

Safety Services

Emergency Fire Action Plan for The Livingston Tower Building

June 2010
Ref:

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Introduction

University Policy

It is the [Occupational Health and Safety Policy](#) of the University of Strathclyde to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees at work, of students while they are engaged in activities under the supervision of the University and of members of the general public who have access to University property. In pursuance of this commitment, each Department is required to implement the provisions of the Health and Safety Policy and to monitor such implementation along with the effectiveness of those provisions. This is necessary in order to develop a positive health and safety culture and to bring about improvements which will reduce the potential for injury, occupational ill health and damage to property.

Aim of Fire Plan

- this Fire Plan is specific only to the building & locations identified on the cover;
- this Fire Plan supplements the above University's Health & Safety Policy (incorporating the Fire Safety Policy) and should form part of the departmental induction of new staff;
- this Plan should be kept in a prominent place/s and be accessible to all staff;
- further fire safety information and guidance is available by contacting the Fire Safety Advisor;
- training may be arranged locally by contacting the department Fire Safety Coordinator.

The Plan sets down the procedure you should use in a fire emergency and supplements the fire notices in your workplace. All staff should familiarize themselves with the contents. Whilst the Plan may identify workplace fire hazards and materials, it is not a fire 'risk assessment'. It should be ideally reviewed annually or when any changes have occurred that may affect its application. The review should be recorded on the form provided in the Plan.

If further guidance or information is required, please contact:

Bob McCheyne
Fire Safety Adviser
Safety Services
Telephone 2121 (JA)
Email: bob.mccheyne@strath.ac.uk

ACTION IN THE EVENT OF FIRE

Raise the Alarm.

If you discover a fire:

Raise the alarm manually by operating the nearest fire alarm break glass call point; generally located in foyers, landings, corridors and final exit doors.

“The nearest available fire alarm break glass call point will be located within 45m (30m in some instances due to layout issues at building design stage) from any point in the building and at an exit door from the building, landing area and at specific locations within corridors. These should also coincide with fire points and related equipment / signage.”

- smoke and heat detectors are located throughout the building and the fire alarm may activate automatically;
- do not delay operating the alarm manually in the expectation that it will do so automatically;
- staff should familiarise themselves with the location of fire alarm break glass call points in their workplace. These are located:

Assistance

- the Fire & Rescue Service is contacted automatically when the alarm operates;
- it is not necessary to dial 999 in an emergency.
(Security Services Control staff will make a support call to the Fire & Rescue Service on your behalf.)

Dial 2222 by internal telephone *~if safe to do so!*

Inform Security Services Control of the exact location of the incident, what is burning and any other relevant information. e.g.

- Give the security services control operator the exact location and nature of the incident;
- 2222 is the internal emergency number and will be responded to immediately;
- in the absence of a 2222 call, control room staff cannot take any further detailed action e.g. to provide specific assistance, unless they receive specific instructions or information to that effect. Be clear, concise and comprehensive e.g.

“There is a small fire in the Safety Services office. We are evacuating staff and visitors from the area and require immediate assistance.”

EVACUATION

On the continuous sounding of the fire alarm audible device installed for your building, e.g. electronic sounder; staff shall evacuate by the nearest safe route to the planned assembly area.

Identify the assembly area you intend to use;

1. The Rottenrow Gardens opposite the main entrance to the building on Richmond Street.

Staff shall commence evacuation immediately. However, if safe to do so and subject to a safe system of work, then hazardous and dangerous processes and equipment should be made safe. Under no circumstances should the evacuation of a person be delayed if there is the slightest indication of fire.

N.B. Lifts must not be used for evacuation unless specifically designed for the purpose.

The Fire Safety Coordinator together with the Fire Safety Assistant(s) will assist in stewarding the safe and efficient evacuation of all persons from the building.

Commence Evacuation on the following:

- Evacuate all persons if alarm sounds continuously or when there is an identifiable threat to their safety.

This may be;

- Fire in the workspace;
- Smoke in the workspace; or
- Smoke threatening any of the escape routes you may have to use.

These points are indicators that evacuation is necessary and must be *implemented immediately*.

N.B.

A small fire within the workspace, laboratory or immediate surroundings can develop quickly and the decision to raise the alarm or evacuate when fire is present cannot be delayed.

