

FRASER NOBLE



FIRE ACTION PLAN

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Aims & Scope of Document

This plan sets out the procedures to be followed if the building must be evacuated in the event of a fire. The purpose of this plan is to ensure that people in the building know what to do in an emergency, and that the appropriate action is taken for the safe evacuation.

Buildings covered by this plan are:

Fraser Noble Building	Elphinstone Road, Aberdeen AB24 3UE
Assembly Point	At front of building on the slope leading to the Sir Duncan Rice Library

Definitions

Fire Marshal	Staff member tasked to act as a coordinator of information and liaise with University security. 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.
Floor Checker / Fire Warden	Staff member appointed to check and clear areas reporting to Fire Marshal on exit. The availability of floor checkers is highly dependent on the time of day and their other duties which may take them away from the building. Responsibility for evacuating is the individuals and as soon as an alarm is sounded everyone must leave and not await to be told to by a floor checker.
Fire Emergency	A situation requiring the evacuation of a building as a result of a fire. The fire alarm is used to alert occupants.
Evacuation Lifts	Elevators/lifts installed in fire protected shafts and with alternative power supplies designed to be used under the manual control of trained staff in the event of a fire emergency for the rescue of mobility impaired persons.

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 (voice alarm) 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 a fire 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 (storey exits) on all floors.
- The Fire Marshal or the person discovering the fire should call the Scottish 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 orange 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 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 Security on their arrival.

4. Arrangements for calling the Fire and Rescue Service

- Actuation of the break glass fire alarm call points and the fire detection system will alert University Security who will send a member of staff to the building to investigate the cause of the alarm. If Security determines that the alarms has been triggered by a fire they will call the Fire and Rescue Services.
- Scottish Fire and Rescue Service procedures include "CALL CHALLENGING" for all Non-Domestic Non-Sleeping Risks (eg Fraser Noble Building). They will only attend if there has been an investigation and fire, smoke or heat has been confirmed via the following methods:
 - Physically witnessed.
 - Heat detection activated.
 - Multiple smoke detectors/zones activating.
 - Break glass point.
- If a fire has already been confirmed the Fire Warden, or the person discovering the fire, should also call the Fire and 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 shown at the head of this document.

5. Procedures for ensuring that the premises have been evacuated

In the event of no floor checkers being available staff must follow the procedure in section 3. Action on hearing the Fire Alarm.

- 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 refuge communication points and respond to any requests if it is safe to do so.
- The Fire Marshal must be informed of any persons who are unable to evacuate without assistance 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 at the beginning of this document.
- 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.

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 life and **they are trained and competent to use one**, may they tackle fire using nearest extinguisher.
- The Fire Marshal should be informed so that they can tell Security 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 if this can be done safely.
- 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

- Security 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 red 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 before starting any work.
- Contractors under the control of a School must be 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, bought-in or guest lecturers and agency staff must be given a safety induction by the member of staff responsible for their presence in the University.

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

- Avoid putting yourself in any danger.
- Shut down as much equipment, machinery, and experimental processes as 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

- Put on your **yellow** high visibility fluorescent jacket.
- Avoid putting yourself in any danger.
- Walking 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 **orange** 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 **orange** high visibility fluorescent vest located in the Fire Information box.
- Direct evacuees to designated assembly point.
- Delegate a member of staff to each entrance to prevent re-entry.
- Delegate qualified First Aiders to look after casualties if necessary.
- Consult with evacuation team and members of staff to confirm their building area was emptying.
- Ensure emergency services have easy and fast access.
- Report to Security on their arrival, passing on all relevant information which may include location and nature of fire, potential hazards (floor plan), injuries, and missing personnel.
- Permit re-entry to the building only with permission from Security or the Fire and Rescue Service and after the alarms have been silenced.

Revision Record

Issue	Who	Date	Reason for Review
1.0	ES	26/11/21	Revision of former COPS procedures, Reviewed by HS&W
1.1	ES	06/12/21	Modified references to guest lecturers.
1.2	ES	26/01/23	Modified section 5 adding availability of floor checkers. Modified for Fraser Noble building only. Removed reference to evacuation chairs.
1.2	ES	01/02/23	Corrected references to appendices.
1.3	ES	19/07/23	Updated for new Scottish Fire & Rescue Service policy on attendance at unconfirmed fire alarm.