

## PROPOSAL FOR ROLLING OUT FIRE EVACUATION SYSTEM TO MESTON BUILDING

### DISCUSSION

Fire is probably the greatest single safety related threat to the Meston Building and its occupiers. Even if everyone were to escape safely from the building, a fire could destroy facilities, documents and data and could seriously affect business continuity. It is important therefore that we do as much as we can to prevent a fire starting. If, despite our best efforts a fire should start, a fast and effective response can help save life and property. Legislation (The Smoking Health and Social Care (Scotland) Act 2005) banning smoking in buildings eliminates a major way fires can start. Also our system of inspecting electrical equipment reduces the chances of faulty electrical equipment being a source of fire.

Other important precautions are:

- Avoiding large accumulations of material which might easily burn (e.g. waste paper, cardboard, plastics).
- Avoid obstructing the ventilation of electrical equipment or place material immediately above or close to electric heaters. The use of fan and convector heaters are not permitted in University property.
- Not overloading electrical sockets by connecting too many appliances to a single socket. (No daisy chaining of extension cords and use of block adaptors)
- Complying fully with the procedures for the storage and use of highly flammable liquids.
- Complying fully with the procedures for out of hours running of experiments.

Chemistry has successfully used a system for ensuring safe evacuation of the building for a number of years. This ensures that laboratories and offices are checked and cleared, but requires that **ALL** members of staff assume responsibility for checking areas.

**This procedure is now to be rolled out throughout Meston Building.**

As the occupancy of the building changes daily, it is impractical to have a full complement of floor checkers throughout the building at all times. Instead a system of floor checking and '**FIRE SECTORS**' is used.

Meston has been divided into 35 'SECTORS' and each sector has a safety station equipped with high visibility jacket and plan of the sector to be checked. It is vital that the premises are completely evacuated and the **FIRE WARDEN** informed of anyone who may still be in the building. If there is the slightest doubt, inform the Fire and Rescue Service on their arrival.

**All staff are considered to be FLOOR CHECKERS. The first member of staff to reach the station will put on the vest and carry out the duties of Floor Checker.**

## **All Staff**

- When alarm sounds retrieve the **YELLOW** High Visibility vest from the nearest safety station, if the vest is there you **MUST** take on the role of **Floor Checker**.
- If safe to do so, check rooms and laboratories in this sector (as designated on the plan displayed at safety station when you collect the yellow Hi-Vis vest), and ensure all occupants have heard the alarm and get them to leave building, then leave yourself.
- On exiting building Floor Checkers must report to the **FIRE WARDEN**, who will be wearing **ORANGE** Hi-Vis vest (one at the North and South entrances). They will mark off that sector as having been checked and cleared. Report if there are any disabled persons.
- If you think anyone may still be in the building report this.
- On returning to the building please put the yellow Hi-Vis vest back to the safety station you collected it from.

At the North and South entrances there are **FIRE BOXES**. These boxes contain

- orange Hi-Vis vest
- two-way radio (allows two-way communication between both entrances)
- sector check off list
- folder containing the building floor plans showing location of hazardous materials

The tutor / lecturer / person in charge of a lecture, meeting, class or lab will also report the status of the evacuation to the Fire Warden at the assembly point.

The Fire Warden must be informed of any disabled persons as soon as possible. The Fire Warden will detail trained staff to assist in the evacuation if it is safe to do so.

## DESIGNATED ASSEMBLY POINT

### ACADEMIC SQUARE AT FRONT OF FRASER NOBLE, NORTH END OF BUILDING.

#### ARRANGEMENTS

##### 1. How people are warned if there is a fire

An alarm sounds continuously throughout the building (the alarm will be actuated manually via the break glass fire alarm call points, or by operation of the fire detection system). In some areas with high background noise, such as workshops, flashing beacons are used as a visual indicator of an alarm.

The fire alarm is tested on Wednesday at 07.30 hours. Meston uses a wireless system so it takes some minutes for the alarm to sound in all areas.

##### 2. Action on discovering a fire

A fire will probably be first detected by the fire detection system. However, persons discovering a fire will sound the fire alarm by operating the nearest break glass fire alarm call point. These are situated in corridors or near fire doors into stairwells on all floors.

They should then warn others in the vicinity of the danger (bang loudly on any locked doors to ensure that nobody is inside).

