# Fire Action Plan

**Building name:**

**Building number:**

**Occupiers:**

**Completed by:**

**Date:**



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| 1. **Emergency Procedures**
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| In the event of an emergency requiring evacuation of the building, the standard procedure will involve the activation of the buildings fire alarm, initiating **simultaneous/phased/delayed** **evacuation.** The fire alarm signal is a continuous **electronic** sounder and is tested weekly on **……** |
| 1. **Fire Warning System**
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| The premises are provided with a comprehensive fire alarm and detection system, incorporating automatic smoke and heat detectors and manual alarm call points, provided in all corridors and adjacent rooms. The building is provided with an evacuation lift and ……+ any additional measures.The main Fire Alarm Panel is situated …..+ any additional; slave panels. |
| 1. **Arrangements On Discovering A Fire (or if the Fire Alarm has Activated)**
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| * **Visitors/Occupants** should operate the nearest fire alarm point (even if the fire alarm has activated), situated on all floors adjacent to escape stair enclosures and at ground floor exits.
* Dial the University Emergency Number 0131 650 **2222** (Security) and advise of a fire emergency.
* If only the **Fire Alarm** has activated, but there is no sign or report of any fire then dial the University Emergency Number 0131 650 **2222** (Security) and advise them that the **FIRE ALARM** has activated.
* Evacuate the building via the nearest available escape route, evacuation routes will be designated using the following standard escape signage:

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| Callpoint |  | **0131 650 2222** |  |

* **Staff** should operate the nearest red manual fire alarm call point, situated on all floors adjacent to escape stair enclosures and at ground floor exits.
* Nominated persons will contact University Emergency Number **2222** (Security) from extensions on the 650 exchange and advise of fire emergency.
	+ If only the **Fire Alarm** has activated, but there is no sign or report of any fire then dial the University Emergency Number 0131 650 **2222** (Security) and advise them that the **FIRE ALARM** has activated.
	+ Evacuate the building via the nearest available escape route. Evacuation routes will be designated using the following standard escape signage (see table on page 3):

**Magnetic Locks and Over-ride Facilities*** The premises have magnetic lock and access controls fitted to some designated doors.
* All final exit doors are fitted with traditional push bar to open pressure release devices or electro-mechanical over-ride mechanisms.
* Any door with a magnet should be interlinked to the fire warning system and will fail safe in the un-locked position should the fire alarm activate.
* Doors with magnetic access controls fitted, have an emergency green box over-ride fitted which can be used to release the door if required should the alarm interlink fail to release the door.
* To operate the emergency over-ride, simply lift the protective cover (if fitted) and press the centre of the box, where indicated until the glass/plastic breaks. This will then isolate the power releasing the door lock.

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| 1. **Arrangements When Evacuating:**
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| * **Visitors/Occupants** should evacuate the building via the nearest available escape route. Evacuation routes will be designated using standard escape signage.
* Visitors/Occupants **who require assistance to evacuate**, should proceed to the nearest available Temporary Waiting Space (TWS), normally situated within a fire escape stair enclosure or evacuation lift lobby and utilise the Emergency Voice Communication (EVC) outstation if required.
* Where no EVC is available phone Security on 0131 650 **2222** to request assistance.
* Either trained in house staff under the supervision of the Fire Coordinator, or a Mobile Recovery Team will respond, though this may take some minutes to occur.

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|  | Boxall | **0131 650 2222** | Disabled exit |  |

1. The premises are provided with….? Dedicated escape stairs, which serve …….. to …….level
2. All occupants, should proceed to the assembly point situated at:
3. **……………..**
4. **……………..**

**Fire Coordinator should** (Please fill in details which are applicable in your building – *examples below*):* *Don high viz vest and go to main door reception.*
* *Contact Security via telephone to confirm alarm status.*
* *Position themselves adjacent to the alarm/EVC panels and continue to monitor the panels and area to maintain clear access in front of the building, liaise with Evacuation Response Team/Security and the Fire Service as required.*
* *Liaise with Fire Stewards to confirm the building is clear.*

**Fire Stewards should:*** *Don high viz vest.*
* *Undertake evacuation of their designated areas.*
* *Once Fire Stewards have cleared their area, confirm to the Fire Coordinator which floor/s they have checked and that it is clear or not as required.*
* *Be available if required by the Fire Coordinator, to monitor exit doors for security purposes.*

**Nominated Persons with Management Responsibilities during a Fire Evacuation**

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| **Role** | **Nominated Person/s** |
| Fire Coordinator | *Building and Facilities Manager or Deputy?* |
| Fire Stewards | *Named persons on each floor?* |

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| 1. **Arrangements Following The All Clear from UoE Security or the Fire and Rescue Service:**
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| When the Building is deemed safe by the Fire and Rescue Service or a false alarm has been investigated and rectified by UoE Security then:-* The all-clear will be given to the Fire Coordinator or Building Occupier.
* The Fire Coordinator will inform Fire Stewards and commence a return to the building.
* Where possible, staff should enter the building first, followed by students and visitors.
* The Fire Coordinator/Security, will reset the fire alarm/EVC panels and return the evacuation lift to normal status.

