



## **FIRE ACTION PLAN**

### **COLLEGE OF PHYSICAL SCIENCES**

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## CONTENTS

Introduction.....	2
Definitions.....	2
Fire Action Plan .....	3
1. How people are warned if there is a fire .....	3
2. Action on discovering a fire.....	3
3. Action on hearing the Fire Alarm.....	3
4. Arrangements for calling the Fire and Rescue Service .....	3
5. Procedures for ensuring that the premises have been evacuated .....	3
6. Location of the Fire Assembly Point and the procedures for checking whether the premises have been evacuated .....	4
7. The arrangements for fire-fighting by staff .....	4
8. Equipment that needs to be stopped or isolated in a fire situation.....	4
9. The procedures for meeting the Fire and Rescue Service on arrival and the provision of relevant information .....	4
10. 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.....	4
11. 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 .....	4
Appendices.....	5
A.1. Quick Guide for All Staff .....	5
A.2. Quick Guide for Floor Checkers.....	5
A.3. Quick Guide for Fire Marshals .....	5

## Introduction

This plan sets out the procedures to be followed if a building under the control of the College must be evacuated in the event of a fire.

Buildings covered by this plan are:

<b>Fraser Noble Building</b>	Elphinstone Road, Aberdeen, AB24 3UE
<b>Meston Building</b>	Meston Walk, Aberdeen, AB24 3UE
<b>St Mary's</b>	Elphinstone Road, Aberdeen, AB24 3UE

The purpose of this plan is to ensure that people in the buildings know what to do in an emergency, and that the appropriate action is taken for the safe evacuation. The plan provides for evacuations which take place during the working day.

## Definitions

<b>Fire Marshal</b>	Staff member tasked to act as a co-ordinator of information and liaise with the Fire and Rescue Service. Fire Marshals are normally a senior member of staff selected from the pool of floor checkers. Where there are more than one main entrance additional persons will assume the role of Fire Marshal.
<b>Floor Checker</b>	Staff member appointed to check and clear areas reporting to Fire Marshal on exit.
<b>Fire Emergency</b>	The evacuation of a building as a result of a fire. The fire alarm is used to alert occupants.
<b>Evacuation Lifts</b>	Elevators designed to be controlled by trained staff in the event of a fire emergency for the rescue of disabled persons.
<b>Evacuation Chair</b>	Chairs designed for the evacuation of disabled persons down stairs and operated by trained staff.

# Fire Action Plan

## 1. How people are warned if there is a fire

- A siren 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 classrooms a fire-crier system is in place which emits verbal instructions to occupants. In some areas with high background noise, such as workshops, flashing beacons are used as a visual indicator of an alarm.

## 2. Action on discovering a fire

- 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 call the Fire & Rescue Service by dialling 999 from a safe location (dial 9-999 from a University landline) and report the exact position of the fire if known.
- They should 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 high visibility fluorescent vest) with 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 exit and proceed to the designated assembly point closing all doors behind them. Departing staff should ensure that all office and communal areas are evacuated (bang loudly on any locked doors to ensure that nobody is inside).
- Students and visitors will be told to leave by the person in charge of the group or by a staff member.
- In centrally-timetabled areas, the person in charge must ensure that they are aware of the location of escape routes.
- The occupancy of the buildings changes varies daily, so an exact roll call is impractical. 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.

## 4. Arrangements for calling the Fire and Rescue Service

- The Fire Marshal, or the person discovering the fire, will 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 given in the appendices.
- Actuation of the break glass fire alarm call points and the fire detection system also signals University Security who will call the Fire and Rescue Service and send a member of staff to the building. It is however critical that the person discovering the fire also calls the Fire & Rescue Service.

