezzanine	N	Y	Y	Y	N	N
Basement	Y	N	Y	Y	Y	N

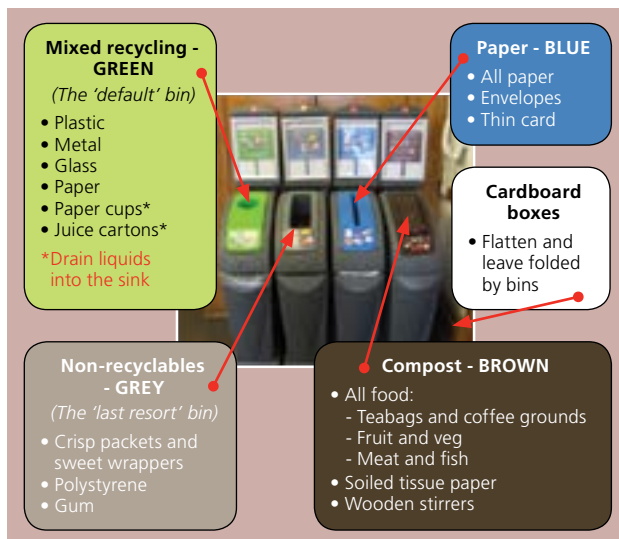
## Transport

There are 20 bicycle parking spaces located on the forecourt of the building. These additional spaces will increase the number on campus from 424 to 444.

For details of the nearest public transport links please visit [lse.ac.uk/intranet/LSEServices/LSEFacilitiesGuide/transportCyclesShowersAndLockers.aspx](http://lse.ac.uk/intranet/LSEServices/LSEFacilitiesGuide/transportCyclesShowersAndLockers.aspx)

## Waste/recycling – see also tea points

The LSE have provided recycling and waste bins in the tea points and other communal areas. Please co-operate with LSE Environment and Sustainability policy and ensure that you separate your waste in the following ways:



For further information please visit the LSE Sustainability web pages [lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/home.aspx](http://lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/home.aspx)

## Water fountains

Water fountains are provided throughout the building. Building users are encouraged to make use of the free water facilities to avoid the environmental impact of bottled water.

## Windows

Windows around the building have differing opening systems, manual, electronic and those that are linked to the BMS that will open and close automatically, see local information or here on the web [lse.ac.uk/intranet/students/campusLondonLife/sweeHockStudentCentre/Occupants-user-guide.aspx](http://lse.ac.uk/intranet/students/campusLondonLife/sweeHockStudentCentre/Occupants-user-guide.aspx)

It is your responsibility to close windows when leaving your office.

Please use the pulley system to open and close window blinds and curtains, where fitted.

## Wireless

A Wireless network is available throughout the building.

Refer to IT Services web pages if you experience any problem when trying to connect to the wireless network: [lse.ac.uk/intranet/LSEServices/IMT/guides/wirelessNetworks.aspx](http://lse.ac.uk/intranet/LSEServices/IMT/guides/wirelessNetworks.aspx)

*Ground floor reception.*





## OFFICE INFORMATION

### Alterations to your space

Should you wish to propose any alterations to your allocated space please make an application to the Estates Division by completing a New Works Request form:

[lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/newWorksRequest/NewWorksRequestExplanation.aspx](https://lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/newWorksRequest/NewWorksRequestExplanation.aspx)

The power/data point locations have been positioned to suit the current agreed furniture layouts. Therefore re-positioning furniture may require new/additional power/data outlets.

Floor grilles should not be obstructed by furniture. High level wall grilles also need to remain free from high level storage and/or shelving.

Any significant increase in occupation of any floors may affect the fire strategy and would require a review of the building fire risk assessment.

### Audio visual equipment

Each department is responsible for the audio visual equipment within their area.

### Cleaning

All buildings are cleaned and serviced regularly throughout the day. For full details of the cleaning schedule, frequencies and emptying of recycling bins, please visit the Estates Division web page: [lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/cleaning/Home.aspx](https://lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/cleaning/Home.aspx)

### Clocks

Clocks within the building are radio controlled and will therefore adjust automatically.

### Furniture

In compliance with the LSE Environmental Policy, the furniture for SAW has been selected to meet high environmental criteria.

All new office chairs will have an operational manual attached with detailed operating instructions.

If you find you have a furniture requirement please refer to the website: [lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/furnitureReuse/home.aspx](https://lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/furnitureReuse/home.aspx)

### Helpdesk fault reporting, repairs and maintenance

The Help Desk is the link between LSE customers (staff, students and visitors) and the Estates Team. Our aim is to work together to ensure that faults are attended to promptly, in order to do this we need to know about them.

If you see a fault or defect with any facility on campus please report it. The Estates website has full details of how to report a fault or request a repair through the Maintenance Helpdesk, but this is summarised below: Estates Help Desk – Monday-Friday 8.30am – 5pm.

- Helpdesk **#7956**
- Email: [estates-help-desk@lse.ac.uk](mailto:estates-help-desk@lse.ac.uk)
- Emergency: **#2444 (DD: 020 78318713)**

For the most effective response to faults and maintenance requests please use the on line Maintenance Request Form at [lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx](http://lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx)

In case of problems you may contact Beni Ahjem (Help Desk Manager) on #7778 or [a.ahjem@lse.ac.uk](mailto:a.ahjem@lse.ac.uk) or one of the Maintenance supervisors.

### In an emergency

For serious faults such as a flood, blocked toilet, loss of power, or a Health and Safety hazard etc please dial #2444, but please note that this number is staffed between Monday to Friday 8.30am and 5pm; outside these hours you should call security on #2000.

### IT support and sustainable use of computers

The IT Service Desk should be your first point of contact for all staff IT support queries:

- Email: [IT.Servicedesk@lse.ac.uk](mailto:IT.Servicedesk@lse.ac.uk)
- Tel: #5000

Refer to the IMT Services web pages for further information to [lse.ac.uk/intranet/LSEServices/IMT/home.aspx](http://lse.ac.uk/intranet/LSEServices/IMT/home.aspx)

### Postal service

**Incoming mail:** Mail for building users will be distributed by LSE post room staff.

Mail will be delivered and collected to/from departmental offices or designated post rooms.

