



Queen Margaret University

EDINBURGH

# Fire Policy

<b>Policy Summary:</b>	<b>The Fire policy provides guidance on how fire safety will be managed and implemented across the University.</b>
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## **1. General Statement of Fire Policy**

On behalf of the University Court of Queen Margaret University (QMU), we recognise and accept our responsibilities as an employer for ensuring, so far as is reasonably practicable, the safety of our staff, students and others who may be affected, in respect of harm caused by fire in the workplace.

Fire safety is a primary objective of our activities and we recognise that effective fire safety management can contribute to organisational performance by eliminating or reducing unnecessary risks and liabilities. To facilitate this, we will create and promote a positive fire safety culture that secures the commitment and participation of all staff and students to help us achieve high standards of fire safety in our buildings.

We will achieve our objective by providing and maintaining:

- fire risk assessment processes to identify fire risks and specify control measures
- suitable means of detecting fire and raising the alarm
- appropriate arrangements to fully evacuate the buildings in the event of fire
- sufficient appliances to fight fires
- information, instruction, training and supervision so that staff, students and relevant others know how to avoid fire hazards and contribute positively to overall fire safety

**The Principal, on behalf of the University Court, will carry the prime responsibility for fire safety throughout QMU.**

## **2. Introduction**

Queen Margaret University (QMU) has an international reputation as one of the most successful independent University's in the United Kingdom. It has won that reputation by offering the highest quality of experience for students and staff, and by providing a learning environment that is both supportive and challenging. QMU is known for its creativity, its co-operative atmosphere and its people and facilities.

QMU is purpose built University which incorporates its main administrative and support functions, teaching, student residence, student union and gym facilities.

## **3. Fire Safety**

Fire is a hazard that, if realised, has the critical potential for the loss of life and significant organisational damage.

In compliance with the Fire (Scotland) Act 2005 and associated subordinate legislation, the University Court set this Policy to ensure the safety of employees and those affected by the QMU activities. It discharges the conditions set in the QMU Health and Safety Policy.

This Fire Safety Policy outlines the way we, collectively, will respond to Fire Regulation arrangements in terms of the way we:

- plan to meet a continuous improvement management philosophy,
- organise ourselves in terms of managerial, employee responsibility and competency,
- establish, implement and operate procedures and the way we take remedial corrective actions,
- evaluate and measure our performance,
- audit and review our activity.

By this methodology and structure this organisation will add value to our service delivery whilst ensuring the safety and wellbeing of our employees, those who come to depend upon us, those who are affected by our activities and the environment. It fully recognises the current planning systems used by this organisation as intrinsic to the way, we work, we develop and what we aspire to.

## **4. Scope**

This policy applies to all persons employed by the QMU and those who resort to its premises, use or require its services.

## **5. Planning**

All plans designed to discharge our statutory duties will be done in such a fashion as to reflect current health and safety legislation and best industry practice.

## **6. The Organisation, Implementation and Operation of Fire Safety within QMU.**

### **6.1 General duties of employers to employees**

The University Court shall ensure, so far as is reasonably practicable, the safety of employees in respect of harm caused by fire in the workplace. The University Court (or nominated specialist) shall:

- Carry out an assessment of the workplace or relevant premises for the purpose of identifying any risks of harm caused by fire in the workplace, ensuring the assessment is regularly reviewed where applicable.
- Take in relation to the workplace such of the fire safety measures as are necessary to enable the employer to comply with the duty imposed.

Fire safety measures shall be taken on the basis of the following considerations:

- avoiding risk,
- evaluating risks which cannot be avoided,
- combating risks at source,
- adapting to technical progress,
- replacing the dangerous with the non or less dangerous,
- developing a coherent overall fire prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment,
- giving collective fire safety protective measures priority over individual measures,
- giving appropriate instructions to employees.

## **6.2 General duties of employers to persons other than their employees**

It shall be the duty of the QMU to conduct their undertakings in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment are not exposed to risks to their health or safety and that they are provided with all relevant information regarding fire safety.

## **6.3 General duties of employees**

All employees are required to:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Regard a duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to cooperate with the employer so far as is necessary to enable that duty or requirement to be performed or complied with.

## **6.4 Organisation, Implementation and Operation of Safety and Wellbeing within the QMU**

Safety and wellbeing management being inseparable from other managerial responsibilities will reflect the QMU management structure with the appropriate designated responsibilities as follows:

### **6.4.1 QMU University Court, Principal and Directors**

It is the role of this group to provide organisational leadership, strategic planning and strategic decision making when considering the issue of Fire. Additionally, this group will authorise the appropriate resources to meet the requirement of this Policy to ensure statutory compliance.

## **6.4.2 Deans of School, Heads of Department and other Senior Managers**

It is the role of this line of management to ensure that the areas within their control, implement, operate and conduct business in accordance with this policy and the general conditions within the Fire (Scotland) Act 2005. This level of management provides functional leadership to the majority of staff and students and therefore should be active in pursuing operational fire safety and maintaining adequate control, specifically:

- All operational activities that could present a fire hazard are adequately assessed and controlled.
- Suitable arrangements for evacuation are in place for vulnerable persons, i.e. disabled, pregnant employees etc., as well as for other employees, students and visitors (Personal Emergency Evacuation Plans PEEPS).
- Ensuring the means of escape within their area of control/influence remain unobstructed and free from combustibles. Corridors, passageways and staircase enclosures forming part of the means of escape should not be used for any other purpose than access and egress. The use of corridor space for artistic purposes, store of equipment or furniture or teaching would be considered a contravention of the QMU Fire Policy and fire regulation.
- Ensure provision of adequate information and instruction in relation to risk from fire, and consider the appropriate disciplinary action against any individual compromising the fire safety of the University and its occupants.
- Nominate staff to train and act as fire marshals/wardens in their areas of control.

## **6.4.3 Staff**

All staff are required to read and understand the actions to be taken in the event of discovering a fire, fire alarm and emergency fire evacuation. They should make themselves familiar with the escape routes from their area of work and alternatives in the event of their primary escape route being compromised.

Staff are also required to carry out the online fire safety training at the start of their employment and biannually thereafter.

### **6.4.3.1 Academic Staff**

Academic Staff engaged in teaching activity are responsible to ensure the implementation and operation of the fire safety arrangements in place within their area of responsibility i.e. rooms/area they are working/teaching in. This will involve where applicable checking the fire exits from their rooms and ensuring that materials are not stored in means of escape.

In the event of the fire alarm sounding, they are responsible for ensuring all staff, students and visitors under their control/supervision are evacuated from the building and attend the designated assembly point; where applicable such staff will be trained as fire wardens. To facilitate this, Deans of Schools/Heads of Department will nominate staff to train as Fire Wardens to ensure a rapid, safe evacuation.

It is the responsibility of academic staff in conjunction with localised technical support to adopt a formal, written, 'close down' procedure to ensure that all processes in their area are stopped and made safe. i.e. laboratories are left in a condition to enable a safe re-entry after an

evacuation; i.e. where applicable and if it is safe to do so, equipment is switched off prior to leaving the premises. Where applicable process shutdowns may be designated to specialist technicians by agreement with the respective Dean of School/Head of Department.

#### **6.4.3.2 Support Staff**

Staff engaged in non-academic activity are responsible to ensure the implementation and operation of the fire safety arrangements in place within their area of responsibility i.e. rooms/areas they work in. This will involve where applicable checking the fire exits from their rooms and ensuring that materials are not stored in means of escape.

