



Safety & Environmental Protection Services Guidance Note

Emergency Fire Action Plan

January 2010

Listed below are the procedures and other matters which are necessary to ensure fire safety and evacuation in case of fire alarm within University buildings.

Most of these are already in place but reference should be made to these items with regard to their implementation by individual departments.

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

Fire Action Notices giving this information are displayed in prominent positions in all University buildings. Building occupants should ensure they are aware of this information. A copy of a typical Fire Action Notice is attached Appendix 1.

2. CALLING THE FIRE SERVICE

University fire alarm and detection systems are linked to a monitor.

- a. Gilmorehill Campus is linked to Central Services Security Main Gate House.
- b. Garscube Campus is linked to Central Services Security Garscube.
- c. Sites remote from these areas are linked to a commercial call centre monitor.

Although this means fire alarm activations to these monitors should ensure an emergency call to the fire service, it is recommended that, where possible, from a place of safety, without putting the caller at risk, a back up call should be made to

- a. 4444 by internal phone system for Gilmorehill locations
- b. 2222 “ “ “ “ for Garscube locations
- c. 999 by exchange or mobile phone system for remote locations

This call is to confirm the fire alarm and building address only. The caller is not required to investigate the source or reason for the fire alarm.

3. 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.

A description of their duties is attached Appendix 2 and 3.

Central Services Security attend every fire alarm incident on Campus. They meet the fire service at the main gate, direct them to the incident and along with relevant building

occupants and other University departments as required, provide information and assistance as appropriate.

4. 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 departments must have prearranged and practiced procedures. These can be added by these departments to this plan as an additional appendix.

Staff, students and visitors who are disabled may also need assistance. Comprehensive guidance is available on the University website to assist departments produce suitable plans including personal evacuation plans (PEEPs) if appropriate. Evacuation chairs are available in certain areas and may form part of a procedure

5. USE OF LIFTS

As a general rule lifts should not be used during a fire alarm, however some buildings have lifts which may be used as part of the evacuation procedure for disabled persons.

Lifts such as these can only be used as part of an agreed procedure with suitable operators being trained in their emergency use.

6. TRAINING

Fire safety training is provided by SEPS between April and September. AFOs receive notification each Spring offering arrangements to be made by departments to SEPS for suitable dates. General fire safety training including fire extinguisher information is provided. Area Fire Officer and Warden training courses are also available.

Fire Drills are carried out by SEPS staff between October and March each year. AFOs receive notification each Autumn offering arrangements to be made for suitable dates. Two drills are carried out each year, one per semester.

In certain circumstances training and drills can be provided outwith the periods described above. SEPS can be contacted for special requests.

7. TESTING AND MAINTENANCE OF FIRE EQUIPMENT

Area Fire Officers carry out certain routine tests and checks on fire alarms and means of escape.

Other fire equipment is maintained by central maintenance contracts managed by Estates and Buildings.

8. EMERGENCY PROCEDURES DURING TEMPORARY FAILURE OF FIRE EQUIPMENT

During situations as above involving fire alarms, emergency lighting etc., Central Services Security should be informed in the first instance. They can then notify Estates and Buildings, University Fire Officers or other departments as appropriate who will instigate suitable measures.

9. RECORDING TESTS, MAINTENANCE AND TRAINING

All of the above should be recorded in the relevant segments of the Fire Precautions Register (Red Book) provided to all AFOs.

10. BUILDINGS UNFIT FOR USE FOLLOWING A FIRE

Should a building be unable to be returned to following a fire or similar incident, Central Services will implement recognised procedures. Building occupancy will be noted and suitable arrangements undertaken.

N.B.

It is recognised that all of the above forms a generic "Emergency Action Plan" suitable for all departments.

It is also recognised that some departments may need to include further information in their plan i.e. shut down or other procedures in certain labs, vet school departments and central catering kitchens for example.

This can be dealt with by including this information in an additional appendix applicable to the department.



Fire action

In these premises the Fire Warning is given by the continuous sounding of a

On discovering a fire



Raise the Alarm by operating the nearest Fire Alarm Call Point.



On hearing a Warning of Fire

Evacuate the premises quickly and calmly and proceed to the Assembly Point at



Where possible, close all doors through which you pass on leaving the building.



Do not delay your departure by collecting coats or other personal belongings.

Do not use lifts as a means of escape.

Do not re-enter the building until a Fire Brigade Officer has stated that it is safe to do so.

Appendix 2

Duties of 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 Department and Departmental 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. **Heads of Department** are therefore recommended to formally appoint **Fire Wardens** from those members of staff whose work keeps them within the building during normal working hours. Fire Wardens should normally have the following duties:

1. To be familiar with all exit routes from the building where you normally work.
2. To advise others on exit routes.
3. To draw the attention of the Area Fire Officer or Departmental Health and Safety Advisory Committee or the Head of Department to any deficiency or obstruction on these routes.
4. **IN THE EVENT OF ALARM OR FIRE, SO FAR AS THEIR OWN SAFETY ALLOWS:**
 - 4.1 To instruct personnel in the area in which they find themselves to vacate the building pausing only to make any equipment safe.
 - 4.2 To guide personnel along exit routes and help those whose routes are obstructed to find alternative routes.
 - 4.3 To instruct personnel outside the building to clear the approach roads and to congregate in the previously designed assembly areas and not to re-enter the building until so instructed by a senior Fire Service Officer.
 - 4.4 Should any person refuse to co-operate with the Fire Warden, to warn such persons and note the incident for reporting to the Head of Department.
 - 4.5 To report the successful evacuation of their area of responsibility to the senior staff member present (who is expected to take charge during such an emergency).