The mail is delivered and collected twice daily. Usually between 10 – 10.30am and 2 – 2.30pm

#### **Our mailing address for all external mail is:**

Your Name, Dept and Room Number (very important)

The London School of Economics and Political Sciences  
Houghton Street  
London  
WC2A 2AE

#### **All courier deliveries go to the main LSE Post Room**

Please advise the Post room on #7989/6564 or [Postalenquiries@lse.ac.uk](mailto:Postalenquiries@lse.ac.uk) if you are expecting an urgent or valuable item and they will contact you upon arrival.

LSE security will not accept any courier deliveries at SAW reception.

**Campus Mail:** To send mail to another office on campus, you will need an internal mail envelope with addressee, room number and building included.

*The Venue.*



## Tea points

Tea points are provided within all departments.

A zip tap is designed to provide both boiling water for hot drinks and chilled filtered water for cold drinks.

The tap requires thumb/finger operation.

All electrical appliances are “A” rated for environmental performance.

Please leave these areas as you would wish to find them and ensure any spillages are cleaned up immediately.

Individual departments are responsible for stocking kitchen areas but to comply with the environmental policy, the following recommendations are made:

- Wash mugs and glasses rather than using disposable containers.
- Buy organic and fair trade tea, coffee and other refreshments.
- Do not buy in bottled water, use the tap water and serve in a jug for meetings.
- Avoid packaging wherever possible and recycle where appropriate facilities are provided.
- Buy eco-friendly washing up liquid and other cleaning products.

The LSE have provided recycling and waste bins in the tea points and other communal areas. Please co-operate with LSE Environment and Sustainability policy and ensure that you separate your waste appropriately (see Waste and Recycling section).

## Telephones

The Hosted Telephony Project, which is currently being rolled out across the whole campus by IMT Services, has been installed within SAW. This means that you have a new handset. The new telephone system has greater functionality than the previous system which we hope you will find useful in your day to day activities. For further information please see the online telephone guide:

[lse.ac.uk/contact/telephoneDirectory/hostedTelephony/deskTelephone.aspx](http://lse.ac.uk/contact/telephoneDirectory/hostedTelephony/deskTelephone.aspx) or contact Telecoms on #2222 or email: [telecoms@lse.ac.uk](mailto:telecoms@lse.ac.uk).

Existing and new extension numbers have been agreed with your department. Please see your department manager for more details.

Any problems with phones should be reported to Telecoms on #2222 or email: [telecoms@lse.ac.uk](mailto:telecoms@lse.ac.uk)

## Ventilation / cooling / heating – see also Windows

The building has been provided with heating via radiators, trench heaters, underfloor heating systems and heating coils within the air handling units which are provided with low temperature hot water (LTHW) via 2 No gas fired boilers and 2 No gas fired combined heat and power units within the Plantroom. The heating system also provides a heat source for the hot water calorifiers.



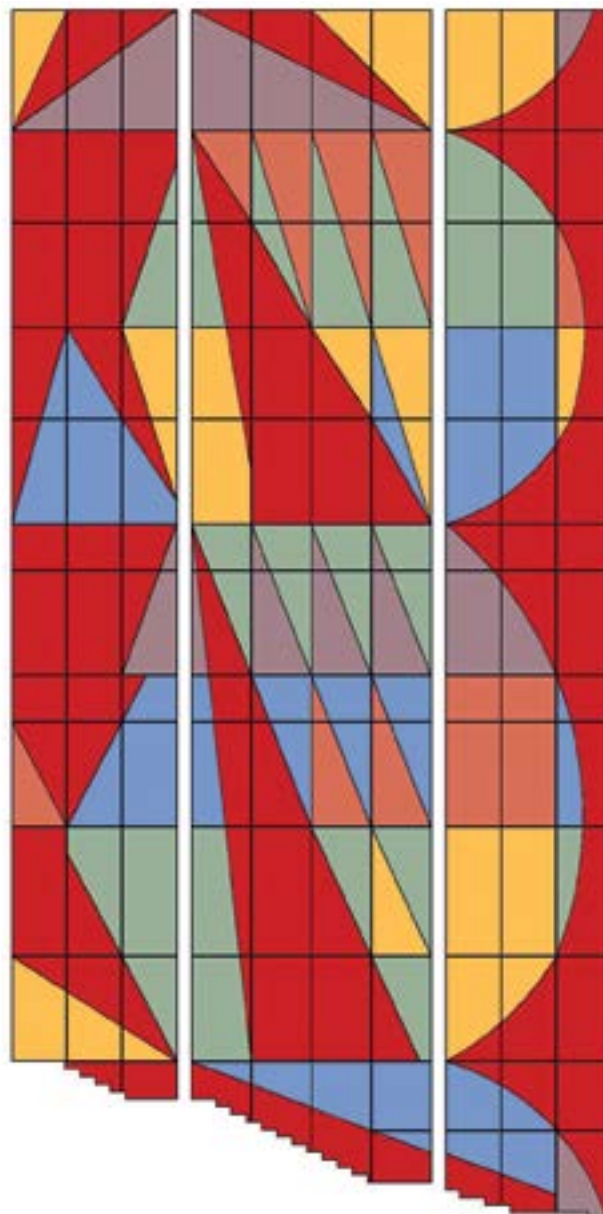
## Visitors

The intention to host a visitor is passed to the reception staff at SAW by a representative of the inviting department, division or organisation. Details of visitors to SAW should be sent to [LSE.SAW.Reception@lse.ac.uk](mailto:LSE.SAW.Reception@lse.ac.uk). The email should contain the following details:

- Full name of visitor.
- Date and time the visitor will arrive and depart SAW.
- Name and department/division of host member of staff with contact telephone number.
- Special needs of persons attending ie disabled access.

Visitors will be issued with a “visitor’s pass” at point of entry to SAW. These passes contain emergency and health and safety information. Visitors should wear these passes throughout their visit to the School. The visitor should return the pass on the conclusion of their visit.