In the event of the fire alarm, they are responsible for ensuring staff, students and visitors under their management are evacuated from the building. To facilitate this, Deans of Schools/Heads of Department will nominate staff to train as Fire Wardens to ensure a rapid, safe evacuation.

#### **6.4.4 Students**

Under this policy students have a responsibility to comply fully with the fire arrangements. They are required to read and understand the actions to be taken in the event of discovering a fire, fire alarm and emergency fire evacuation. They should make themselves familiar with the escape routes from their area of learning and alternatives in the event of their primary escape route being compromised.

Students must request, in writing, permission to display or mount work in public areas. Where the public area forms part of a means of escape it is likely this permission will be refused.

Any student found compromising a means of escape by obstruction, storing of materials etc, will be in breach of this fire policy and subject to disciplinary action.

Students will be provided with fire safety induction by their school/lecturer at the start of their course and at regular intervals throughout the course.

#### **6.4.5 Security Supervisor**

The Security Supervisor is designated the responsible person for implementing and operating the fire and emergency evacuation from QMU for all persons residing within its premises and in their absence the Security Manager or a member of the Security Team will take on the role.

The Security Supervisor will act as Senior Fire Marshal. With advice and guidance from the Security Manager and the Health and Safety Advisor, the Security Supervisor shall put safe systems of work and processes in place with regards to Fire Evacuation. (S)He shall have the authority to take any emergency actions thought necessary to ensure the safety of all persons from the risk of fire at any time. In this matter (s)he has the **full** authority of the University Court.

Where a member of the security team identifies the compromise of any escape route by obstruction or the presence of combustible materials, the Security Supervisor is authorised to take any action (s)he sees fit to remediate the condition. (In this matter the facilities department may recharge the particular department twice the cost of its normal removal cost. Any subsequent removal from the same place will attract the same fee and a report to the Head of School/Department and the Health and Safety Committee. The Security



Supervisor reserves the right to place the materials back into the room it came from until suitable arrangements are made for its safe removal).

#### **6.4.6 Depute Director of Facilities Services**

The Depute Director of Facilities Services shall ensure:

- That all physical fire safety measures are maintained to the appropriate British Standard or Manufacturers' Instruction, i.e. Automatic Fire Detection Systems, Emergency Lighting, Fire Doors, Fire Signage, Portable Fire Extinguishers, Evacuation Chairs etc. by competent persons. Records will be kept of such tests.
- Ensure weekly/monthly tests/inspections are carried out of fire alarm systems and equipment.
- That the fire policy is reviewed annually or where there has been significant change in procedures or legislation that affects the policy.
- Ensure fire risk assessments are reviewed annually.
- Ensure fire drills are carried out at least one per term and that these are recorded.
- Provide full support to the Security Manager, Security Supervisor and the Security team to ensure they have the means and competency to carry out their roles.

#### **6.4.7 Health and Safety Advisor**

The Health and Safety Advisor in regards to fire safety shall:

- Give advice and guidance to all persons when required.
- Provide suitable training and instruction to staff, as appropriate.
- Conduct and maintain the fire risk assessments annually.
- In conjunction with the Depute Director of Facilities review the fire policy annually.
- In conjunction with the Security Manager monitor and audit the effectiveness of the arrangements in place and make improvements or take remedial corrective actions, as necessary.
- Liaise with the enforcing authorities on all fire safety related matters on behalf of the University.
- Assist with the implementation of PEEPS for staff and students.

Have the authority to take any emergency actions thought necessary to ensure the safety of all persons from the risk of fire at any time. In this matter (s)he has the full authority of the QMU.

#### **6.4.8 HR Department**

The HR department will:

- In conjunction with the Health and Safety Advisor ensure that relevant training is provided for all staff with regards fire safety training. They will also ensure that appropriate training is provided for all of the fire team members and is regularly updated. For further detail on training refer to Appendix 8.
- Ensure that all staff complete the on-line fire safety training and will maintain records of all fire safety training provided to staff.
- Manage any disciplinary issues which may arise from non-compliance with the fire policy.

- Assess staff needs and advise the Health and Safety Advisor of any staff that may require a Personal Emergency Evacuation Plan (PEEP).

#### **6.4.9 Head of Recruitment and Admissions**

The Head of Recruitment and Admissions is responsible for translating fire safety information into appropriate languages for all students whose first language is not English. (S)/He will ensure that such students fully understand the evacuation procedures and their duty to cooperate with staff with allocated fire safety duties.

#### **6.4.10 Students Services**

Student services are responsible for assessing student's needs and advising the Health and Safety Advisor of any students that may require a Personal Emergency Evacuation Plan (PEEP).

#### **6.4.11 Student Union**

Whilst in occupation of part of the QMU building the Student Union will adhere to this fire policy and any other instructions/guidance they are given by the QMU with regards fire safety.

#### **6.4.12 Events/Conference Team**

Fire Action Micro Plans will be completed for all events and conferences being held at the University to ensure that the Fire Team are able to cover the event. Where an event is being held, in particular, in an evening or weekend the event organiser will ensure that where applicable additional fire marshal(s)/warden(s) are appointed to manage the event in an emergency evacuation.

They will also ensure a specific risk assessment for the event is completed, and will confirm the evacuation procedure and briefing process for those attending.

### **7. Fire Alarm**

When the fire alarm activates the call is sent directly through a collector service to the remote monitoring company. The Security Supervisor or their appointed deputy shall back this up by a telephone call to 999 stating their name, the location of the building and any other information requested by the Fire Service. For more detailed information on the fire alarm system refer to Appendix 5.

The Security Supervisor or designated Security Officer will be the QMU's representative when engaging with the Fire and Rescue Service and take direction from the same for further guidance refer to Appendix 3 and 10.

### **8. Fire Alarm Testing**

The Security Supervisor is responsible for the weekly testing of the fire alarms for the main Academic Building and the Student Union/Gym. Generally, weekly alarm tests will be conducted at:

- 1315hrs – Academic Building Wednesday
- 1330hrs – Student Union/Gym Wednesday

Each activation shall be by using a different break glass alarm call point each week, ensuring call points are tested at least once within a 12 month period.

During the test on a Wednesday the fire curtains and some gas systems will not be tested. Additional tests will be carried out outwith hours to ensure that the fire curtains and other devices connected to the fire alarm system i.e. doors operated by electromagnetic self closing devices, gas systems shall be checked for correct operation. Any defects shall be immediately reported to the Depute Director of Facilities for repair or replacement. Records will be kept of such tests in a log book held at the main reception of the relevant building for inspection by the local Fire Authority.

**9. Fire Drills**

The Security Supervisor, in pursuance of the above, shall conduct not less than three full evacuations (Fire Drills) per year or at other times as (s)he sees fit, after consultation with the Security Manager and the Health and Safety Advisor. Fire Drills will not be carried out when student exams are taking place. A record will be kept of these drills and any activation where the Fire and Rescue Service attends.

**10. Monitoring, Audit and Review**

The Health and Safety Advisor in conjunction with the Depute Director of Facilities and Security Manager shall continually monitor the performance of this policy in terms of effectiveness and people compliance.

The Fire Policy will be reviewed annually in conjunction with the fire risk assessment.

## Appendix 1

### Fire Action Notices – What to do in the event of Fire or Alarm



**If you discover a fire** you should activate the nearest safe break glass alarm call point and leave the building immediately. Do not stop to pick up personal belongings.



