1. PROCEDURES IN EVENT OF FIRE/PROCEDURES ON DISCOVERING A FIRE

Fire Action Notices giving this information are displayed in prominent positions throughout SCENE buildings. Building occupants should ensure they are aware of this information.

A copy of a typical fire action notice is attached Appendix 1.

1. CALLING THE FIRE SERVICE

The SCENE fire alarm and detection systems are linked to a 24 hour commercial monitoring service.

The monitoring service will routinely call SCENE to confirm the nature of the alarm. If you are able to provide further information to the monitoring service without compromising your safety, that will be of value to the attending Fire Service please give this information.

In the event of a fire alarm activation, the monitoring service will initiate an emergency call to the fire service, however it is recommended that where possible, from a place of safety, and without putting the caller at risk, a back-up call to confirm an alert should be made to:

The local fire service and the Alarm Monitoring Service – (see contact details on first page).

In the event of any difficulty, emergency services can be alerted through 999
DURING A FIRE ALARM

When a fire alarm sounds all building occupants must evacuate to the assembly point.

To assist in this evacuation each building has an Area Fire Officer and, where appropriate, trained Fire Wardens.

The Area Fire Officer for SCENE is Mr Stuart Wilson.

The Fire Warden at SCENE is: XXXXXXXXXXXXX

A description of the duties of each is attached at Appendix 2 and 3.

1. BUILDING OCCUPANTS REQUIRING ASSISTANCE DURING FIRE ALARM EVACUATIONS

Members of the public, visitors, guests attending functions may need additional assistance during incidents such as these, as they may not have knowledge of escape routes and fire procedures. To deal with this eventuality SCENE has a prearranged fire visitor orientation plan (appendix XX).

Staff, students and visitors who are disabled may also need assistance. Personal Evacuation Plans (PEEPs) will be developed for all visitors and staff using SCENE in advance of their visit.

USE OF LIFTS

SCENE buildings have lifts which should NOT be used during a fire alarm.

TRAINING

Fire safety training is provided by SEPS between April and September. The Area Fire Officer will receive notification of arrangements for training and will arrange general training for all SCENE users in general fire safety training including fire extinguisher information.

The Area Fire Officer will also arrange more specific training and refresher courses for the Area Fire Officers and Fire Wardens training courses through SEPS.

In addition regular Fire Drills will be carried out by the SCENE AFO at least twice each year. All staff, students and visitors must take part in fire drills on these pre-arranged dates.

TESTING AND MAINTENANCE OF FIRE EQUIPMENT

The Area Fire Officer carries out certain routine tests and checks on fire alarms and means of escape. This will be conducted at SCENE on a rotational basis.
Other fire equipment is maintained by central maintenance contracts managed by Estates and Buildings.

All training, testing and maintenance is recorded in the a Fire Precautions Register (Red Book) by the Area Fire Officer, this is available to any SCENE user on request.

1. **EMERGENCY PROCEDURES DURING TEMPORARY FAILURE OF FIRE EQUIPMENT**

Any evidence or suspicion of failure of the fire emergency equipment identified by any SCENE user should be reported to the Area Fire Officer (or the Bursar or any technical staff) immediately. They will then notify Estates and Buildings, University Fire Officers or other staff as appropriate who will instigate suitable repair or replacement measures.

**Appendix 1**

An example of fire action notice displayed in SCENE buildings.
Appendix 2

Duties of the SCENE Area Fire Officer & Depute Area Fire Officer

The Area Fire Officer (and Depute) is the “Responsible Person” as described in Part 1 of British Standard 5839:1988. In the University, the duties are supplemented by certain others relating to security.

His/her function is to advise the Head of Institute and the Institute Safety Personnel on matters relating to fire precautions and emergency procedures.

His/her duties are:-
1. To liaise with University Fire Officer and other University safety personnel regarding fire protection requirements, and in particular the Departmental Fire Precautions Register.

2. To carry out certain daily and weekly inspections in his/her area of responsibility regarding escape routes, fire alarm indicator panels and alarm tests.

3. To ensure that new members of staff are given instruction on Fire Emergency Procedures (in co-operation with the University Fire Officer), that existing staff receive refresher training once annually, and that each area for which he/she is responsible maintains a team of Fire Wardens, as appropriate.

4. To ensure that Fire Drills are carried out at least twice per annum.

5. To ensure that all fire incidents, no matter how minor, are reported to the University Fire Officer.

6. In collaboration with other Departmental Safety Personnel, ensure that in a situation requiring the attendance of the emergency services (e.g. Fire Service), adequate information is available to prevent, so far as is reasonably practicable, their being exposed to risks to their health and safety.