In the event that a visitor arrives at reception without prior notification, reception staff will contact the inviting Department or staff member and request that they meet the visitor at the reception area and authorise the issue of a visitors pass. Queries about visitors should be addressed to the SAW reception on [#2999](tel:2999) or [0203 486 2999](tel:02034862999).



*Sixth floor roof terrace.*



## HEALTH AND SAFETY

### In an emergency

For serious faults such as a flood, blocked toilet, loss of power, or a Health and Safety hazard etc please dial **#2444**, but please note that this number is staffed between Monday to Friday 8.30 and 5pm; outside these hours you should call security on **#2000**.

### Fire safety and emergency evacuation

SAW has a voice alarm system.

The voice alarm gives two different messages:

**Evacuate**, and **Alert**. The messages are:

#### Fire evacuate:

*Attention please, attention please. Fire has been reported in the building.*

*Please leave the building immediately by the nearest exit. Do not use the lifts.*

#### Fire alert:

*May I have your attention please, may I have your attention please.*

*Fire has been reported in the building. This report is being investigated.*

*Please listen for further instructions.*

In some areas there are strobe beacons, giving a visual signal to alert hearing impaired people of the alarm.

The building is divided into two zones which evacuate independently of each other:

#### Zone 1

- the basement and mezzanine floors.
- the pub on the ground floor.

#### Zone 2

- the ground floor other than the pub.
- all floors up to and including the roof.

During the evacuation of either zone, the other will be put on alert.

The sound system in Zone 1 will shut down when that zone is in Evacuation mode. The sound system in Zone 2 will shut down when Zone 2 is in Evacuation mode.

The Fire Assembly Point for the SAW is **John Watkins Plaza** (outside the Library).

### Action if you discover or suspect a fire

If you see or suspect a fire (eg smell burning, see smoke) – raise the alarm by pressing the centre of a red break glass unit (found by exit doors, near stairs, etc.).

Unless you have been trained to use a fire extinguisher **and** have an escape route, you should NOT try to put the fire out yourself.

Evacuate the building with the other occupants, and report the location of the fire or possible fire to Security as soon as possible. This is to reduce the delay in emergency response.

For more information please visit the Health and Safety web page [lse.ac.uk/intranet/LSEServices/healthAndSafety/Home.aspx](http://lse.ac.uk/intranet/LSEServices/healthAndSafety/Home.aspx)

## Action on hearing the alert message

- On hearing the Alert message, people who require assistance to evacuate should go to the Fire Refuge Point and inform Security of their location. Other people should wait until the message changes to Evacuate before evacuating.
- During the alert stage, preparation can be made for departure (eg saving work, cooling down in the gym, ending showers).

## Action on hearing the evacuate alarm message

- When evacuating the building use the nearest available escape route, as indicated by the directional signs. (White figure on green background).
- Lifts must not be used if the Fire Alarm is sounding. If you are in a lift when the alarms sound, exit as soon as the lift doors open, go out by the nearest fire exit, and go to the Fire Assembly Point. Lift doors let passengers out, then close again and remain closed until the alarms are re-set so you must exit the lift immediately.
- Close doors behind you as you leave the building. You may take your belongings with you if these are close at hand and it does not delay your evacuation. If you are away from your desk when the fire alarm sounds, do not attempt to return to your desk to collect your belongings: evacuate immediately.
- All access controlled doors (excluding Salto locks) should automatically release when the fire alarm is activated. Should the doors fail to release, press the silver button or break the Green Break Glass, which cuts the electricity to the door magnet. (Note: if you have to use the break glass, report this to Estates so it can be replaced).

- Staff are responsible for ensuring that all visitors and students evacuate safely.
- Leave the building in an orderly fashion; do not run. Go straight to the Fire Assembly Point and report to your Fire Warden. Stay together as a group. Follow any instructions given by your fire warden, a member of LSE Security, or the Fire Brigade.
- In a fire evacuation, Fire Wardens should report to LSE Security at the Fire Assembly Point whether their areas are clear.
- Fire safety training and regular drills will be organised in accordance with LSE policy.

## First aid provision

First-aid is provided on a campus-wide basis, see list of first-aiders on campus on the health and safety website. Each department will have a first-aid box.

Accidents, incidents and near misses on campus must be reported to your departmental health and safety co-ordinator or your line-manager. More information on accident and incident reporting can be found on the Health and safety web pages. If the accident is serious please contact Security on 666 to report it.

For further information on any of these issues please visit the Health and safety web pages: [lse.ac.uk/intranet/LSEServices/healthAndSafety/Home.aspx](https://lse.ac.uk/intranet/LSEServices/healthAndSafety/Home.aspx)



## Electrical safety

Occupants are reminded that they should check the cables and plugs of portable electrical appliances for signs of wear or damage. Damaged or defective equipment must be taken out of service.

Personal electrical appliances can only be used with the permission of the Estates Division, Facilities Management. Occupants wishing to use personal electrical appliances must make them available to be PAT tested by the Estates Maintenance team. Any equipment which fails the PAT test or has defective cabling or plug tops will be removed. Portable heaters are not permitted. Extension leads must not be used without the permission of the Estates Division, Facilities Management. The use of block multi-plugs is prohibited.