**Important** - Only tackle the fire with an extinguisher if it is safe to do so, you have received formal training on how to use them and you do not put yourself or others at any risk. Never use more than one extinguisher when trying to tackle a fire.



**If you hear an alarm** (electronic siren and voice command) you should evacuate the building quickly but calmly. If you have visitors or students with you, you must direct them from the building and to the nearest assembly point.

#### Do not use the lifts

Silencing of the fire alarm does not automatically mean you can re-enter the building. Do not **re-enter** the Building until authorised to do so



**Make your way to the nearest assembly point** which can be found on the Emergency Fire Action Notice. It is important to correctly identify the correct escape route and assembly point for a given part of the building you are working/learning in.

**Consult your nearest Fire Action Notice for the relevant assembly point.**

## Appendix 2

### Special Arrangements for Persons with Disabilities

#### Assisting wheelchair users downstairs

Staff and Students with a physical disability shall undergo an assessment in the form of a Personal Emergency Evacuation Plan (PEEP). For employees the PEEP will be completed in conjunction with their line manager and the Health and Safety Advisor. For students it will be completed in conjunction with their Disability Advisor and Health and Safety Advisor. Where PEEPS have been completed for staff and students they will be recorded in the emergency evacuation fire log.

#### Lifts

Most lifts cannot be used in an emergency. Any lift use for the evacuation of disabled people should be either a 'fire-fighting lift' or an 'evacuation lift'. The QMU **does not** have any Fire-fighting or evacuation lifts and therefore lifts **will not** be used during an emergency evacuation.

#### Deaf and Hearing Impaired Persons -

Generally, most deaf people working/learning alongside hearing colleagues/students will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them. The automatic fire alarm system incorporates visual indicating devices which flash when the fire alarm has been actuated.

#### Blind and Partially Sighted Persons

Both staff and students should be offered orientation training where applicable. This must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

#### Evacuation Chairs



Evacuation chairs are provided at various locations throughout the buildings and several members of staff are trained in their use. The chairs are serviced annually and regularly inspected by the Security Team to ensure that they are in-situ and in working order.

It is not logistically possible to prepare PEEPs for disabled visitors. It is the responsibility of the host to escort visitors, who require assistance to evacuate, to the nearest stair core refuge point and use the EVCS system to notify the Security Control Room of the need for assistance.

#### Training

To be effective, any egress plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities.

## Appendix 3

### **Roles of the Senior Fire Marshall (and/or security team) and the Fire and Rescue Service when the fire alarm has activated.**

When attending the QMU, the Fire and Rescue Service will have certain expectations. The responsible person meeting them should give them full assistance and be able to provide:

- Access to the property for Fire Appliances (ensuring that inappropriate student and staff parking do not prevent such access).
- Relevant information on the status of the fire or building condition.
- The status of the evacuation i.e. is the building fully evacuated, are there any persons unaccounted for.
- The location of the fire alarm panel(s).

They may ask for:

- The alarm(s) to be silenced as they undertake investigations.
- Information as to the processes in certain parts of the buildings, i.e. Chemical Piped gas, gas cylinders etc.
- Information on electrical, gas and water intakes/valves.
- The assistance of a Security Officer to lead them to the zone affected (they will never put any Security Officer at risk through this activity).
- Plans of the buildings.

After Investigation and they give the 'all clear', the Fire and Rescue Service, will expect the responsible person to reset the alarm and the alarm to remain set. The persons at assembly points to be allowed to return to the building under a controlled phased re-entry system.

1. The Security Team will check all final exits have been secured.
2. The Senior Fire Marshal will instruct the assembly point fire marshals/wardens at the assembly points to begin the phased re-enter to the building.

What to expect from the Fire and Rescue Service:

- An attendance (generally) within 8 minutes of the alarm sounding and receiving the call.
- At least one Fire Appliance and crew to attend the alarm.
- A courteous and professional service.
- A full examination of the effected zone in which the fire alarm panel has shown.
- Full guidance and advice throughout the incident.
- A written report for unwanted calls.

In the event of a real fire the security team is crucial to a quick resolution to the incident. The Senior Fire Marshal (or nominated deputy) has the authority to require the persons assembled at the assembly points to relocate to an alternative location, i.e. if the Fire Service need to expand their incident zone.

### **Powers of the Fire and Rescue Service**

Where the Fire and Rescue Service have been summoned to a premises for the purposes of fire or alarm, the Fire Service have full control of that premises. This means that they can take any actions they feel necessary to remediate the condition. They have powers of entry to any part of the QMU buildings.

**It is an offence to obstruct a fire officer in the course of their duty.**

## Appendix 4

### Fire Action Plan

#### 1. General

As fires can occur with little or no warning it is both vital and a legal requirement that our fire action plans have the capacity to:-

- prevent loss of life or injury
- minimise damage to property
- restore as soon as possible the operational condition of the building or provide an alternative service

To be effective our plans will:-

- be in writing
- be as simple as possible but provide the basis for actions to achieve the plans objectives
- detail responsibilities of key staff
- nominate key personnel, their deputies and detail their responsibilities
- take into account the availability of employees on duty at all times of the day and night
- make the most effective use of existing fire precautions as outlined this policy
- be brought to the attention of and be understood by staff, students and relevant others
- be regularly reviewed and updated

#### 2. Action Plan Considerations

A pre-requisite of an effective fire emergency procedure is the ability to account for or identify as missing all people who were in a building at the time the alarm was raised.

In addition to staff and students, there may be visitors on the premises. contractors, visiting lecturers, sales representatives and others may visit the premises irregularly and our emergency procedures and responsibilities must take this into account.

Parts of the Academic Building and the Students Union Sports and Drama Building are open to members of the public, with unrestricted access. The University has a duty of care to such people and our emergency procedures take account of that duty.

#### 3. Fire Alarm System

The QMU's Buildings are fitted with an automatic fire alarm. If the alarm activates you will hear a Voice Alert Message – this will tell you that there is an emergency and that you must leave the building. This message will be broadcast continuously during the evacuation phase. The fire alarm system will also automatically summon the fire service.

Anyone can raise the alarm by activating the nearest break glass alarm point. These are clearly signed throughout the building and are near exit doors. All relevant areas also have smoke and heat detectors that automatically activate the alarm system if necessary.

#### **4. If you find or suspect a fire**

- raise the alarm by activating the nearest break glass point
- leave the building by the nearest escape route
- do not use lifts
- do not follow your normal route into or out of the building - the nearest escape route is clearly signed and will be the safest and quickest way out
- go to the assembly point
- report to the Fire Marshal/Warden at the assembly point - tell them exactly where the fire is
- the Fire Marshal/Warden will have radio contact with the Senior Fire Marshal who will relay this information to the fire service
- stay beside the Fire Marshal/Warden at the assembly point in case they need more information

#### **5. When you hear the fire alarm Voice Alert Message**

- leave the building quickly and calmly by the nearest escape route
- the nearest escape route is clearly signed and will be the safest and quickest way out
- do not use lifts
- If possible, switch off electrical appliances before leaving
- do not stop to pick up your personal belongings
- where possible, close doors and windows as you leave
- go to the assembly point

#### **6. At the Assembly Point**

- you will recognise the Fire Marshal in control of the assembly point by their orange coloured high visibility jacket - they have radio contact with the Senior Fire Marshal in the Security Control Room
- Fire Marshals have had training and specific instructions to manage fire evacuations. They are there to make sure you are safe. You must co-operate with the Fire Marshals and follow any instructions they may issue.
- when you get to the assembly point, tell the Fire Marshal about anyone you know was in the same part of the building as you were in but who is not at the assembly point
- do not leave the assembly point unless the Fire Marshal tells you it is safe to do so
- you must remain at the assembly point until you are told it is safe to re-enter the building, silencing of the fire alarm does not mean you can return to the building.
- if the incident becomes protracted, our contingency plans will commence - we will arrange shelter and accommodation if necessary