In some University buildings, active fire safety measures are incorporated within the fire alarm system to reduce the risk of fire-spread. These measures can include simple steps such as magnetic door releases to more complicated procedures relating to the building air handling units and energy supplies. Where emergency ‘shut down’ processes are installed the relevant detail requires to be recorded within the following table and the consequential information:

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| --- | --- | --- |
| **Action**  | **Reset Location** | **Responsible person** |
| *Example: Evacuation Lift override mode – fire alarm and key enabled* | *Lift carriage frame and fire alarm reset* | *Fire Evac Team or Security* |
| *Fire Alarm Panel activated* | *Reception Area* | *Fire Coordinator* |
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| 1. **General Fire Safety Arrangements:**
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| IntroductionThe Fire Action Plan is intended to give clear direction to all occupiers on the emergency procedures and other matters which are necessary to support fire safety and emergency evacuation within University buildings. Most of these matters will already be in place, however, the plan requires to reference certain provisions with regard to their implementation by individual Schools or Research Institutes or University Services as determined locally or through Multiple Occupancy Building User Group (MOBUG) arrangements.The following matters are included within the plan;* Emergency procedures
* Fire safety management
* Fire Warning Systems
* Portable Fire Fighting Equipment
* Lifts
* Temporary Waiting Spaces (Refuges)
* Contingency Plans
* Calling the Fire and Rescue Service

All of the above matters require to be jointly acknowledged by all occupiers in conjunction with the Universities Fire Safety Management Protocol * + 1. **Emergency Procedures**

In the event of an emergency requiring evacuation of a building, the standard procedure will involve the activation of the buildings fire alarm initiating simultaneous evacuation. Where alternative methods are used they should be recorded below. It is incumbent on all students and staff to evacuate the building immediately and report to the designated assembly point. To assist in evacuation, Fire Stewards are appointed within every building and they are responsible for ensuring assistance and direction is provided for all building occupants.Where possible security staff will attend a fire alarm incident on Campus. They will assist the Fire Coordinator and provide a response to investigate the cause of the activation. Should a fire be discovered or suspected they will request the attendance of the Scottish Fire & Rescue Service. Security will be responsible for liaising with the Fire Service and where necessary direct them to the incident and provide information and assistance as appropriate. Building occupants should not re-enter the building until they have been advised it is safe to do so.1. **Fire Safety Management**

To ensure fire safety management is complied with in regard to the University Fire Safety Management Protocol, there is a requirement to appoint a Fire Coordinator and a minimum of 2 Fire Stewards for each floor. 1. **Fire Warning Systems**

The purpose of a fire warning system is to warn occupiers of a building that an emergency situation has arisen. In most cases the fire warning systems utilised will have smoke and heat sensors incorporated to ensure early detection of a fire.The fire warning system will incorporate either a Simultaneous, Phased or Delayed evacuation procedure.  * **Simultaneous evacuation** will require all occupants to immediately evacuate the building on the activation of the fire alarm.
* **Phased evacuation** will require occupants to evacuate the building progressively as the alarm sounds in the area of occupancy to either the assembly point or another part of a building.
* **Delayed evacuation** is an automated operation that will require the initial alarm (silent) to be investigated within a designated time period (normally 5 mins) before simultaneous or phased evacuation is implemented.
1. **Portable Fire Fighting Equipment**

Every University building will be provided with portable fire extinguishers. The provision is a statutory requirement and is only intended to provide a means to support ‘first aid’ firefighting. Fire extinguishers are normally located at ‘Fire points’ strategically located at exit routes or known fire risks. Fire extinguishers should not be removed from their locations and should only be used by trained staff. 1. **Lifts**

The use of lifts is not permitted at any time whilst a fire alarm is activating. On activation of the fire alarm a lift is required to immediately travel to the access level and stop, opening the doors to release any passengers.Where evacuation lifts are installed they are required to be operated by trained staff only. A minimum of 2 members of designated staff are required, one to operate the lift car and one to utilise and maintain communications and where such provision is provided the operational requirements should be recorded below 1. **Temporary Waiting Spaces (Refuge spaces)**

Refuge spaces are intended to be used by persons who are unable to negotiate the stairs and therefore require to await assistance. All refuge spaces require to have a communications system installed and where such provision is provided the operational requirements should be recorded below.* Refuge call points are available on all levels from within the fire exit routes. There is a call point on each floor in each exit route.
* Press the button once to initiate a call to the control console adjacent to the Main Fire Alarm Panel.
* When ‘ringing’ the call point and control panel will buzz..
* There may be some delay in answering as operators require time to reach the position and respond to calls.
* Once contact has been established a recovery team will be sent out by the call operator.
* Wait at the refuge point until recovery team arrives. Do not move to other areas of the building unless there are imminent life threatening conditions. The recovery team will be expecting to find people requiring assistance at the refuge location and will not know where else to look.
* Reset of any triggered call point requires done from the main panel. If accidentally pressed contact the Fire Coordinator or Security, who will arrange someone to attend and reset the unit.
1. **Contingency plans**

In the event of a fire alarm failure the Fire Safety Unit (FSU) requires to be advised as soon as is practicable. The FSU will determine what action, if any, is required. In most circumstances a practical temporary solution can be implemented combining a form of manual warning and management processes, however, it may be necessary to restrict use and access in some circumstances due to the impact early fire warning failure may have. In the event of a protracted incident or emergency that will impact on the continued occupation of the building staff and students should resort to a nominated location, the nominated location in this instance is:-*
1. **Calling the University of Edinburgh Security Team**

The fire warning system is linked to an automated calling procedure which will result in a call to the University Central Security Control Room or Alarm receiving Centre (ARC). A back up call to the team can be made on 0131 650 2222 if a known fire is reported or suspected. If multiple detector heads operate then a further call must be made to Security (2222).1. **Calling the Scottish Fire and Rescue Service**

The fire warning system is linked to an automated calling procedure which will result in a call to the UoE Security control room or Alarm receiving Centre (ARC). Where there is a need to call the SFRS independently a 999 call can be made, however, University Security will also require to be advised. (2222) |