## Security

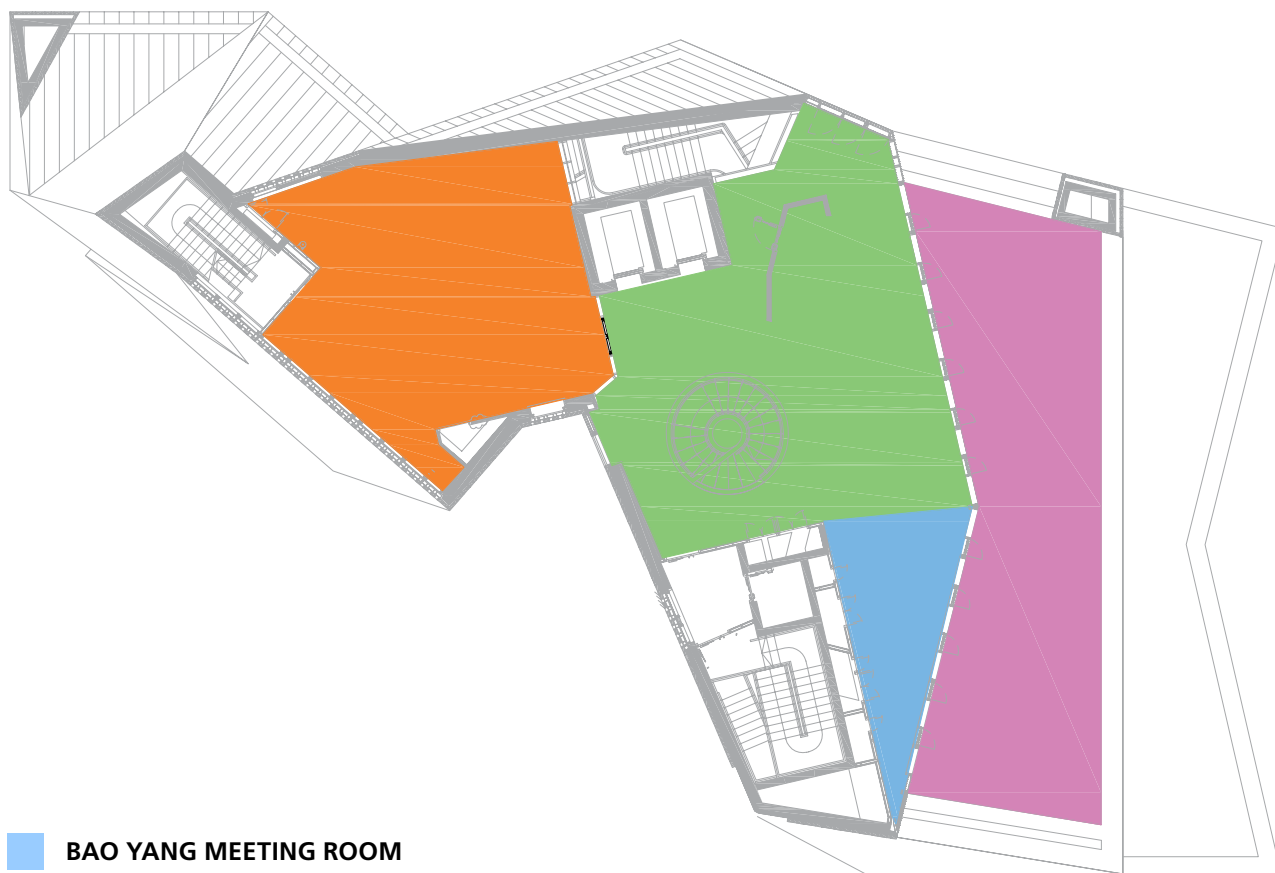
Access to secure areas of the building is via either Salto fob or LSE swipe card. Anyone needing access to an area secured by a Salto lock should have been issued with a Salto fob prior to the move. This should be held against the reader above the office door handle to de-activate the lock. To order replacement or additional Salto fobs please complete a service request form [lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx](https://lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx)





Please keep the door to your department locked when you are not there and do not leave valuables unattended. Due to the large number of visitors and walk in guests, LSE will not accept responsibility for lost or stolen items. Offices have filing cabinets or desk drawers that lock; please use them. Ask the office manager for a key to be made available if one has not already been issued to you.



