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| **EMERGENCY FIRE ACTION PLAN** |
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|  | Learning & Teaching Building |
|  | 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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| **GENERAL FIRE SAFETY ARRANGEMENTS** |
| 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 building occupiers and users 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’.  |

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| **EMERGENCY PROCEDURES** |
| In the event of an emergency requiring evacuation of the building, the standard procedure will involve the activation of the fire alarm, initiating a simultaneous (full) evacuation of the premises.**The fire alarm in this building is tested weekly: Thursdays at 9.50 am.** |

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| **FIRE WARNING SYSTEM** |
| The premises are provided with a comprehensive fire alarm and detection system, incorporating automatic smoke and heat detectors, manual alarm call points and alarm sounders and where necessary, beacons. The Fire Alarm Panel is situated in the main foyer. |

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| **ARRANGEMENTS ON DISCOVERING A FIRE** |
| * In the event of a fire that has not yet activated the fire alarm; you should verbally inform those in your immediate vicinity.
* You should then manually operate the nearest (break glass) alarm call point, situated on all floors adjacent to escape stair enclosures and at ground floor exits.
* If safe to do so, Security Control should be contacted to advise of a fire emergency by dialing the University’s Emergency Number (**0141 548 2222),** who will then request the attendance of the SFRS.
* Evacuate the building via the nearest available escape route which will be designated using the following standard escape signage:

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| Callpoint |  | **0141 548 22 2222** |  |

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 (to ascertain if the SFRS is required). **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 ARRANGEMENTS** |
| On the continuous sounding of the fire alarm, all occupants should evacuate immediately, closing 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 the southern exits on Richmond Street orThe pavement area outside the western exit on North Portland Street* The building has been provided with a number of escape stair enclosures, an evacuation lift, numerous ground floor exits and a number of evacuation chairs.
* 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.
* 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.
* The SFRS and Security Services are not responsible for assisting with the general evacuation of occupants or managing the assembly points.

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|  | Boxall | Disabled exit |  |

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| **ADDITIONAL INFORMATION** |
| * 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.

**Portable Fire Fighting Equipment**Fire extinguishers are normally located at ‘Fire Points’ strategically located at exit routes or known fire risks. Fire extinguishers should not be removed from their locations and should **only be used by trained staff.** **Contingency Plans**In the event of a protracted incident or emergency (that could impact on the continued occupation of the building), staff and students should resort to a nominated location as directed.**Review 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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| **FURTHER GUIDANCE AND ADVICE** |
| If further guidance or information is required, please contact the University Fire Safety Adviser:Telephone ext. 0141 548 2121, or 07933 987604Email: wesley.boulstridge@strath.ac.uk  |