



The Fire Safety (Scotland) Regulations 2006

Fire Evacuation Plan

Building:

Address:

Date of Issue:

Section A - Introduction

While it is impossible to predict every kind of possible incident that may threaten a building The Fire Safety (Scotland) Regulations 2006 require the University needs to establish a basic plan which can be implemented to cover a possible fire emergency. The plan is divided into three sections.

- **Confirmation of fire safety provisions in the building.**
- **Initial incident action.**
- **Protracted incident action.**

Section B - Confirmation of Fire Safety Provisions

Communications (omit non applicable items)

Fire Action Notices are provided throughout the building, the types of notices provided are:

- **General Fire Action Notices** that give explicit instruction on the fire action on finding a fire and fire actions on hearing the alarm. These notices are provided for staff, student and public use and are positioned at the fire warning break glass points and other areas generally throughout the building.
- **General Fire Routine Notices** that give explicit instruction to staff on the fire routine, nominated Fire Coordinator, and nominated responsible

person for primary fire safety. These notices are provided throughout the building in staff areas.

- **Fire Steward Notices** that give instructions on the Fire Stewards' responsibilities in risk assessment and evacuation of the premises. These notices also inform the staff of the named Fire Steward who is responsible for clearing their area.
- **Fire Action Notices for Disabled people** are provided in the building where disabled people are working. These notices inform any disabled people of the procedure they should adopt in the event of fire. These notices require departments to have a procedure for evacuating disabled people in the event of fire. These notices are provided in the workplace and areas in the building where disabled people resort. The adopted procedure for disabled people is provided in the appropriate section of the Fire Safety Reference Manual for the building

Advice to Guest Notices are provided in residences and are printed in three different languages. These are provided in each of the guest bedrooms.

Fire Warning Systems (Modify according to the building)

The Fire Warning System for this building is a:

(example below)

Automatic Fire Detection System installed to Standard L3 comprising of appropriate smoke and heat detection. This system is linked to a manually operated electrical system comprising of break glass points and electronic sounders. This system is designed to give added protection to the means of escape and to provide building protection during the night when the building is unoccupied.

Break glass points are situated on escape routes, exit doors and staircases throughout the building.

The main panel is situated _____ and is linked to Security.

* The fire warning system facilitates a phased evacuation of the building. If the panel is not silenced on Fire & Rescue Service arrival the system will revert to a full evacuation of the building.

*The fire warning system facilitates a full evacuation of the building.

* Delete as necessary

The fire warning system is tested weekly by the building occupiers (or other nominated person) and the results recorded in the Fire Safety Reference Manual.

Emergency Routes

- All escape routes through the building are indicated by Emergency Signs which comply with Health and Safety (Safety Signs & Signals) Regulations 1996.
- All Emergency Exits fitted with emergency release mechanisms are fitted with appropriate "method of operation" signs.
- All emergency routes lead to a place of safety in the open air clear of the building (unless otherwise specified).
- All emergency routes are protected in accordance with the requirements of the Fire Safety (Scotland) Regulations 2006.

Fire Fighting Equipment

Appropriate first aid fire extinguishers are provided throughout the building. The extinguishers are grouped together on suitable backboards in the corridors and are indicated "Fire Points".

Additional individual appliances are provided to cover areas of perceived risk such as boiler houses, kitchens and laboratories. All extinguishers are serviced by the University Fire Safety Unit personnel in accordance with the current British and European Standards.

Training

General personnel/staff are aware of the fire safety provisions and evacuation principles in the building and have received Fire Awareness training accordingly.

Fire Stewards and other occupiers have received training in their fire safety responsibilities and duties together with their part in the in-house risk assessment process.

Fire Extinguisher training has been given to Fire Stewards and other occupiers. This can be extended to all staff where required.

Heads of Units must ensure that training is ongoing within their Units/Buildings and refresher courses are organised.

All records of Training are retained in the Fire Safety Reference Manual.

In-House Risk Assessment and Housekeeping

Building occupiers carry out a weekly assessment on their area of responsibility in the building. These assessments are recorded and retained in the Fire Safety Reference Manual.

