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| **Emergency Fire Action Plan** | |
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| November 2019 | Technology and Innovation Centre |
|  | 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 University’s OHS Management Standards that ensures, 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 OHS Management Standards and to monitor such implementation along with the effectiveness of those provisions. This will assist in the development of a positive health and safety culture and 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 ‘OHS Management Standard – Fire Safety’

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’.

If further guidance or information is required, please contact:

Wes Boulstridge Fire Safety Adviser SHaW Dept. Telephone 2121

Email: [wesley.boulstridge@strath.ac.uk](mailto:wesley.boulstridge@strath.ac.uk) or

Mobile: 07933 987604

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

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| **RAISE THE ALARM** |

Raise the alarm:

* + - Verbally inform those around you or
    - Break the nearest fire alarm ‘break glass’ call point to alert all occupants in the building
    - If safe to do so, call Security Control on ext.2222 or call the SFRS directly on 999 or 112 from your mobile phone and request the attendance of the SFRS

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 SFRS will not be automatically requested to attend.**

The SFRS will be requested to attend if, before Security Services investigated the alert;

* Security Control is notified of a ‘confirmed fire’ via a ‘2222’ call
* Security Wardens are advised of a fire when they arrive at the building
* The CCTV operator identifies a fire or signs of what may be a fire
* Security Services do not have the resources to attend to the incident.

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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:

* + - The pavement area outside in Shuttle Street
    - The pavement area outside in Albion Street and
    - The pavement area outside in College Street

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 Marshals will assist in stewarding the safe and efficient evacuation of all persons from the building and ensure that they proceed to a designated assembly point.

As part of the booking arrangements, those entities using the level 9 accommodation are required to have nominated persons responsible for evacuating all of the attendees at their event.

All occupants with an impairment will be assisted during the evacuation 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.**
* **Security Wardens are not responsible for assisting with the general evacuation of occupants or managing the assembly points**

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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

* + - Security Services shall take charge of the incident on their arrival.
    - If in attendance, control of the incident passes to the SFRS Officer. The SFRS 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.
    - Silencing of the fire alarm **is not** confirmation that the system has been re-set and it is safe to re-enter. Staff are not to re-enter the building until advised that it is safe to do so by either the SFRS, Security Services or the University Fire Safety Adviser. Staff should contact Security Control if information and advice is required, as the Controller will also be able to advise if it is permitted to allow people to re-enter the building.
    - 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 |
| November 2019 | Periodic review following launch of new ‘OHS Management Standards – Fire Safety’ |  | Wes Boulstridge |
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