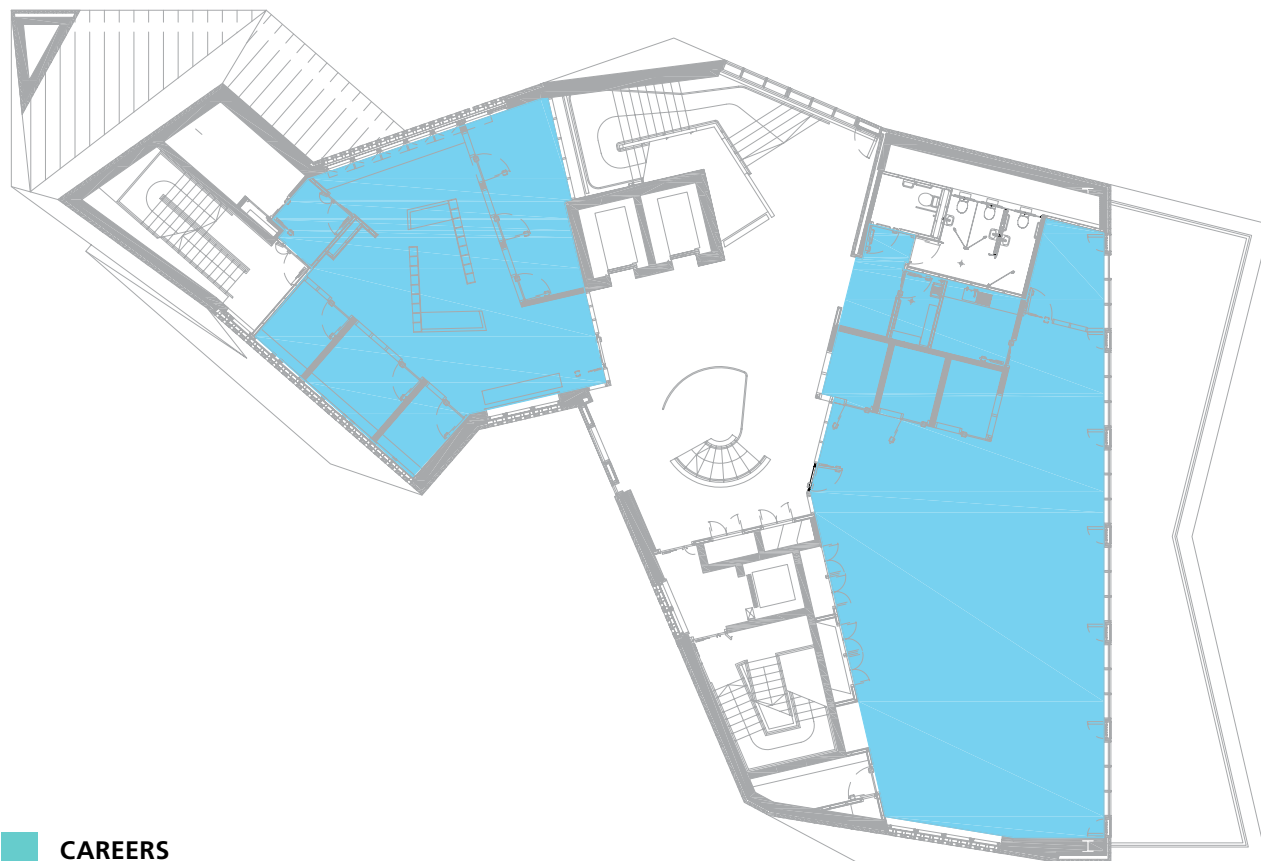


## 6th FLOOR



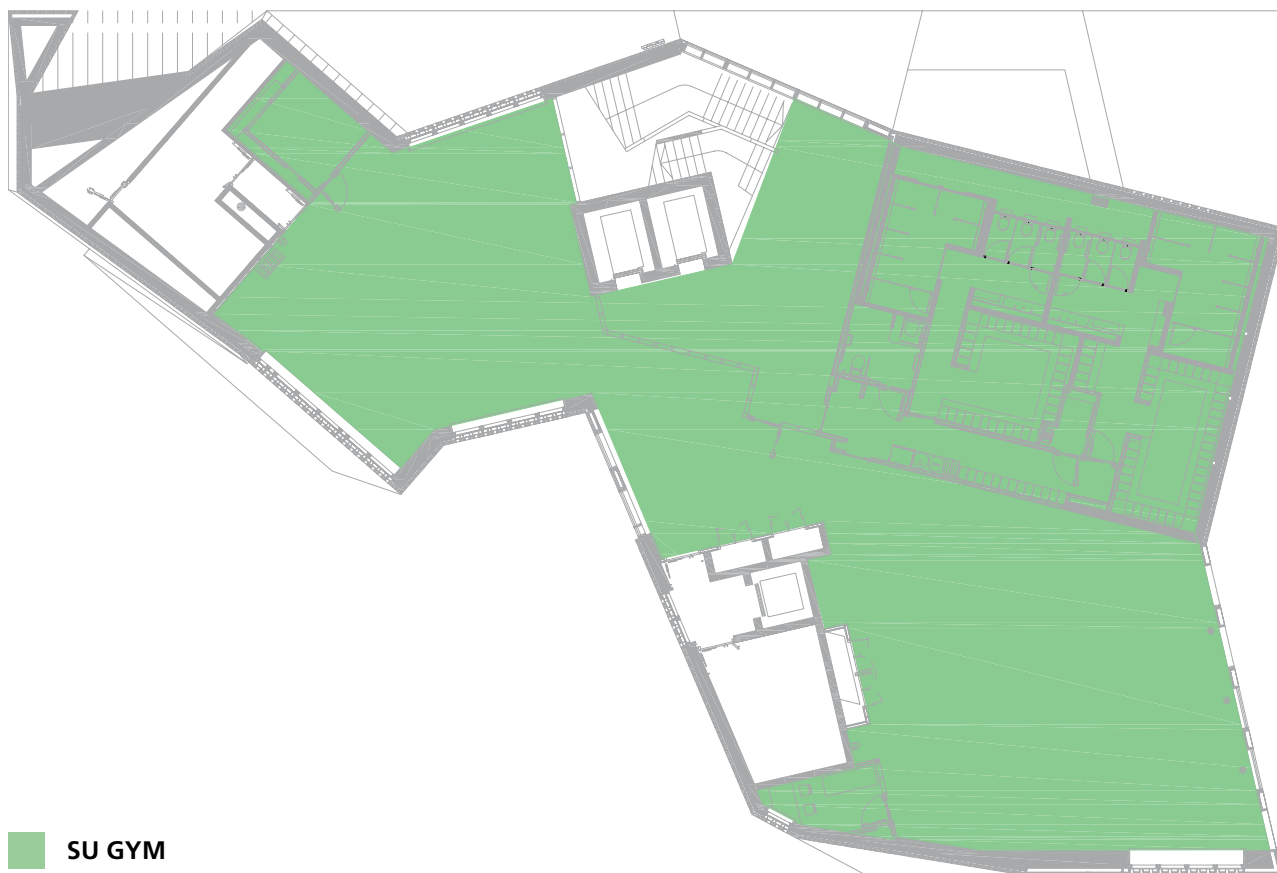
-  BAO YANG MEETING ROOM
-  ROOF TERRACE
-  WESTON CAFE
-  EXERCISE STUDIO