Evacuation Procedures for Disabled people

A procedure for evacuation of disabled people has been introduced for all departments in the building. A copy of the procedure is retained in the Fire Safety Reference Manual.

Personnel who are actively involved in the evacuation of disabled people have received training on procedures and on evacuation equipment use.

Fire Drills

All fire safety measures and evacuation procedures for the building and department are tested by FIRE DRILL on an annual basis. The programming of this drill is the responsibility of the University Fire Safety Adviser. Reports on the Fire Drills are retained in the Fire Safety Reference Manual.

Fire & Rescue Service Liaison

The University Fire Safety Adviser liaises with the Fire & Rescue Service to ensure they are aware of:

- Existing fire alarm systems.
- The evacuation procedures for the building.
- Effective isolation controls.
- Disabled people provisions.

In addition, the University Fire Safety Adviser will confirm the Fire & Rescue Service procedure and control at any incident together with any modification or addition to the Emergency Plan required by the Fire & Rescue Service.

Building Contacts

References and key personnel for the building have been provided to University Security for emergency use should the Fire & Rescue Service require assistance during the course of any incident

Section C - Confirmation of Emergency Plan

Initial Incident Action (Modify for residencies)

In event of a fire in the building the information contained on the Fire Action Notices dictates:

- The action to take on discovering a fire.
- The action to take on hearing the alarm.

All staff, students and visitors are required to follow the directions given on these notices.

A nominated person will dial the emergency number (2222) and pass all known information onto University Security who in turn will call the Fire & Rescue Service.

Evacuation of the building is assisted by the provision of Fire Stewards who check designated areas in the building and report their findings to a Fire Coordinator.

A Fire Coordinator is provided and situated at . The Fire Coordinator will:

- Record details of Fire Stewards as they report.
- Assign Fire Stewards as required.
- Relay all information to the Fire & Rescue Service/Security.

The Fire Warning System in the building, on activation automatically relays a signal to Security who calls the Fire & Rescue Service and relay any relevant information.

In principle all people in the building are expected to evacuate the building. Training has been given to the building occupiers on fire extinguisher use and they can tackle any small fire if they consider it safe to do so, after clearing their area and informing someone that they intend to tackle the fire.

Other staff, students and visitors are not expected to use the extinguishers unless they have been given training on extinguisher use.

Liaison with the Fire & Rescue Service will be maintained through:

- **Fire Coordinator**
- **University Security**

Fire Coordinator

Will relay all known information to the Fire & Rescue Service and ensure that Heads of School/Area Safety Advisers are available if further information is required.

University Security

University Security will assist the Fire & Rescue Service with any requests for information or University assistance. This function is essential when the building is unoccupied (at night) and key holders etc. may be required.

On arrival the Senior Fire Officer will consult with the Fire Coordinator and indicate the preference and sequence for disabled people evacuation if considered necessary.

All staff, visitors and students will remain outside the building until instructed by the Fire & Rescue Service that it is safe to return to the building.

Section D - Protracted Incident Action

Introduction

Most fire alert incidents result in the incident being dealt with speedily and the occupants returned to the building. However there may be occasions where because of the serious nature of the incident the occupants cannot be returned. In these circumstances other action will be required depending on the serious nature of the incident.

Protracted Incident

Such an incident is simply defined as an incident that has caused considerable damage to a building, which will prevent the building or part of the building being habitable for staff or student occupation.

Initially the incident can last from a few hours to days however the ramifications of such an incident can be long term.

Fire & Rescue Service

The Fire & Rescue Service has sole control of such an incident until such time fire fighting and salvage operations confirm the fire has been extinguished. Once this has been confirmed the control of the building will be returned to the University.

In dealing with a protracted incident the Fire & Rescue Service will rely heavily on the resources and procedures of the University.

Emergency Plan

The principle of the emergency plan is to provide a framework for the University to fall back on in a crisis. The starting point must be the development of management arrangements for handling a crisis whatever its cause. Such a framework should be flexible to encompass the requirements of all the University buildings irrespective of use.

