

COVID-19

FIRE SAFETY AWARENESS INFORMATION FOR THIRD PARTIES

1. INTRODUCTION

This Fire Safety Awareness Information is to:

- Provide guidance and to enable safe evacuation in the event of an emergency.
- Ensure all Third Party guidance provided under COVID-19 Safe Return to Campus is followed. This can be accessed at <https://www.strath.ac.uk/safetyhealthwellbeing/safereturntocampus/>
- Ensure University of Strathclyde Emergency Fire Action Plans can be accessed at <https://www.strath.ac.uk/safety/services/specialisthealthsafety/firesafety/firesafetylibrary/>

2. CONTENTS

- Emergency Fire Action Plan
- Raising the Alarm
- Fire Alert Procedure
- Evacuation Procedure
- Signage
- Persons with Disabilities
- Use of Fire Extinguishers
- Electrical Safety

3. EMERGENCY FIRE ACTION PLAN (EFAP)

The EFAP sets down the procedure to be adopted in the event of a fire, or other emergency evacuation situations, and is summarised on the fire action notices provided at strategic points throughout the building. An EFAP is developed and in place for each University building.

Where the Third Party occupies a building in its entirety, the Third Party is responsible for developing their own EFAP.

Third Parties should ensure their staff are familiar with the contents of the plan, for the area(s) within which they are working, with additional information provided during the Third Party induction process.

While the EFAP may identify workplace fire hazards and materials, it is not a 'fire risk assessment'. A fire risk assessment should be undertaken and documented by the Third Party for the area(s) they occupy.

EFAPs identify:

- Fire alarm testing schedules;
- Actions to be taken in the event of a fire (Raising the Alarm, Evacuation, Fighting the Fire);
- The location of the various escape routes, within the premises;
- The evacuation assembly points for the premises.

4. RAISING THE ALARM

If Third Party staff discover a fire, they should:

- Inform those around them;
- Operate the nearest 'Break Glass' Call Point.



When occupying part of a University premises:

- Dial 999 from a mobile phone to request the Fire and Rescue Service; or
- Dial 2222 from an internal phone and inform Security Controller of the fire and its location;
- Liaise with the Security Warden upon their arrival.

When occupying a building in its entirety:

- dial 999 from a mobile phone to request the Fire and Rescue Service.

5. EVACUATION PROCEDURE

On hearing the fire alarm, Third Party staff:

- Should stop what you are doing;
- If safe to do so, make safe what you are doing;
- If safe to do so, close windows / doors;
- Evacuate using the nearest available exit route (this will help minimise congestion).

Third Party staff should not:

- Use a lift, unless the lift is an evacuation lift which are only to be used by a person(s) with a Personal Emergency Evacuation Plan;
- Use mobile phone during evacuation. Mobile phones can be used when safely at assembly point;
- Eat food or drink whilst evacuating.

When Third Party staff have exited the building:

- Keep moving away from the exit (do not block the exit);
- Make your way to the designated assembly point.

Re-entering the Premises:

- The premises must only be re-entered when it has been confirmed it is safe to do so.

6. SIGNAGE

Fire Exit and Escape Routes



Fire Assembly Point



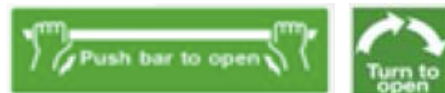
Temporary Waiting Space (Refuge Point)



Emergency Evacuation Lift



Exit Instruction Signs



7. PERSONS WITH DISABILITIES

Disabilities can be permanent or temporary and can include mobility, hearing, visual and cognitive disabilities.

Personal Emergency Evacuation Plan (PEEP)

- Provide specific procedures for persons with disabilities who require additional assistance in the event of an evacuation;
- May include use of an emergency evacuation lift, evacuation chair, assisted / accompanied walk.

Should a PEEP be required, the Third Party should ensure this is developed and documented.

8. USE OF FIRE EXTINGUISHERS

Only Third Party staff trained in the use of fire extinguishers should be permitted to use them.

9. ELECTRICAL SAFETY

Third Party electrical equipment use:

- All electrical adaptors are to comply with British Standards;
- Adaptors are not to be joined together (daisy chained);
- The use of 'block' type adaptors is prohibited;
- Adaptors should not supply any more than 13 amps;
- Portable electrical items are to be PAT tested;
- Mobile phones should not be left unattended while charging;
- Pre-use visual checks should be undertaken on electrical equipment;
- Laptops and mobile phones should be well ventilated – not covered;
- Turn off any items that are not being used, where this is possible.