**No one may re-enter the building without the Senior Fire Officer's approval. The Fire Marshal at your assembly point will notify you when this approval is given.**

**Note: re-entry to the Academic Building will be on a phased basis – see Appendix 13**

#### **7. Fire Action Micro Plans**

In addition to the generic fire action Policy for the Academic Building and in addition to the general duties of Fire Marshals/Wardens in Appendix 11 & 12 the following actions will apply in specific circumstances as follows:-



## 7.1 Main Lecture Theatre 3148 - Level 3

Use of the lecture theatre 3148 for functions and events outwith normal student lectures and timetable must be controlled by an event plan for each specific event. The event plan will include a specific risk assessment for the event and will specify the evacuation procedure and briefing process for those attending. The event plan will also specify the Fire Wardens necessary to facilitate any evacuation. Facilities must receive prior notification of the event (via the event organiser) to ensure that Security are aware of additional numbers of people in the building and of the specific arrangements in place for the event.

The event organisers are responsible for providing any Fire Warden cover specified within the Event Plan. Details of the processes for organising events using Lecture Theatre 3148, and other relevant areas, can be found on the University's Internet, Events and Conferences Home Page on this link:- [Events & Conferences Intranet Site](#)

## 7.2 Podiatry Suite and Motion Analysis Lab – Level 2

It is likely that non ambulant members of the public will attend the Podiatry Clinic and the Motion Analysis Lab, some patients may be in the Operating Suites and Recovery Room during fire alarm activations. These people will not have Personal Emergency Evacuation Plans and will have to be escorted by Fire Wardens during the evacuation process.

In addition to the generic fire action plan for the Academic Building the following actions will apply in the Podiatry Suite:-

All Academic, Technical and Clerical staff employed within the Podiatry Suite will be trained as Fire Wardens. During a fire alarm activation all Fire Wardens in the Podiatry Suite will assist in the evacuation of staff and patients.

Staff and patients in the waiting area and Podiatry Clinic areas will proceed towards staircase nine. Ambulant persons will be directed to proceed to the final exit and to assembly point three.

Non Ambulant persons will remain at the wheelchair refuge point in stair core nine to await evacuation. Fire Wardens at this stair core will remain with patients at the wheelchair refuge point and utilise the EVCS to notify the Senior Fire Marshal of numbers to be evacuated.

Staff and patients in the Podiatry Operating Theatres and Recovery Room area will evacuate towards stair core eight. Ambulant persons will be directed to proceed to the final exit and to assembly point three.

Non Ambulant persons will remain at the wheelchair refuge point to await evacuation. Fire Wardens at this stair core will remain with patients at the wheelchair refuge point and utilise the EVCS to notify the Senior Fire Marshal of numbers to be evacuated.

**NOTE:** Additional refuge space has been provided within stair core eight at level 2 to accommodate two beds or several wheelchairs.

The Senior Fire Marshal will evaluate the situation and if full evacuation is necessary will deploy additional 2 x Fire Marshals/Wardens (standby Rescue Team) to the refuge points at the Podiatry Suite to co-ordinate evac chair egress. The Senior Fire Marshal will notify the Senior Fire Officer of the numbers and condition of non ambulant persons at level 2 refuge points in staircase eight and nine.

### **7.3 Biomass Building**

The Biomass Building is fitted with an automatic fire alarm. If the alarm activates it will be a continuous siren – this indicates that there is an emergency and that staff must leave the building. This siren will sound continuously until reset at the fire alarm panel. The fire alarm system will also automatically summon the fire service.

### **7.4 Garage / Workshop Building**

The Garage / Workshop Building is fitted with an automatic fire alarm. If the alarm activates it will be a continuous siren – this indicates that there is an emergency and that you must leave the building. This siren will sound continuously until reset at the fire alarm panel. The fire alarm system will also automatically summon the fire service.

## **8. Internal/External Escape Routes**

It is essential each individual is fully aware of the escape routes from the building. In all QMU buildings a person should be able to turn their back on a fire and follow an alternative route within certain travel distances.

All escapes routes have emergency lighting; therefore if the main electrical supply to the building fails the emergency lighting will activate to enable persons to find their way out of the building in an emergency situation.

**Internal escape routes** incorporate Refuge Areas. These are areas where disabled persons may resort whilst fire investigations are being made by the Fire Service. Each Refuge area is linked to the main fire alarm panel by a communication system that allows the easy identification of that particular refuge area. These refuges are defined as protected areas, protecting the occupants from heat and smoke for a minimum of 60 minutes. Notwithstanding, if contact is not made via the communications link to the Security Team at the main fire alarm panel after 15 minutes, where possible persons residing in the refuges are required to start making their way out of the building where possible.

**External Escape routes** usually follow the line of pathways. It is as important to know where to assemble when the alarm activates as the internal route out of the building. If a person has been identified as missing from the assembly point this will be relayed to the Senior Fire Marshal by the Fire Marshal/Warden in charge of the Assembly Point. It is highly likely the Fire Service will send in personnel to locate and rescue this person in the event of a real fire.

Failure to evacuate the building (with the exception of those managed by a PEEP) or to attend their appropriate assembly point will be considered gross misconduct.

## **9. Fire Assembly Points**

### **9.1 Assembly Point One**

Located in University Square to the north east of the Academic Building. Persons evacuating from the level 1 reception area and staircases one, two and three will egress directly to assembly point one. Persons evacuating from stair cores four, five, six and seven will be directed to assembly point one via direction signage and escorted by Fire Wardens. Out of hours assembly point one will only be used.

**Assembly point one will also be the primary assembly point for fire evacuations from the Students Union Sports Building**

**9.2 Assembly Point Two**

Located at the paved area to the north west corner of the Academic Building. Persons evacuating from all north elevation level one exits and staircases nine and ten will be directed to assembly point two via direction signage and escorted by Fire Wardens. Out of hours assembly point 2 will not be used all staff and students will be required to go to assembly point one.

**9.3 Assembly Point Three**

Located at the landscaped area to the south west of the Academic Building. Persons evacuating from all west elevation level 0 exits and from level 0 south west exits from the food court and from staircase seven and eight will be directed to assembly point three via direction signage and escorted by Fire Wardens. Out of hours assembly point three will not be used, all staff and students will be required to go to assembly point one.

**9.4 Biomass & Garage / Workshop Buildings**

Due to the limited numbers and restricted access to these buildings persons evacuating therefore should assemble outside the buildings, near to but at a safe distance from the main entrance.

**10. Location Fire Appliance Arrival Point**

Fire appliances attending at the Academic Building and the Students Union Drama Sports Building will initially take up station at the bus stance area. The Senior Fire Officer will alight there and contact the Senior Fire Marshal in the Security Control Room to assess the situation. The Senior Fire Officer will redeploy fire appliances as necessary.

## Appendix 5

### Fire Alarm System

#### 1. Detection

The Academic Building and Students Union/Drama/Sports Building are fitted with intelligent and addressable automatic fire detection systems, compliant with BS5839, with L2 type mains smoke and heat detection in all relevant areas.