Failure to commence evacuation in the expectation that a small fire MIGHT be controlled is unacceptable. Efforts to extinguish the fire may be unsuccessful and time lost attempting to do so will not be recovered.

Please note that the fire alarm for the building is tested weekly on Thursday morning at 09.40 a.m. for approximately 20 seconds. Any deviation from this must be treated as a real fire scenario.

EVACUATION – PERSONS WITH A DISABILITY

Managing the evacuation of Non ambulant or mobility impaired persons

- for staff a Personal Emergency Evacuation Plan, (PEEP); should be prepared by Safety Services in conjunction with the staff member;
- for a disabled student similar evacuation arrangements as for staff should be implemented. However, a generic “PEEP” should be in place as to the evacuation of persons with temporary injuries;
- visitors should be evacuated using the same basic procedure prescribed for all evacuations i.e. initially to the temporary waiting area or directly to the fire assembly point if possible.

Ambulant disabled persons. (eg. sight impaired or hearing impaired or both)

- If they are accompanied by an able-bodied visitor, they should be directed to evacuate with the general evacuation of able bodied persons. However it maybe advisable to allow more ambulant persons to escape first to avoid obstruction of the escape route;
- If they are not accompanied by an able-bodied person or visitor, they should be accompanied by a staff member, and evacuated as described above for non-ambulant disabled persons.

Evacuation of disabled persons: Definition

- Ambulant disabled and mobility impaired persons (those whose disability prevents them from identifying or responding promptly to the fire alarm signal i.e. hearing, sight or mental health disabilities, impaired mobility due to infirmity or age)

Generally visitors to the department are known to staff and as such staff should be aware of any disability or impairment that may hinder the evacuation of the visitor. It is therefore imperative that staff when planning meetings, take cognizance of the needs of visitors and liaise with the fire safety co-ordinator or fire safety assistants to ensure that a suitable evacuation procedure is in place **before** the meeting takes place. This may include simply escorting the visitor to the assembly point or may be more involved and require the preparation of PEEP and/or evacuation equipment.

Note: All visitors, whilst resorting within the department must be accompanied at all times.

Evacuation Lifts

In the event of an emergency, (e.g. a fire alarm) mobility impaired persons should progress immediately to the nearest place of refuge (temporary waiting area), located on all appropriate levels at lift lobbies within the upper levels of the building. Once at the refuge, register a call on the Emergency Voice Communication System (EVCS). Instructions for use are detailed at each place of refuge. Wait for your call to be answered and follow any instructions given.

You will then be collected from your place of refuge in the Evacuation Lift by a member of Security and taken safely outside the building. This lift has special features inbuilt enabling it to be used as an evacuation lift.

In the event of the lift being unavailable for any reason, you may alternatively be taken outside via the adjacent staircase by use of an Evacuation Chair.

TACKLING A FIRE

Unless you have received practical training in the use and handling of portable fire extinguishers, and specific training on when you may, and may not, tackle a small fire, you should not attempt to do so.

- fire may be contained and isolated by closing doors and windows whenever it is possible to do so safely. Close, but do not lock doors as you leave;
- remove any person in immediate danger of harm;
- immediately after doing so, raise the alarm by operating the nearest Break Glass Call Point;
- telephone 2222 from a safe place and inform the security services control operator of the location and circumstances;
- warn and assist others to evacuate adjacent rooms and spaces in the immediate vicinity on your way out. *If safe to do so!*;
- Security Services staff members will arrive quickly in response to any fire alarm activation and may attack the fire with portable fire extinguishers, or assist evacuation if necessary.

Tackling fire is inherently hazardous. An awareness of the dangers of fire and practical knowledge and training in the use of fire extinguishers is an essential requirement before any attempt is made to do so.

You are not expected to tackle fire in the absence of such training.

SIGNIFICANT FIRE HAZARDS

Significant fire, ignition and escape hazards

Significant fire hazards are a component of the fire risk assessment conducted by the Fire Safety Advisor.

FURTHER GUIDANCE & INFORMATION

1. The Security Services Supervisor or Deputy shall take charge of the incident on their arrival.
2. Control of the incident passes to the Senior Fire & Rescue Service Officer on their arrival. **The senior Fire & Rescue Service Officer has statutory control of any incident they attend. Staff should co-operate in so far as they are able, but in no circumstances should they do so to the extent of putting themselves at risk of harm.**

3. Responsibility for ensuring that staff fire training is undertaken lies with the Head of Department. Co-ordination of this training is organised by the Fire Safety Coordinators. Records should be kept locally of the staff attendance at training sessions, to include the names of those attending, the date, time, place, duration of the training and the subject(s) covered.