## 5th FLOOR

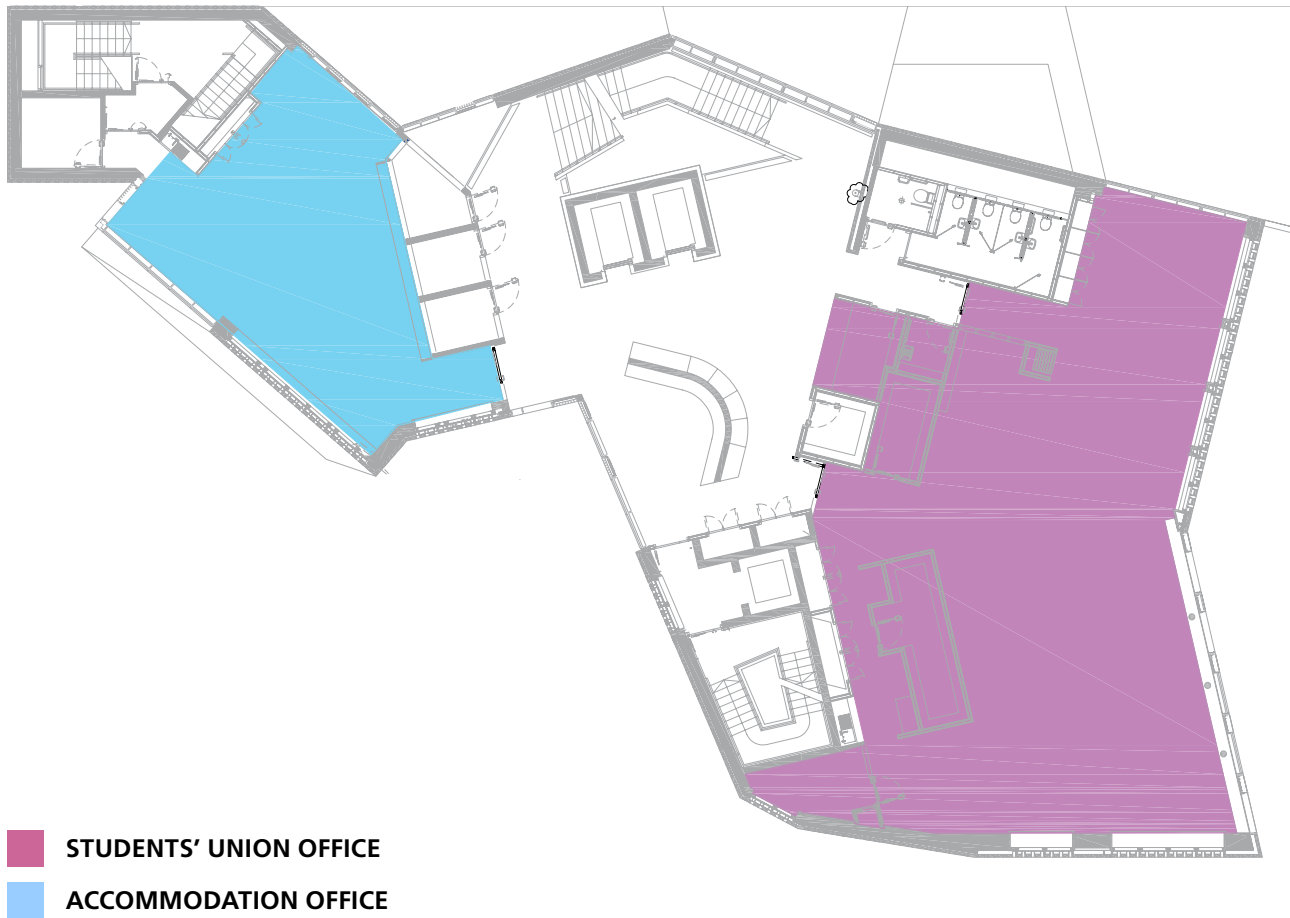


 CAREERS

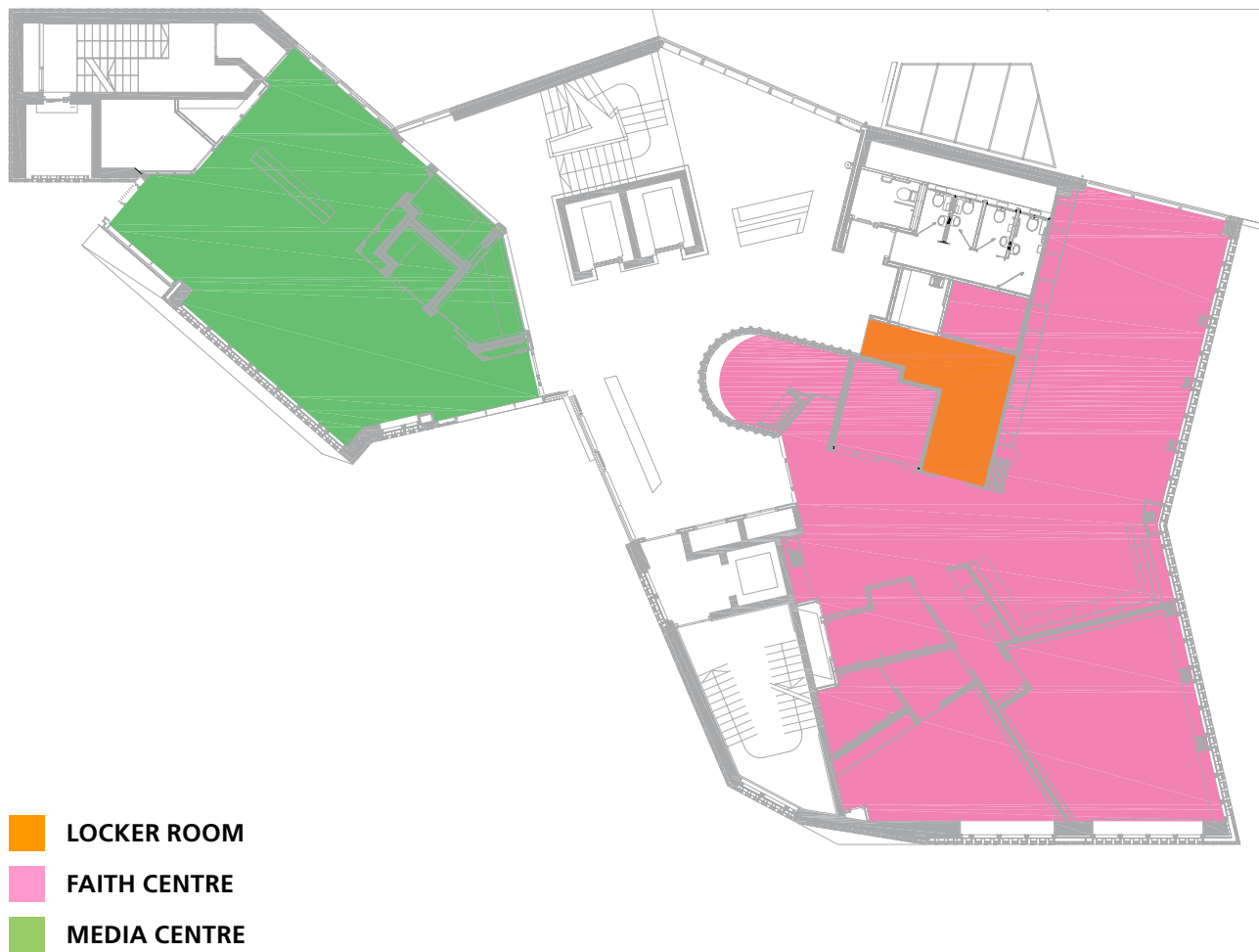
## 4th FLOOR



## 3<sup>rd</sup> FLOOR



## 2<sup>nd</sup> FLOOR