#### 2. Activation

The fire alarm system is configured as a single activation zone, necessitating simultaneous full evacuation of the building if the alarm activates. Activation may occur automatically via detection system or manual by activation of alarm call points and/or fire alarm panels.

Automatic activation will occur in a single phase as follows:-

##### 2.1 Fire Alarm Activation

One or more fire detection devices activate following detection of smoke or heat. This in turn will instantly engage the fire alarm system will activate immediately and will initiate activation of the alarm sounder, triggering a full evacuation of the building. The system will signal the offsite control station and an automatic 999 call will be made from there to the Fire and Rescue Service. At this stage staff in the Security Control Room will make a manual 9,999 call to the Fire and Rescue Service to notify that fire alarm activation is in progress. The staff in the Security Control Room will also notify all available Fire Marshals via radio to initiate the fire action plan for the building. Implementation of the fire action plan will be coordinated by the Senior Fire Marshal from within the Security Control Room.

**Note:** If at any stage during the activation period it is confirmed or suspected that a fire is in progress, the Senior Fire Marshal shall ensure that an additional 9,999 call is made to the Fire and Rescue Service to update them on the current situation

The cause of the activation will be investigated and a written report submitted to the Depute Director of Facilities, detailing any necessary remedial actions.

##### 2.2 Sounders

Siren sounders are only utilised within plant rooms and the roof plant area. All other internal areas have Voice Alert (VA) speakers.

Within staircases, VA speakers are located within the stair, on each main landing. VA Speakers are also located within the circulation route adjacent to the stair lobby. VA Speakers are not located within the stair lobbies themselves as these are adequately covered from the adjacent areas.

The VA system shall be utilised by the building fire alarm system to provide audible indication of a fire condition throughout the buildings.

The VA system shall broadcast high intelligibility emergency message to all areas of the buildings with the exception of plant areas.

The VA system may also be utilised by the Senior Fire Marshal, using the relevant emergency microphone to advise, instruct or inform people within the buildings of specific action to take to ensure life safety in a fire condition or other security alert.

The VA system may also be utilised by the Fire and Rescue Service to assist in their fire fighting action within the building.

The VA system shall offer the following inputs, arranged in priority order (the lowest number represents the highest priority):

**Academic Building:**

1. Emergency microphone No.1 (located in the security control room)
2. Emergency microphone No.2 (located at level 0 food court entrance)
3. Emergency microphone No.3 (located at level 0 goods entrance)
4. Automatic evacuation message (pre-recorded)
5. Automatic test message (pre-recorded)

**Student Union/Drama/Sports Building:**

1. Emergency microphone No.1 (located in the sports office)
2. Emergency microphone No.2 (located at main entrance)
3. Automatic evacuation message (pre-recorded)
4. Automatic test message (pre-recorded)

All microphone inputs are fitted with signal limiters, in order to accommodate varying operator technique and maximise live message intelligibility.

Inputs of higher priority shall automatically and silently mute any lower priority signal being broadcast in the selected zone(s). System input switching modules shall carry out this function.

In the event of activation, the emergency digital speech short text announcer shall be automatically triggered by the main fire alarm control panel. On receipt of the trigger signal the emergency digital speech short text announcer shall override all other announcement microphones and shall automatically transmit the fire alarm evacuation message. This message shall be repeated until manually stopped or overridden by any of the fire control microphones or receipt of a reset signal from the fire alarm system.

The main VA equipment, amplifiers, routers, system controller and surveillance unit, fault indication unit and power supply unit shall be installed within dedicated 19" equipment racks fitted with lockable safety glass glazed doors. The equipment racks are located within the Security Control Room for the Academic building and the Sports Officer's Office on level 0 in the Student Union/Drama/Sports Building.

### **3.6 Smoke Curtains and Smoke Windows**

#### **3.6.1 Academic Building**

Smoke Curtains which automatically deploy to enclose and protect open areas within the building when the fire alarm activates are located at the following points:

- The atrium area on level 1, the smoke curtain which will automatically deploy to enclose the terraces along the Students Services elevation.
- The service counter area in the School Office on level, access aperture from atrium to School Office Reception area on level 1
- Servery area in food court on level 0 and shop at level 0.

The atrium area at the administration side of the building on levels 2 and 3 are protected by smoke windows which are locked in position. These windows can only

be opened for maintenance purposes and are controlled by Facilities Services under Permit to Work Procedures.

### **3.6.2 Students Union/Drama/Sports Building**

The spirit storage area on level 1 is protected by a smoke curtain which will automatically deploy to enclose the spirit store in the Students Union following an activation of the fire alarm.

## **3.7 Lifts**

All lifts are integrated with the fire alarm system to ensure that lift carriages in transit during fire alarm activation will fail safe. The lift carriages will automatically return to the lowest level – other than the level where activation is in progress and will lock off in the doors open position.

When lifts are stationary during a fire alarm activation the doors will lock off in the open position.

## **3.8 Wheelchair Refuge Points**

All wheelchair refuge points have call points to facilitate use of the Emergency Voice Communication System (EVCS). The EVCS provides two way communications between the Security Control Room and all wheelchair refuge points within stair cores. The system comprises of Type "A" user refuge call points located at all landings within each escape stairwell. Each handset has an integral "T" coil for the hard of hearing.

Each refuge call point is wired back to exchange outstations which are located throughout the building. Each exchange outstation has integral battery backup and is wired in a ring arrangement back to a master console located within the Security Control Room.

Usage of the EVCS is detailed in Personal Emergency Evacuation Plans.

### **3.8.1 Academic Building**

The Academic Building has ten staircases with 23 wheelchair refuge points configured over levels 1- 3 as follows:-

Level 1 - stair cores 5 -7

Level 2 - stair cores 1 -10

Level 3 - stair cores 1 -10

All wheelchair refuge points on level 2 are fitted with evac-chair devices. Two additional evac-chair devices are stationed at level one in stair core 2 for use by Fire Marshals. Deployment of additional evac-chair devices to levels 1 and 3 is prioritised by the Senior Fire Marshal following assessment of need. Use of wheelchair refuge points for individuals is detailed in Personal Emergency Evacuation Plans (PEEPs). Instruction signs are posted at all wheelchair refuge points detailing the evacuation and communication processes.

### **3.8.2 Students/Union/Drama/Sports Building**

The building has 2 staircases with 2 wheelchair refuge points at level 2

Both wheelchair refuge points on level 2 are fitted with evac-chair devices. Deployment of additional evac-chair devices to levels 2 will be prioritised by the Senior Fire Marshal following assessment of need. Use of wheelchair refuge points for individuals is detailed in Personal Emergency Evacuation Plans (PEEPs), as specified in this Policy. Instruction signs are posted at both wheelchair refuge points detailing the evacuation and communication processes.

## Appendix 6

### Portable Fire Extinguishers

All portable fire extinguishers shall comply with BS EN 3-7:2004 - Portable fire extinguishers. Characteristics, performance requirements and test methods

Fires have been classified into five groups A, B, C, D and F







- **Class A fires** - are fires involving organic solids like paper, wood, etc.
- **Class B fires** - are fires involving flammable Liquids.
- **Class C fires** - are fires involving flammable Gases.
- **Class D fires** - are fires involving Metals.
- **Class F fires** - are fires involving Cooking Oil and Fat.

**Electrical fires** are not included, as they can fall into any of the classifications. However if you use a water extinguisher you must isolate the electric supply first as you could be electrocuted. In addition it must be remembered that certain electrical apparatus maintains a lethal charge for some time after it has been switched off.