Integration

In producing the Emergency Plan it is important that the integration of the activities of different departments and the responsibilities required are defined properly. A flow chart is provided. This should assist with the defining of responsibilities.

The Plan

Initial Sequence of Events

The Fire & Rescue Service will request assistance from the University by two usual channels:

Control Unit

This appliance will be on site and is used for controlling communications between all parties. When on site requests will be for information on the building directed to Head of School, University Fire Safety Adviser, or Security Officer, whoever is present. This in general will happen when the building is fully occupied (day). Procedures hereafter should generally follow the sequence for night.

Fire & Rescue Service Control

If the building is unoccupied (at night) requests will be directed from Fire & Rescue Service Control to Security at Appleton Tower.

University Functions

University Security should act on any requests for information or assistance from the Fire & Rescue Service. It will become apparent very quickly if the incident requires further University involvement in which case Security should implement the Emergency Plan by informing:

1. Building References (key holders)
2. University Fire Safety Adviser
3. Health and Safety Department
4. Estates and Buildings

Security will be an essential link in liaising with all parties including the police in such an incident.

Building References

The general responsibilities for Department References after being alerted by Security should include:

Initial Action

- ***Ensure the Fire & Rescue Service has all relevant information on design, process and hazards associated with the building.***
- Ensure the Fire & Rescue Service has all keys or access codes for entry into the building.
- Availability for further assistance as required.

Secondary Action

- Liaise with Estates and Buildings for relocation for Staff and continued department operation.
- Liaise with staff to ensure they are aware of relocation plans.
- Liaise with staff for personal loss (Insurance).
- Liaise with insurers on department loss.
- Consider customer/client requirements.

University Fire Safety Adviser

Once alerted to the situation consideration should be given to:

Initial Action

- Liaise between Fire & Rescue Service operations and all University parties to ensure they are aware of the Fire Fighting plan and the services and information that may be required.
- Commence a Fire Investigation Report.

Secondary Action

- Hold meetings with the Fire & Rescue Service to ensure any weaknesses with procedures are identified and rectified.
- Advise Director of Health and Safety of all investigations, discussions, and recommended action.

Health and Safety Department

Whilst the primary point of contact in the Health and Safety Department is the University Fire Safety Adviser, the Director/Deputy Director of Health and Safety must be kept informed as events progress.

Fire incidents may have consequences in other areas of health and safety, e.g. chemical and or biological safety and the central Health and Safety Office and/or the Occupational Hygiene and Safety Adviser, Biological Safety Adviser and Radiation Protection Adviser may require to be consulted.

In the case of major incidents, the Director of Health and Safety may require to liaise with Communications and Public Affairs and possible the Enforcing Authority, as well as Estates and Buildings. Representatives of the above parties and of the University's Brokers and Insurers may require to liaise urgently, during and after a major incident; the University Fire Safety Adviser will ensure that the Director of Health and Safety is kept fully informed.

Estates and Buildings

Estates and Buildings will face the heaviest burden on their resources. Demands will come from Fire & Rescue Service, Police, and University departments.

Initial Action

- Needs of the Fire & Rescue Service are met.
- Utilities services can be isolated.
- Building trades are available as required.
- Plans of the building are available as required.
- Keys, codes available as required.

