

FIRE EVACUATION PROCEDURE ST MARYS BUILDING

DISCUSSION

Fire is probably the greatest single safety related threat to the 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.

Meston Building has successfully used a system for ensuring safe evacuation of the building for several 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 St Marys building.

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

St Marys has been divided into 11 '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 MARSHAL** 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 FIRE WARDENS. The first member of staff to reach the station will put on the vest and carry out the duties of Fire Wardens.

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 **Fire Warden**.
- 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 Fire Wardens must report to the **FIRE MARSHAL**, 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.

The **FIRE BOX** is located at the building main entrance. The box contains.

- orange Hi-Vis vest
- 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 Marshal at the assembly point.

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

DESIGNATED ASSEMBLY POINT

Opposite building main entrance.

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 Tuesday at 1130 hours.

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 Marshal (wearing orange Hi-Vis vest), at the main 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 firefighting 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 Marshal 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:

ST MARYS BUILDING, ELPHINSTONE ROAD, ABERDEEN, AB24 3UF.

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

NOTE - Persons acting as Fire Marshal 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 Marshal will follow the evacuation protocol for the building. Once the Estates & Facilities person arrives, the Fire Marshal 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 Marshal 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 Box beside the fire alarm panels at the main entrance of the building.

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

The Fire Marshal / 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 Marshal Duties

The role of Fire Marshal is deemed to be the first trained staff member to reach the main entrance. (APPENDIX 4)

When the fire alarm sounds the Fire Marshal will:

COLLECT FROM FIRE BOX:

- **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).
- 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 attend and be aware that Elphinstone Road should not be blocked as it is an active vehicular route.
- Delegate people to building exits to prevent anyone re-entering.
- Receive confirmation from Fire Wardens 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.**

Fire Warden Duties

- After exiting building and reporting to Fire Marshal, Fire Wardens should support the Fire Marshal 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 attend – ensure building occupants are moved to the pavement opposite the main entrance and off the road.

**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 Marshal is up-to-date (floor checklist and plans of the building) and available for use along with a hi-vis jacket.

PERSONS TRAINED TO TAKE CHARGE OF EVACUATIONS

NAME	CONTACT NUMBER
Jamie Bowie	01224 272652
Orsolya Czere	01224 273698
Brice Rea	01224 272339
Matteo Spagnolo	01224 273034
Nick Spedding	01224 273481

CHECK OFF SECTORS

SECTOR NUMBER	CHECKED ✓	BY (NAME)	NOTES
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

NOTE

Training will be given to ensure all staff understand the process and responsibilities required of them.

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

SIGNED

**Head of School
Geosciences**



Dr D Muirhead

Date