The first thing that you should remember is that fire spreads very quickly. Even a small contained fire can quickly spread, producing smoke and fumes which can kill in seconds. If you are in any doubt do not tackle the fire, no matter how small. If in doubt raise the alarm and get out of the building, and stay out until you are told you can re-enter.

**Which Portable Fire Extinguisher to use** - Extinguisher bottles are coloured red with the appropriate colour code label showing which fire it can be used on i.e. A, B, C, D, F.



						
Water	✓					
Foam	✓	✓				
ABC Dry Powder	✓	✓	✓		✓	
Dry Special Powder				✓		
CO <sub>2</sub> Gas		✓			✓	
Wet Chemical	✓					✓



## **Before you tackle a fire**

Many people put out small fires quite safely. However, some people die, or are injured, by tackling fires which are beyond their capabilities. Here is a simple fire code to help you decide whether to put out or get out.

### **Only tackle a fire in its very early stages**

- Only tackle a fire if you have had appropriate training in the fire fighting equipment and you feel competent to do so.
- Always put your own and other peoples safety first. Make sure you can escape if you need to and never let a fire block your exit.
- Fire extinguishers are only for fighting a fire in its very early stages. Never tackle a fire if it is starting to spread or has spread to other items in the room or if the room is filling with smoke. Around 70% of fire deaths are caused by people being overcome by smoke and fumes.

You should know the **PASS**word for using portable fire extinguishers.

**P**ull the pin. Some extinguishers require releasing a lock, pressing a puncture lever or other motion.

**A**im low, pointing at the base of the fire with the discharge nozzle.

**S**queeze the handle. This releases the extinguishing agent.

**S**weep from side to side; aim at the base of the fire.







**Always test the extinguisher before approaching a fire.**

## Appendix 7

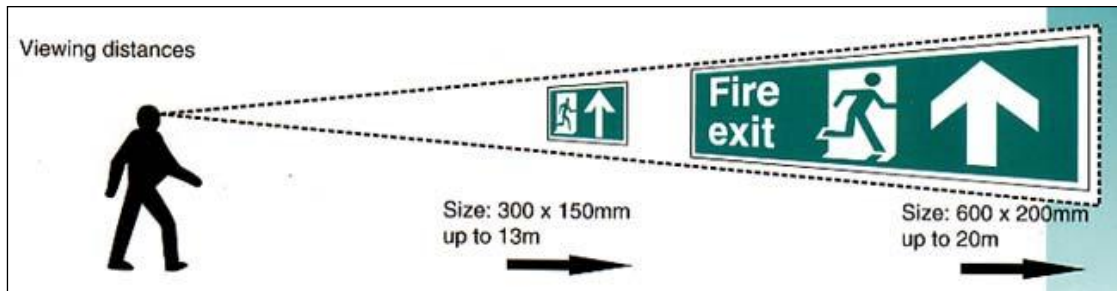
### Signs and Notices

All signs and notices shall comply with the Health and Safety (Safety Signs and Signals) Regulations 1996

#### Sign Types

Symbol	Sign Category	Meaning	Shape/Colour	Use of Sign
	Safe Procedure	SAFE emergency escape route or first aid	Square or oblong. White symbol or symbol and text on a green background	To show the way to medical assistance To show the way to an area of safety To indicate that a course of action is safe to take
	Mandatory	YOU MUST	Circular. White symbol or symbol and text on a blue background	To convey actions that must be carried out To confirm emergency procedures in the event of fire
	Fire Equipment	FIRE - Fire Fighting	Square or oblong. White symbol or symbol and text on a red background	To indicate the location of fire equipment To comply with the fire precautions (workplace) regulations, which require any non automatic fire fighting equipment to be indicated by signs
	Warning	BE CAREFUL - Warning	Triangular. Black symbol or symbol and text on a yellow background surrounded by a black triangular band.	To warn staff and public of the potential dangers in and around the workplace
	Prohibition	DO NOT - Danger, alarm	Circular with cross band. Black symbol on a white background, inside a red circle with a red cross bar	To convey prohibited actions To reduce the risk of fire To prevent personal injury
	Supplementary	Supplementary Information	Square or oblong. Black text on a white background or the safety colour of the safety sign that is supplemented, with text in the relevant contrasting colour	To provide further information

## Deciding upon the size and height of installation



### Recommended height for installation:

**Above doors:** 2.0m to 2.5m from floor level to bottom of sign

**Wall Mounted:** 1.4m to 1.7m from floor level to bottom of sign

## Appendix 8

### Fire Safety Training and Information

#### 1. Fire Marshals

A core team of Fire Marshals, comprising of Security Officers, Facilities Staff and selected technical staff, will be specifically trained to manage full evacuations of the Academic and Students Unions/Drama/Sports Buildings.

The core team of Fire Marshals will all be employees who are familiar with all areas and levels of both buildings. These Fire Marshals will be provided with customised training in the following subject areas:-

- fire safety theory
- fire safety practical – including use of fire extinguishers
- comprehensive use of evac-chairs
- moving and handling people
- use of radio system
- use of VA system
- use of EVCS
- role of the Senior Fire Marshal
- detailed understanding of fire action plans
- controlling the movement of traffic entering or leaving the campus
- making sure traffic on site does not endanger pedestrians or hinder the progress of emergency services attending the incident
- coordinating what they do under the direction of the Senior Fire Marshal

All Fire Marshals will participate in a minimum of one full evacuation drill per academic year. Refresher training will be provided every twelve months. All new employees appointed to the core team will be trained upon appointment.

#### 2. Fire Wardens

To ensure maximum availability of trained staff it is envisaged that it is necessary to train large numbers of employees to fulfil Fire Warden functions. Each School or Department must provide sufficient numbers of staff to be trained as necessary to manage evacuation from areas they occupy.

Fire Wardens will be provided with customised training in the following subject areas:-

- fire safety theory
- fire alarm systems
- fire evacuation plans
- use of radio system where applicable
- actions in the event of fire alarm activation
- daily duties
- actions to take when working outwith core hours and at weekends

All Fire Wardens will participate in a minimum of one full evacuation drill in any twelve month period. Refresher training will be provided every twenty four months. All new employees appointed Fire Wardens will be trained upon appointment.

### **3. Staff**

All staff will complete the University's on-line fire safety training course, which gives full details of the fire safety and evacuation arrangements for the Academic and Student/Union/Drama/Sports Buildings. The on-line training course has a built in test to demonstrate learning outcomes and automatically creates a training record.

All new staff will complete the on-line fire safety training course during their induction process.

### **4. Students**

All students will be issued with written details of the fire safety and evacuation arrangements for the buildings at the time of matriculation. They will also receive basic verbal instructions by their course lecturer in the specific School areas they attend.

### **5. Contractors**

Prior to issue of permit to access, all contractors will receive personal fire safety induction. They will also be issued with a written copy of our Contractors Code of Safe Working Practice, which details all of our fire safety arrangements and restrictions on certain types of work they may undertake.

### **6. Visitors**

All visitors to the buildings will be issued with a card detailing fire safety and evacuation arrangements.

### **7. Members of the Public**

Information regarding our fire safety and evacuation arrangements is provided via signage in public areas. In extreme circumstances members of the public failing to evacuate in emergency situations can be guided via VA System announcements from the Security Control Room

## Appendix 9

### Academic Building Opening Times

#### 1. Introduction

When initial planning consent was sought from the Local Authority, it was established that provision of appropriate numbers of trained staff were fundamental to the safe and efficient operation of the sophisticated fire systems in the Academic Building. The University provides details in this Policy document of the arrangements it has put in place to cover the minimum requirements for safe management of the fire systems during the various scenarios of building usage times. Any changes to the arrangements for minimum requirements must be agreed in consultation with Lothian & Borders Fire and Rescue Service.