7. To ensure that in conjunction with Fire Wardens appropriate arrangements are in place for assisting the evacuation of sensory or mobility impaired occupants, such arrangements are to be agreed with the University Fire Officer.

8. To check the posting of appropriate warning fire signs and notices and to report deficiencies to the University Fire Officer.

9. To ensure that appropriate procedures are in place for securing windows and external doors at the close of each working day and that procedures are in place for safe working of equipment left running overnight, and that all such procedures are written into the Local Health and Safety Statement.
Appendix 3 Fire Warden Duties

In larger buildings and those with large transient populations, it is important that in an emergency such as a fire, everyone can be quickly guided out of the building. Fire Wardens are appointed from amongst the workers at SCENE to help maintain high levels of such support in the event of an emergency.

The SCENE Fire Warden will be drawn from amongst those resident at SCENE. A Fire Warden or a deputy will be on duty when SCENE buildings are occupied. The appointed Fire Warden will formally identify a deputy for periods when they may be temporarily away from the SCENE building to ensure adequate cover of their duties.

SCENE Fire Warden

The role of the SCENE Fire Warden and their deputy is to ensure safe evacuation in the event of a fire emergency and to be aware of and if necessary report anything which might compromise safe evacuation in the event of an incident. It is NOT the role of the SCENE Fire Warden to attempt to tackle a fire.

Fire Wardens at SCENE will thus have the following duties:

1. To familiarise themselves with all exit routes from SCENE buildings.
2. To advise others on exit routes.
3. After normal office hours (after 5pm Monday to Friday and weekends) familiarise themselves with those people present at SCENE.
4. To draw the attention of the Area Fire Officer or the Head of Institute or Institute Health and Safety Advisory Committee (current convenor Dr Roman Biek) to any deficiency or obstruction of these routes.

4. In the event of fire alarm or fire, the SCENE Fire Warden will, if it is safe for them to do so:

I. Instruct personnel in the SCENE buildings to vacate the building pausing only to make any equipment safe.
II. Guide personnel along exit routes and help those whose routes are obstructed to find alternative routes.
III. Report on building evacuation to the attending Fire Brigade Officer.
IV. Instruct personnel outside the building to: a) clear the approach roads and to congregate in designed assembly areas and b) not to re-enter the building until so instructed by a senior Fire Brigade Officer.
V. Should any person refuse to co-operate with the Fire Warden, to warn such persons and report this to the Head of Institute.
VI. Report the successful evacuation of SCENE to the attending Fire Brigade Officer and to the Area Fire Officer (who is expected to take charge during such an emergency).
Appendix 4. SCENE Visitor Fire Orientation Plan.

This Appendix should be used as an aid memoir for staff and visitors to ensure adequate information exchange on fire evacuation and safety.

SCENE has a significant number of transient visitors occupying facilities for short periods. This plan outlines the requirements to provide them with the information required in the event of an emergency evacuation of SCENE buildings.

Individual visitors:

For individual visitors the member of SCENE is expected to take responsibility for leading their visitor safely to the Fire Assembly Point in the event of an emergency evacuation.

Group activities

On arrival a member of SCENE support staff will:

- instruct the leader of the group on the Fire Evacuation routes relevant to the parts of the building being used
- identify the SCENE Fire Assembly point
- identify any specific evacuation needs for any member of the groups which might require a Personal Evacuation Plan
- develop a PEP if needed
- identify any planned fire alarm tests

The group leader must then:

1) familiarise themselves with all relevant fire exits and the location and content of Fire Action Notices in relevant parts of the building
2) aid in the development of a PAP if required
3) identify any other particular fire hazards
4) at the first assembly of the group instruct visitors on the:
   I. need for rapid evacuation in the event of an alarm sounding
   II. principal routes to evacuation from areas being used
   III. SCENE Fire Assembly Point
   IV. nature of the fire detection and sprinkler system in the SCENE buildings
   V. areas of SCENE where smoking is and is not permitted
   VI. prohibition on the use of naked flames in SCENE buildings
Appendix 5. Personal Evacuation Plan – Pro Forma

This should be drawn up as part of the induction to SCENE by support staff, in conjunction with the person involved.

Name (of the person to whom this plan pertains):

Period of time at SCENE:

Nature of the conditions that requires special evacuation consideration:

Specific rooms occupied at SCENE:

Evacuation plan - This should indicate:

a) planned escape route for areas of significant occupancy

b) the nature of additional help required

c) one or more nominated evacuation assistants

d) any additional support or facilities required

Signature (subject of plan):  
Signature (member of staff):