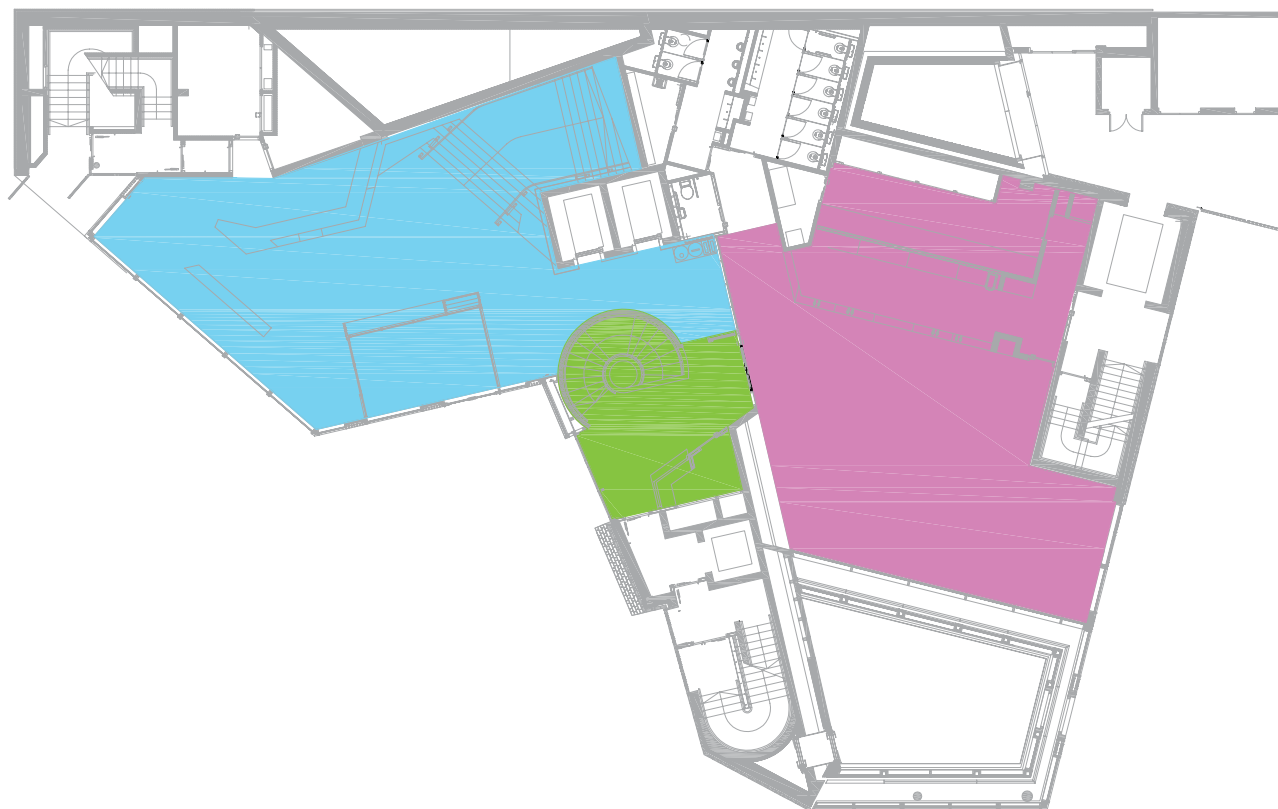





## 1<sup>st</sup> FLOOR



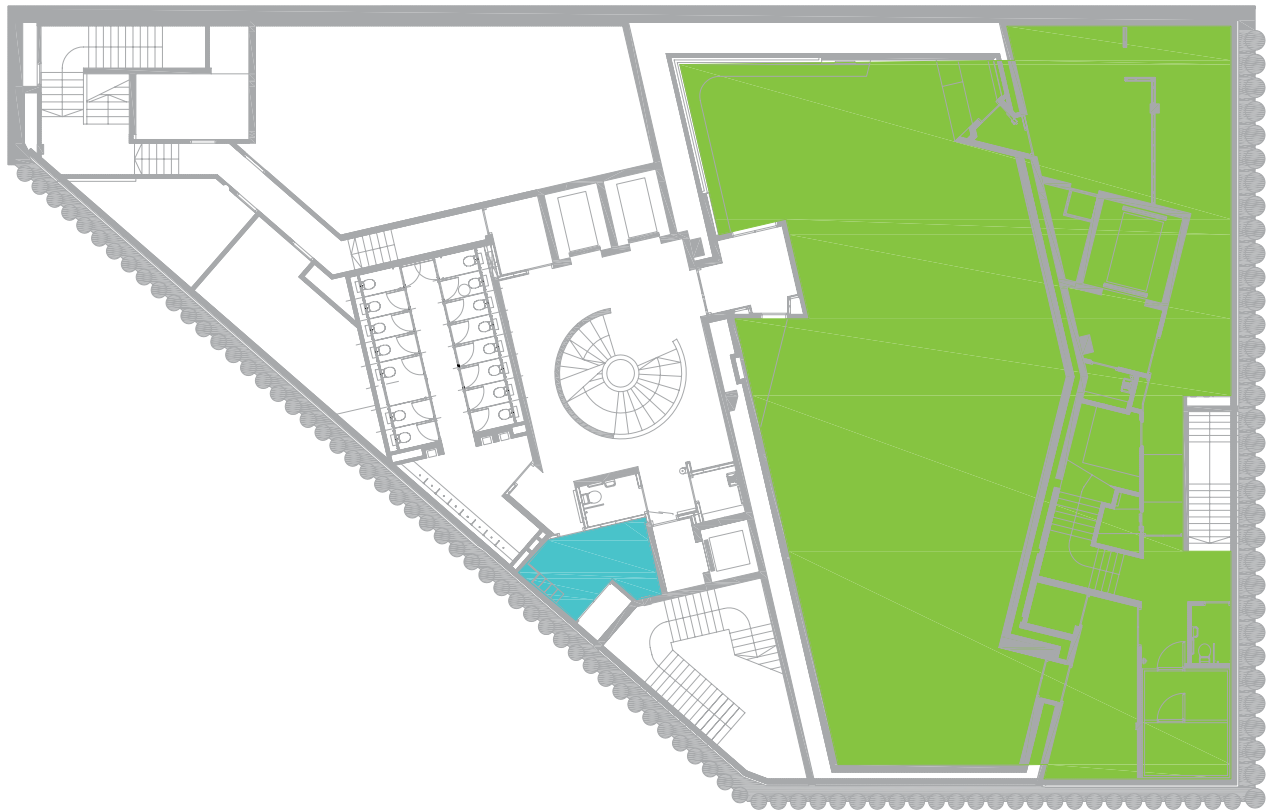
- DENNING LEARNING CAFÉ
- STUDENTS' UNION OFFICE
- ACTIVITIES RESOURCE CENTRE (ARC)