Occasions may arise at short notice whereby it may not be possible to provide the minimum stipulated requirements. Under these circumstances the Senior Fire Marshal on duty must make appropriate decisions on the most suitable deployment of available Fire Marshals and Fire Wardens in the event of fire activation.

#### 2. Opening Times (term time)

##### **Main reception foyer / upper atrium Level 1 / main area of the LRC / Contemplation room and adjacent toilets & changing facilities**

This is open 24 hrs

##### **Learning and Resource Centre**

Monday – Friday Staffed between 09.00 – 21.00  
Saturday – Sunday Staffed between 09.00 – 17.00

##### **Food for Thought**

Monday – Friday open 08.30 – 15.00  
Saturday – Sunday Closed

##### **Academic Wing**

Monday – Friday open 09.00 – 21.15  
Saturday – Sunday closed - entry by permit only

##### **Office Wing**

Monday – Friday open 07.00 – 21.00  
Saturday – Sunday closed - entry by permit only

**Note:** Permits referred to above can only be issued by Facilities Services.

#### Opening Times (summer time)

##### **Main reception foyer / upper atrium Level 1 / main area of the LRC / Contemplation room and adjacent toilets & changing facilities**

This is open 24 hrs

##### **Learning and Resource Centre**

Monday – Friday Staffed between 09.00 – 19.00  
Saturday – Sunday unstaffed but main area open for use

**Food for Thought**

Monday – Friday open 08.30 – 15.00  
Saturday – Sunday Closed

**Academic Wing**

Monday – Friday open 09.00 – 19.00  
Saturday – Sunday closed - entry by permit only

**Office Wing**

Monday – Friday open 07.00 – 19.00  
Saturday – Sunday closed - entry by permit only

**Note:** Permits referred to above can only be issued by Facilities Services.

**3. Access by Members of the Public**

Members of the public have unrestricted access to communal areas of the Academic Building during core times 07.30 – 19.00. They are not required to sign in and will not be issued with Smart Cards

Non QMU Staff and Students (including public members of the LRC) are only permitted to access the LRC during its staffed hours.

#### 4. Fire Marshal/Warden Cover

##### Fire Marshal/Warden Cover Matrix for each 24 hour period Monday – Friday

<b>Period</b>	<b>Control Room</b>	<b>Evac- Chair Rescue Team</b>	<b>Assembly Point 1</b>	<b>Assembly Point 2</b>	<b>Assembly Point 3</b>	<b>Total</b>
<b>1</b> <b>07.30 – 17.00</b>	2 x Security	1 x Security 1 x FM	2 x FM	2 x FM	2 x FM	<b>10</b>
<b>2</b> <b>17.00 – 21.15</b>	2 x Security	1 x Security 1 x FW	1 x LRC FW	1 x LRC FW	1 x Catering FW only when FFT open	<b>6/7</b>
<b>3</b> <b>21.15 – 07.30</b>	2 x Security	0	1 x Security	0	0	<b>3</b>
<b>Note</b>						
<b>Period 3 – only specified areas in LRC and upper atrium open during this period</b>						

##### Fire Marshal Cover Matrix for each 24 hour period Sat - Sunday ( Term time)

<b>Period</b>	<b>Control Room</b>	<b>Evac- Chair Rescue Team</b>	<b>Assembly Point 1</b>	<b>Assembly Point 2</b>	<b>Assembly Point 3</b>	<b>Total</b>
<b>1</b> <b>09.00 – 17.00</b>	2 x Security	1 x Security 1 x FW	1 x LRC FW	0	1 x Catering FW only when FFT open	<b>6/7</b>
<b>2</b> <b>17.00 – 09.00</b>	2 x Security	0	1 x Security	0	0	<b>3</b>
<b>Note</b>						
<b>Period 2 – only specified areas in LRC and upper atrium open during this period</b>						



## **Appendix 10**

### **Senior Fire Marshal**

#### **1. Duties of the Senior Fire Marshal**

At all fire evacuations, whether for a real fire or practice, the Senior Fire Marshal (SFM) on duty is empowered to take control of the incident and to instruct people as necessary to ensure the Fire Policy is implemented. At all times the duty Security Supervisor will fulfil the role of Senior Fire Marshal. All Security Supervisors will be trained to fulfil the functions of Senior Fire Marshal.

The University has trained selected staff as Fire Marshals forming a core team available to manage evacuations, supplemented by Fire Wardens from a trained pool of staff. At all times a minimum core team of Fire Marshals will be on duty. Outwith core times Fire Marshals will be supplemented by use of Fire Wardens to ensure minimum cover at all times during occupancy.

#### **2. Responsibilities**

The Senior Fire Marshal on duty is responsible for:-

- taking overall control of the situation when there is a fire alarm activation
- making sure Fire Marshals and Fire Wardens have taken the relevant actions as specified in the Fire Policy
- deployment of evac chair response teams
- accounting for everyone known to have been in the premises – via communication with Fire Marshals deployed to assembly points
- liaising with the senior fire officer
- initiating any additional response in relation to the care of staff or students with special needs as specified in Appendix 2 of this Policy
- taking specific cognisance of the possibility of members of the public being in the building and not understanding how to evacuate when necessary

#### **3. Specific Duties of the Senior Fire Marshal**

At all fire evacuations, whether for a real fire or practice, the Senior Fire Marshal (SFM) on duty is empowered to take control of the incident and to instruct people as necessary to ensure the safety of the University population.

#### **4. Duties during fire alarm activation**

- On receiving radio message notifying of an activation or upon hearing the warning system, the SFM will attend immediately at the Security Control Room to take command of the incident and co-ordinate the evacuation
- The SFM will liaise with the senior officer from the fire and rescue service when they arrive on site
- The SFM will control all radio traffic
- The SFM will use personal radio to communicate with fire marshals, using QMU normal radio protocols

- The SFM will ensure Fire Marshals have deployed to assembly points one, two and three during core hours and assembly point outwith hours.
- The SFM will establish the suspected location of the fire and verify if anyone is awaiting assisted evacuation at refuge points in staircases
- The SFM will prioritise evac chair evacuation from the refuge points nearest to the fire by deploying a minimum of one Fire Marshal, accompanied by a Fire Warden trained in the use of evac chairs.
- The SFM will ensure that information regarding people at refuge points is passed to the senior fire officer
- Other refuge points will be evacuated in rotation as circumstances dictate
- The SFM will contact each assembly point, by radio, in sequence to check if evacuation is complete and to take reports of anyone missing. Once done, the SFM will pass this information to the senior fire officer
- The SFM will initiate any additional responses needed to help people with special needs
- The SFM will frequently update all Fire Marshals regarding the status of the incident
- The SFM will, with the support of the senior fire officer, initiate the Contingency Policy to arrange shelter and accommodation for those evacuated if the incident is likely to continue for some time, or if the weather is bad, or if the fire has damaged any area of the building
- When the incident is over, the SFM, with the permission of the senior fire officer, will give the instruction to stand down and reoccupy the building
- The SFM will then implement the procedure for a controlled re-entry to the building
- After the incident, the SFM will gather all relevant information and complete an Incident Report

## Appendix 11

### Fire Marshals

#### Duties of Fire Marshals

At all times a core team of Fire Marshals (FM) will be on duty, this may be supplemented by use of Fire Wardens outwith core times to ensure minimum cover at all times during occupancy.