## 5. Procedures for ensuring that the premises have been evacuated

- It is impractical to have a full complement of floor checkers throughout the building and at all times and a combination of named floor checkers and zoning is used.
- Zoned areas have a safety station equipped with high visibility jacket. The first member of staff to reach the station should put on the jacket and carry out the duties of Floor Checker.
- Floor Checkers will check, if it is safe to do so, that their designated areas and communal areas have been emptied during evacuation and report to the Fire Marshal on exit.
- All staff, on leaving and if safe to do so, should quickly check their area and communal areas and report any problems to the Fire Marshal.
- Floor checkers or the person in charge of each group will report the status of the evacuation to the Fire Marshal at the assembly point.
- Evacuation Lift personnel must monitor the lift controls and respond to any requests if it is safe to do so.
- 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.

**6. Location of the Fire Assembly Point and the procedures for checking whether the premises have been evacuated**

- The location of the fire assembly point for each building is detailed in the appendices.
- The occupancy of the building varies throughout the day making an exact roll call impractical. It is expected that others knowing who is or might be in the building to provide an indication of this to the Fire Marshal.
- Visiting lecturers using the classrooms must ensure that he/she will take charge of the evacuation on hearing the fire alarm and report to the Fire Marshal at the assembly point.

**7. The arrangements for fire-fighting by staff**

- Suitable fire extinguishers have been located prominently throughout the building.
- Only if there is no immediate danger to own life – tackle fire using nearest extinguisher.
- The Fire Marshal should be informed so that he/she can tell the Fire and Rescue Service on their arrival.
- Use of an extinguisher should be reported to Estates to arrange for it to be recharged or replaced.

**8. Equipment that needs to be stopped or isolated in a fire situation**

- Shut down as much equipment, machinery and experimental processes if this can be done safely in a short period of time.
- Extinguish naked flames and turn off any source of gas.
- Fume cupboards, if used, should be left running.

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

- The Fire Marshal and/or an Estates representative will meet the Fire and Rescue Service and liaise with the officer in charge until the incident is over.
- Attending fire crews will be informed of:
  - The location of the fire.
  - The status of the evacuation and any casualties.

**10. 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**

- Appropriate hazard location maps, diagrams and lists are kept in a box at main entrances.
- These documents are made available to Fire and Rescue Service on arrival.
- The Fire Marshal will assist in disseminating information.

**11. 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 are informed of fire safety matters by the Estates Section or before starting any work.
- Contractors under the control of the College are informed of fire safety matters before starting any work.
- The member of staff responsible for monitoring external contractors must be aware of their presence and arrange to check that they evacuate in an emergency.
- Visitors and agency staff will undergo a safety induction.

## **Appendices**

### **A.1. Quick Guide for All Staff**

- Avoid putting yourself in any danger.
- Shut down as much equipment, machinery and experimental processes if this can be done safely in a short period of time.
- On leaving your area and working towards the nearest exit check rooms, corridors and toilets as you make your way out instructing people to leave.

### **A.2. Quick Guide for Floor Checkers**

- Avoid putting yourself in any danger.
- Working towards an exit you should check rooms and corridors in your designated area and instruct people to leave by the nearest exit.
- You should then leave by the nearest exit and liaise with the Fire Marshal (person wearing the high visibility fluorescent vest) at the main entrances reporting, to the best of your knowledge, the status of the evacuation in your designated area. If someone refuses to leave or if you cannot be sure that an area is clear, you should inform the Fire Marshal.
- You may then be asked to stand sentinel at an outside door to prevent anyone from entering the building.

### **A.3. Quick Guide for Fire Marshals**

- Avoid putting yourself in any danger.
- On exit empty the fire information box in the foyer.
- Put on the high visibility fluorescent vest.
- Direct evacuees to designated assembly point.
- Delegate a member of staff to each entrance to prevent re-entry.
- If necessary delegate qualified First Aiders to look after casualties.
- Consult with evacuation team and members of staff to confirm their building area was emptying.
- Try to establish source of fire/alarm.
- Ensure emergency services have easy and fast access.
- Report to the emergency services on their arrival, passing on all relevant information which may include: location and nature of fire, potential hazards (floor plan), injuries, missing personnel.
- Permit re-entry to the building only with permission from the emergency services and after the alarms have been silenced.