The Fire Safety Advisor will provide appropriate information on departmental training on request.

INSPECTIONS AND RECORDS

1. A monthly 'walk round' inspection of the area/s covered by the plan should be carried out. **The delegation of this task is recommended so that the 'ownership' of fire safety is encouraged through participation.**

The inspection is a simple visual check that escape routes and equipment are available and safe to use. It should not include invasive checks of structural or hidden fire precautions, or the physical testing of equipment. The objective is simply to identify any obvious deficiencies or faulty equipment.

A sample checklist is appended below

This should be signed, dated and retained as a record.

- Escape routes should be free of obstructions or trip hazards;
 - Final exit doors should be unobstructed and in good working order;
 - Fire doors should close fully under the action of the self-closing devices;
 - Waste, including materials such as furniture for disposal, should not be permitted to accumulate in escape routes and stairway enclosures;
 - Fire extinguishers and any other equipment provided should be available for immediate use;
 - Signs, including exit signs and notices detailing what to do in the event of fire should be appropriately sited and legible.
2. Minor matters such as waste accumulation and obstructions may be resolved locally.
 3. Any significant deficiencies or faults should be reported to;
 - The Estates Management. HELPDESK 2164 (JA) for repairs to equipment and installations;
 - The Fire Safety Advisor at 2121 (JA) for general advice.
 4. A local record should be kept of each inspection and any action taken as a result of it.
 5. The monthly "Fire Safety Awareness Checklist" Form (example attached), requires to be duly completed on the 15th of the month and retained on file for inspection by the Fire Safety Advisor.

REVIEWS – (ANNUALLY AND AS REQUIRED)

REVIEW DATE	ACTION	DATE OF ACTION	REVIEWER NAME
<i>Example only</i>	<i>No action – all information still appropriate.</i>	<i>04.10.08</i>	<i>b. McCheyne</i>
<i>Example only</i>	<i>Referred to Fire Advisor as fire plan requires to be amended to take account of structural alterations to the ground and first floors.</i>	<i>02.01.09</i>	<i>A. N. O'Neil</i>

Guidance Information

- a review of the fire plan should be carried out annually;
- the review should examine the fire procedure in detail to ensure that it remains appropriate for the area covered;
- Review in particular;
 - things that may be an ignition source i.e. heat producing equipment, cooking facilities where provided, naked flames of any kind
 - materials and substances that readily ignite or give off flammable vapours at room temperature such as flammable liquids.;
 - materials that do not give off flammable vapours at room temperatures, such as soft furnishings, other fabrics and paper based materials such as books and office materials etc should not be included. These items will be subject to a fire risk assessment and subsequent reviews;
 - the routes to exits, fastenings on doors, and floor surfaces for slip and trip hazards.
 - other fire safety provisions such as signage and fire extinguishers.
- Record the findings on the above form and notify the Fire Safety Advisor for incorporation in the plan.

FIRE SAFETY AWARENESS CHECK

Building					
Area/ Block/ Department					
Name		Date		Time	

This form should be completed and duly signed before being retained on file on or before the 15th day of each month, via the Head of Department/Fire Safety Coordinator for the Department. In the event of a serious issue, then a copy should be passed to the Fire Safety Advisor, Safety Services.

N.B. Where there are no deficiencies or matters requiring attention, a nil return is still required for file purposes.

CHECK LIST

1. ***All Staff** (with the exception of employees who require instruction):
 - ◆ Are aware of the means of escape.
 - ◆ Know the location of the fire extinguishers.
 - ◆ Know how to use the fire extinguishers; *Only applies if trained!*
 - ◆ Are familiar with the procedure to be adopted in the event of a fire.
2. All escape routes are clear of obstruction.
3. All fire escape doors can be easily opened.
4. All directional signs are in place and can be easily seen.
5. All fire extinguishers are in place and appear to be in working order.

Deficiencies found are as follows*
Signature:
Designation:

Fire Safety Coordinator
Signature:
Designation:

If necessary continue on a separate sheet.

- **Check that staff have received refresher training within past twelve months on fire safety awareness.**