At least one Fire Marshal (Security Officer) will be on duty within the Security Control Room to control the CCTV, fire alarm, radio and EVCS systems. All FMs will be appropriately trained. Suitable communication and identification equipment will be provided for all FMs as follows:-

- personal radio
- orange coloured high visibility jacket bearing the legend 'Fire Marshal'
- loudhailers will be provided for FMs deployed to assembly points

#### 1. Action during a fire alarm activation

- On receiving radio messages notifying of activation all FMs allocated assembly point duties will go directly to their assembly point. Security FMs will attend at the Security Control Room to await deployment instructions from the SFM
- All communication between FMs will be via personal radio using QMU normal radio protocols

#### 2. Fire Marshals deployed to assembly points one, two and three

- FMs deployed to assembly points one, two and three will direct people evacuating the building to the assembly point and establish when everyone appears to have left the building
- The FMs at assembly points will ask those present if anyone was in their work area when the alarm went off but is not at the assembly point
- When asked to do so, the FM will report to the SFM that the assembly is complete, and any other information as necessary
- FMs at assembly points will control those evacuated to the assembly point, with the help of Fire Wardens as necessary
- FMs at assembly points will prevent anyone from going back into the building until the SFM issues the stand down
- FMs at assembly points will assist in the implementation of contingency plans under the direction of the SFM
- FMs will pass any necessary information to those assembled on the instructions of the SFM
- FMs will ensure those at the assembly point stay together as a group if for any reason the SFM instructs them to move
- On receipt of the stand down instruction FMs will inform everyone at the assembly point that the incident is over and that it is safe to re-enter the building
- FMs will assist with the phased re-entry to the building

- FMs will help the SFM to gather information about the incident for any necessary reports

### **3. Fire Marshals deployed as evac chair response team**

FMs deployed as evac chair response team will do so only on instructions of the SFM and have the discretion not to enter any parts of the building or areas if this will put them in any danger. FMs deployed must strictly follow the parameters of their training and maintain close communication with the SFM at all times.

- Deployment to refuge points within stair cores will be prioritised by the SFM as necessary
- Where applicable FMs will be equipped with spare evac chair from the Security Control Room
- When FMs reach the stair core deployed to they will notify the SFM that they have arrived
- Evacuation of non-ambulant persons at refuge points should commence from the highest levels and progress to the final exit
- Once evacuation from all refuge points is complete the FMs will notify the SFM
- FMs may then be re-deployed to other stair core refuge points as necessary in strict order of priority
- If no immediate re-deployment is necessary FMs will assist non-ambulant evacuees to move to the relevant assembly point

### **4. All other Fire Marshals on duty**

All other FMs on duty at the time of fire alarm activation will be deployed as necessary at the discretion of the SFM. They may be deployed to assist FMs at assembly points, assist with traffic or crowd control or to form additional evac chair response teams and to perform any other duties consistent with the parameters of their training.

## **Appendix 12**

### **Fire Wardens**

#### **Duties of Fire Wardens**

An extended team of QMU employees will be trained as Fire Wardens (FW), with them having agreed areas of responsibility. A minimum cover of one FW for each floor/staircase, with a wheelchair refuge point will be maintained at all times during building occupancy.

The large numbers of trained FWs are necessary to ensure sufficient numbers are available to cover during flexible working times, leave periods, meetings, training courses, events etc. This also ensures that sufficient FWs will be available to assist Fire Marshals in their role. If necessary local rotas will be implemented to ensure that minimum levels are maintained.

Where applicable fire wardens will be trained to manage fire assembly points to cover for periods when there are not enough fire marshals available. They will be trained in the use of the radio system and will be allocated a radio when required.

Fire Wardens will be provided with high visibility jackets bearing the legend 'Fire Warden'

#### **1. Daily Duties**

Fire Wardens perform an essential service to fire safety by completing daily duties. These include:

- Checking that fire extinguishers are where they should be
- Making sure fire doors are not wedged open
- Making sure that fire doors are not obstructed
- Making sure that corridors and protected routes are not obstructed
- Making sure that materials, equipment, or furniture are not placed or stored in corridors or protected routes
- Checking that fire signs are not missing and are in good repair

FWs will report any defects etc. to the Facilities Department via the helpdesk system.

#### **2. Fire Drills**

During planned practice fire drills, Fire Wardens will perform the duties listed above and will:-

- confirm that fire alarm sounders in their allocated area are working
- confirm that fire doors are closing correctly
- confirm that automatically closing fire doors are working correctly
- make sure that everyone in their allocated area evacuates the building

### **3. Action during a fire alarm activation**

On hearing the Voice Alert System notifying of an evacuation condition Fire Wardens will carry out the following duties:-

- If safe to do so make sure that everyone in their allocated area evacuates the building
- If safe to do so go to the entrance of their allotted staircase (via protected route) and direct those leaving the building to the relevant assembly point
- FWs will help people with special needs to get to the relevant refuge point
- under no circumstances should FWs search the building for the fire or search for missing persons
- once at their allotted staircase visually check that everyone has evacuated their designated area
- If non ambulant persons are found at refuge points FWs will use the EVCS to ensure the Senior Fire Marshal has been notified
- FWs will remain at the refuge point to assist in the control and evacuation of non-ambulant persons
- If there are no non-ambulant persons at the refuge point FWs will go to the relevant assembly point, directing others on the way
- At the assembly point, if applicable carry out a role call and then advise the assembly point fire marshal as to whether their area was clear and if they are aware of anyone missing.
- At the assembly point assist Fire Marshals to control and care for those evacuated, as necessary
- Perform any other duties consistent with the parameters of their training as directed by the Senior Fire Marshal

## Appendix 13

### Re-entry to Academic Building following full evacuation

At the conclusion of any emergency evacuation of the Academic Building it will be necessary to manage a phased re-entry to the building to maintain security control and ensure the safety of those entering.

NOTE: To assist with crowd control the Fire Marshals at Fire Assembly points 1/2/3 will use megaphones if necessary

**When authorisation from the Senior Fire Officer to re-enter the building at the conclusion of the incident is given, the following procedure will apply in sequence.**

- Senior Fire Marshal (SFM) instructs re-set of fire alarm panel and fire curtains
- SFM broadcasts radio message to all Fire Marshals (FM) notifying that permission has been given to re-enter but to keep everyone at Fire Assembly Points for phased re-entry
- SFM instructs Security FM's to report to Reception for deployment
- SFM Instructs other FM's at Fire Assembly Points to keep everyone else at Fire Assembly Points
- Security FM's verify that all external doors are secure
- SFM instructs FM at Fire Assembly Point 1 to permit Reception staff to re-enter building
- SFM instructs FM at Fire Assembly Point 1 to permit Finance Dept / Student Services / School Office staff / SMG to re-enter building via main entrance
- SFM instructs FM at Fire Assembly Point 2 to permit LRC staff to re-enter building via main entrance
- SFM instructs FM at Fire Assembly Point to permit Catering Dept staff to re-enter main building via level 0 corridor final exit door
- SFM instructs FM's at Fire Assembly Points to permit all other staff to re-enter building via main entrance from Fire Assembly Points 1 and 2 and via Food Court fire exit doors from Fire Assembly Point 3. FM's will retain students / visitors / contractors at the Fire Assembly Points
- When staff access is complete SFM will instruct FM's to permit students / visitors / contractors to re-enter the building