Leave the building by the nearest fire exit and report to the Fire Warden (wearing orange Hi-Vis vest), one at the North and one at the South entrance, giving them information on the exact location of the fire and if any persons are injured or trapped before proceeding to the designated assembly point.

##### 3. Action on hearing the Fire Alarm

All persons must leave the building by the nearest fire exit and proceed to the designated assembly point, closing all doors behind them.

Students and visitors will be told to leave by the tutor / lecturer / person in charge of the group or by a staff member.

In centrally-timetabled areas, the tutor / lecturer must ensure that they are aware of the location of escape routes and direct persons to the nearest fire exit.

Building occupants may take personal belongings with them **PROVIDED THESE ITEMS ARE IN THE SAME ROOM / CLASSROOM / LECTURE THEATRE AS THEIR OWNERS.**

If persons are away from their normal place of work (perhaps attending a meeting or in another office) when the alarm actuates they must evacuate via the nearest exit. **THEY MUST NOT RETURN TO THEIR NORMAL LOCATION TO COLLECT BELONGINGS.**

#### **4. The arrangements for fire-fighting by staff**

Suitable fire extinguishers are located prominently throughout the building.

Only persons trained in the use of extinguishers should tackle the fire using nearest extinguisher as long as there is no immediate danger to their own life. **IF IN DOUBT – GET OUT.**

The Fire Warden should be informed of any firefighting so that he / she can tell the Fire and Rescue Service on their arrival.

#### **5. Equipment that needs to be stopped or isolated in a fire situation**

- If it can be done safely in a short period of time, shut down as much equipment, machinery and experimental processes.
- Extinguish naked flames and turn off any source of gas.
- Fume cupboards, if in use, should be left running.

#### **6. Arrangements for calling the Fire and Rescue Service**

Actuation of the break glass fire alarm call points and the fire detection system will alert University Security who will call the Fire and Rescue Service and send a member of staff to the building.

The Fire Warden, or the person discovering the fire, should also call the Fire & Rescue Services by dialling 999 from a safe location (dial 9-999 from a University landline) and report the address of the building and, if known, the exact location of the fire.

The address is **MESTON BUILDING, MESTON WALK, ABERDEEN, AB24 3UE.**

#### **7. The procedures for meeting the Fire and Rescue Service on arrival and the provision of relevant information**

##### **FIRE SERVICES NORMALLY ARRIVE AT SOUTH ENTRANCE**

**NOTE** - Persons acting as Fire Warden need to be aware that Security Control will always inform the Estates & Facilities Section when a fire alarm actuates in buildings. Usually a senior member of Estates & Facilities will also attend (dependant on available information).

Until such time as an Estates & Facilities person arrives on site, the Fire Warden will follow the evacuation protocol for the building. Once the Estates & Facilities person arrives, the Fire Warden shall inform him/her of the state of the evacuation along with any other pertinent information e.g. accidental activation, burnt toast, any smoke or flames, etc.

The Estates & Facilities person will then take charge of the incident and liaise with the Scottish Fire and Rescue Service.

The Fire Warden (South entrance) and / or an Estates & Facilities Section representative will meet the Fire and Rescue Service and liaise with the officer in charge until the incident is over.

Attending fire crews must be informed of: the location of the fire, the status of the evacuation and any casualties.

**8. The means by which information is provided to the fire-fighting services about the building and the hazards which could be encountered by fire-fighters**

Information for the Fire and Rescue Service' folders are kept in the Fire Boxes beside the fire alarm panels at the North and South entrances of the building.

The folders must be made available to Fire and Rescue Service on arrival.

The Fire Warden / Estates & Facilities person will assist in disseminating information.

**9. The measures to be taken to ensure that the employees of another employer are provided with adequate instructions and information on these fire procedures before commencing work**

Contractors under the control of Estates & Facilities Section are informed of fire safety matters by the Estates & Facilities Section or before starting any work.

Contractors under the control of the building occupiers are informed of fire safety matters before starting any work.

**10. Contingency arrangement**

If for any reason the building is out of commission and people cannot return, then the relocation or welfare of evacuees are as detailed in the Business Continuity Plan.

