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| **Emergency Fire Action Plan** |
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| August 2015 | Strathclyde Business School |
|  | This plan sets down the procedures you should adopt in the event of a fire or emergency evacuation and supplements the fire action notices in your workplace. |

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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 Emergency Fire Action Plan**

* + - this plan is specific only to the building and locations identified on the cover
		- this plan supplements the University’s Health and Safety Policy (incorporating the ‘Local Rule - Fire Safety’) and should form part of the departmental induction of new staff

This plan sets down the procedures to be adopted in the event of a fire or other emergency evacuation situation and are summarised on the fire action notices provided at strategic points throughout the building.

All staff should ensure that they are familiar with the contents of this plan. Whilst the plan may identify workplace fire hazards and materials, it is not a fire ‘risk assessment’. It should be ideally reviewed annually by the University Fire Safety Adviser, or when any changes have occurred that may affect its application. The review should be recorded on the form provided at the end of the plan.

If further guidance or information is required, please contact:

Wes Boulstridge Fire Safety Adviser Safety Health and Wellbeing Telephone 2121 (JA)

Email: wesley.boulstridge@strath.ac.uk

### Action to take in the event of a fire…

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| **RAISE THE ALARM** |

Raise the alarm:

* + - Verbally inform those around you
		- Break the nearest fire alarm ‘break glass’ call point to alert all occupants in the building
		- Call Security Control staff on extn.2222 and provide relevant information

When the fire alarm is activated, Security Control is automatically notified of the ‘building in alert’ and will dispatch a number of Security Wardens to attend the building to investigate the nature of the alert – **The Fire and Rescue Service will not be automatically requested to attend.**

However the Fire and Rescue Service will be requested to attend if, before they have investigated the alert, Security Control is notified of a ‘confirmed fire’ via a ‘2222’ call, or they are informed when they arrive at the building, or the CCTV operator identifies a fire.

An independent ‘999’ call will be directed to the Emergency Services and the Fire Service will be requested to attend.

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| **EVACUATION** |

On the continuous sounding of the fire alarm, all occupants should evacuate immediately, closing windows and doors if safe to do so, and proceed via the nearest safe escape route to one of the designated assembly points:

* + - **Cathedral Wing** – Level 1the pavement outside and along from the main entrance on Cathedral Street or the paved area outside the Duncan Wing on Rottenrow. Upper levels all to assemble at the paved area outside the Duncan Wing on Rottenrow
		- **Stenhouse Wing** - the concourse / paved area outside and opposite the Architecture building, via the Sculpture Gardens
		- **Duncan Wing** - The concourse/paved area outside and opposite the Architecture building

If safe to do so and subject to an approved safe system of work (SSOW), hazardous and/or 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.

The Department Fire Safety Assistants (DFSAs) will don a suitable Hi-viz vest and assist in stewarding the safe and efficient evacuation of all persons from the building and ensure that they proceed to a designated assembly point.

Disabled occupants or occupants with impairments should be evacuated as detailed in their Personal Emergency Evacuation Plan (PEEP) or (regarding visitors/guests) as per any local arrangements that have been agreed.

**N.B. Lifts must not be used for evacuation unless specifically designed for the purpose. The Evacuation lifts will default to ground level and will be operated by the Security Wardens.**

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| **FIGHTING A FIRE** |

**Do not** attempt to use the fire extinguishers to fight the fire unless you have received the appropriate training.

### Further Information and Guidance

* + - The Security Services Supervisor or Deputy shall take charge of the incident on their arrival.
		- If in attendance, control of the incident passes to the Senior Fire and Rescue Service Officer. The Senior Fire and Rescue Service Officer has statutory control of any incident they attend. Staff should co-operate in so far as they are able, but under no circumstances should they do so to the extent of putting themselves at risk of harm.
		- Monthly Fire Checks are to be carried out of the fire safety precautionary measures in your area. This should be coordinated by the DFSC or DSC, with records of the checks kept for audit purposes.
		- 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.

### Record of Reviews of EFAP

A review of the Emergency Fire Action Plan should be carried out as required, to ensure that it remains appropriate for the area covered. The review should pay particular attention to any significant findings within the fire safety risk assessment and any changes to policy and procedures.

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| **REVIEW DATE** | **ACTION** | **DATE OF ACTION** | **REVIEWER****NAME** |
| August 2015 | Procedure updated to reflect: 1.the change to the fire alert response procedures 2. the change to the ‘Local Rule – Fire Safety’ |  | Wes Boulstridge |
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