## GROUND FLOOR



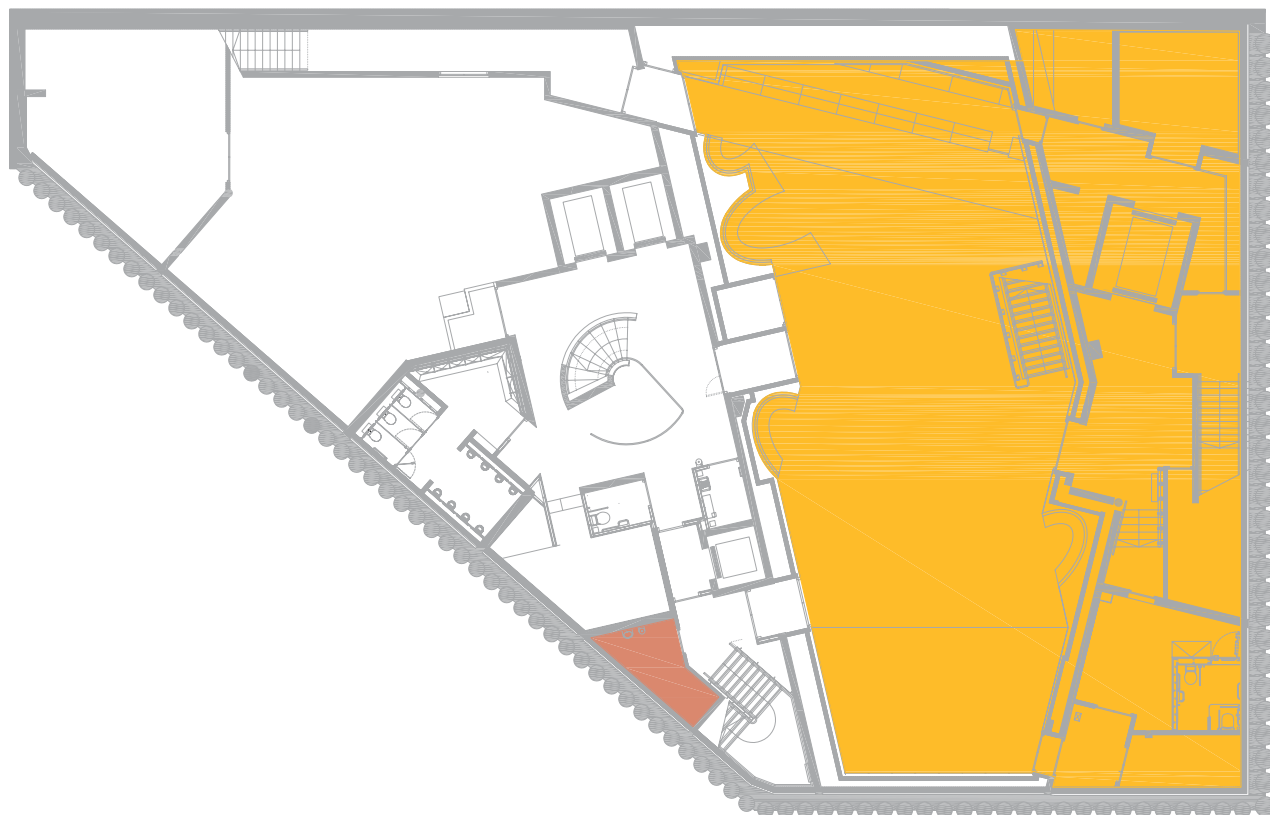
-  ENTRANCE/RECEPTION
-  THE THREE TUNS
-  THE VENUE

## BASEMENT MEZZANINE FLOOR



- THE VENUE
- TEA POINT

## BASEMENT FLOOR



-  REST ROOM
-  THE VENUE

## BUILDING DIRECTORY

<b>Sixth floor</b>	Dance and Exercise Studio The Weston Café Roof Terrace Bao Yang Meeting Room Rooms 6.01 to 6.03
<b>Fifth floor</b>	Anne Harris Floor LSE Careers Reception Rooms 5.01 to 5.05 Gender neutral and disabled toilets
<b>Fourth floor</b>	LSESU Gym Rooms 4.01 to 4.05 Male, Female and disabled toilets
<b>Third floor</b>	LSESU Reception LSESU Offices LSESU Advice and Counselling Residential Services Rooms 3.01 to 3.07 Gender neutral and disabled toilets
<b>Second floor</b>	LSESU Media Centre Faith Centre Rooms 2.01 to 2.06 Male, Female, Gender neutral and disabled toilets
<b>First floor</b>	Aristotle Floor Denning Learning Café LSESU Meeting Room LSESU Activities Resource Centre (ARC) Rooms 1.01 to 1.06 Gender neutral and disabled toilets

<b>Ground floor</b>	Reception The Three Tuns LSESU Venue Ticket office Rooms G.01 to G.13 Male, female and disabled toilets
<b>Basement mezzanine</b>	LSESU Venue Mezzanine Rooms BM.01 to BM.15 Female, gender neutral and disabled toilets
<b>Basement</b>	LSESU Venue Cloakroom Rest Room Green Room Rooms B.01 to B.22 Male, gender neutral and disabled toilets







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