## **Fire Warden Duties**

The role of Fire Warden is deemed to be the first trained staff member to reach either the North or South entrances. (APPENDIX 4)

**When the fire alarm sounds the Fire Warden will:**

### **COLLECT FROM FIRE BOX:-**

- **TWO-WAY RADIO**
- **ORANGE HI-VIS JACKET**
- **CLIPBOARD WITH CHECK OFF SHEET**

### **Duties**

- Wear ORANGE Hi-Vis jacket
- Ensure the Fire and Rescue Service and / or other emergency services have been called.
- If possible, without endangering own life, check Fire Panel for location of fire, (located beside Fire Box in both North and South entrances,).
- Go to the designated assembly point.
  - Take charge.
  - Ensure people gather at the assembly point only.
- Assembly point – It is important to leave sufficient space for emergency services to come onto the Academic Square if required (services would normally attend at South entrance) – people should be encouraged towards the ramp leading to the Sir Duncan Rice Library
- Delegate people to building exits to prevent anyone re-entering.
- Receive confirmation from floor checkers that the building is evacuated using check off sheet.
- Meet the Fire and Rescue Service and provide information about:
  - Location and nature of fire,
  - Any injuries,
  - Anyone still in the building – inform them if any sector has not been checked off,
  - Layout of the building ('Information for the Fire and Rescue Service' folder).

**Do not permit anyone to re-enter the building until the  
Fire and Rescue Service give permission.**

**Floor Checker Duties**

- After exiting building and reporting to Fire Warden, Floor Checkers should support the Fire Warden who may delegate them to other duties if required. E.g. ensuring exits are kept clear by moving people away.
- Assembly point – It is important to leave sufficient space for emergency services to come onto the Academic Square if required (services would normally attend at South entrance) – people should be encouraged towards the ramp leading to the Sir Duncan Rice Library

**Do not permit anyone to re-enter the building until the  
Fire and Rescue Service give permission.**

**Duties of the TRO**

- Maintain effective procedures for the evacuation of the building.
- Ensure all staff are trained in correct procedures, have been given the latest versions of these procedures, and are aware of their responsibilities.
- Maintain an up-to-date list of the people who form the pool of senior people who will take charge of an evacuation.
- Ensure that up-to-date building plans are available.
- Ensure the clipboard for the Fire Warden is up-to-date (floor checklist and plans of the building) and available for use along with a hi-vis jacket.
- Ensure two-way radios are kept charged and ready for use,
- Maintain training in Radio operation and Evacuation chair



**PERSONS TRAINED TO TAKE CHARGE OF EVACUATIONS**

<b>NAME</b>	<b>CONTACT NUMBER</b>
Paula Craib	01224 272942
Rainer Ebel	01224 272930
Russell Gray	01224 272896
Bill Harrison	01224 272897
Peter Henderson	01224 272903
Marcel Jaspars	01224 272895
Brian Paterson	01224 273804
Jan Walker	01224 272942

**PERSONS TRAINED TO OPERATE TWO-WAY RADIOS**

<b>NAME</b>	<b>CONTACT NUMBER</b>
Bill Harrison	01224 272897
Peter Henderson	01224 272903
Silke Henkes	01224 273418
Mark Law	01224 272933
Ross Macpherson	01224 272315
Brian Paterson	01224 273804
Walter Ritchie	01224 273493
Jan Walker	01224 272942

**PERSONS TRAINED TO OPERATE EVACUATION CHAIRS**

<b>NAME</b>	<b>CONTACT NUMBER</b>
Judith Christie	01224 273462
Russell Gray	01224 272896
Peter Henderson	01224 272903
Silke Henkes	01224 273418
Ross Macpherson	01224 272315
Brian Paterson	01224 273804
Ebel Rainer	01224 272930
Jan Walker	01224 272942

DATE

CHECK OFF SECTORS

SECTOR NUMBER	CHECKED ✓	BY (NAME)	NOTES
1			
2			
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**NOTE**


On roll out training will be given to ensure all staff understand the process and responsibilities required of them.

Pool of people to be identified who will attend other exits to prevent re-entry to the building (after they have checked in with Fire Warden)

This policy is to be reviewed every 2 years or as necessary to meet legislative changes.

**SIGNED**

**Head of School NCS**



Prof P Edwards

Date 19/02/19

**Head of School Geosciences**



Prof D Jolley

Date 13.02.19