Secondary Action

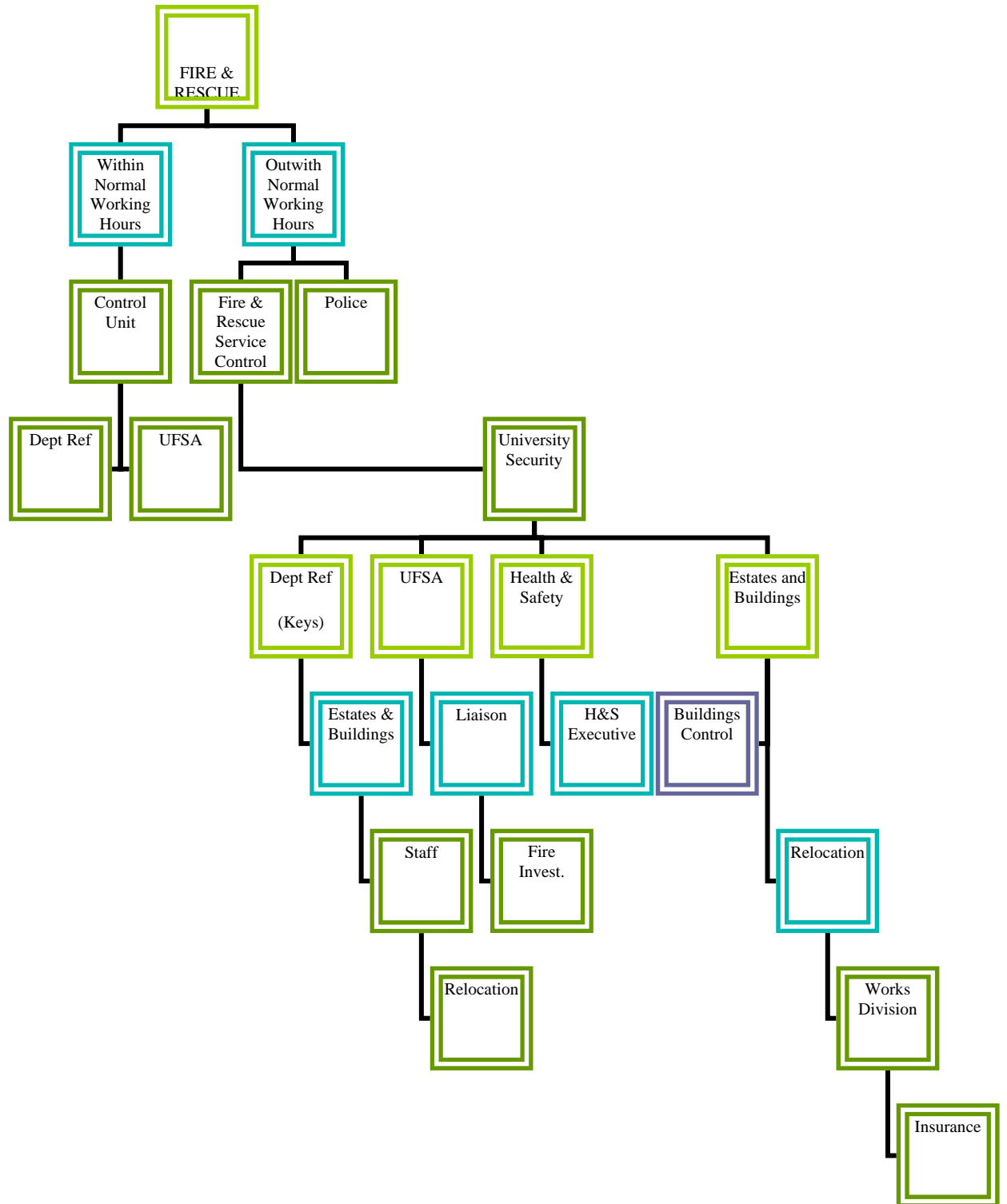
- Maintaining of Support Services.
- Site protection and Security.
- Relocation of department and personnel.
- Relocation or requirements of neighbouring departments or buildings.
- Liaison with University Insurance Brokers.
- Liaison with Building Control.
- Salvage and reclaiming of equipment etc.

After the Event

As soon as practically possible a meeting with all University parties involved with the incident should be convened to ensure all the requirements resulting from the incident are being progressed and all parties are aware of their responsibilities.

At a later date a further meeting should be convened to ensure the incident has been concluded and any weaknesses in the Emergency Plan have been identified and corrected accordingly.

PROTRACTED INCIDENT



Plan Drawing

General Provision of fire safety items

A Plan drawing indicating the siting of fire safety items in the building together with the siting of high risk items, i.e. solvents, cylinders etc., has been completed for this building.

Details on the production of Fire Drawings and how to view them can be obtained by using the undernoted URL

http://www.safety.ed.ac.uk/resources/Fire/fire_drawings.shtm