



Health and Safety Policy and Guidance for *Fire Emergency Procedures*

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This document includes a statement of Policy of Glasgow Caledonian University together with summary guidance to assist Executive Board Members and Heads of Professional Support Departments in discharging their health and safety responsibilities. The subject of this policy and guidance is Fire Emergency Procedures

For more detailed guidance on the legal and general requirements you should obtain a copy of

Note: Schools and Departments must develop local arrangements to comply with this guidance and incorporate them within their respective Health and Safety files.

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IRE EMERGENCY PROCEDURES

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1. GENERAL ACTION IN THE EVENT OF FIRE

- Any member of staff or student discovering a fire should set off the alarm at the **nearest available fire alarm point**.
- Any member of staff or student having first set off the alarm should immediately call the **telephone operator (ext 2222)** (or 0141 331 3000 if using a landline or mobile phone) giving details of the location of the fire. Such information to include, where possible, floor and room numbers.
- When the alarm sounds, staff and students should **evacuate the building along the nearest fire escape route** as quickly as possible, without stopping to take equipment or possessions. **LIFTS MUST NOT BE USED**. Since each building has a separate fire alarm, only the building in which the alarm is sounding will be evacuated. Evacuation of other buildings will be authorised, if necessary, by the Fire Convenor.
- As a rule all fire fighting should be left to the professionals i.e. the Fire Service. An attempt to fight a fire with the fire fighting equipment available would only be relevant for authorised trained staff, where the fire was of a very small nature or impinging on an exit route. **The first priority is to raise the alarm and evacuate.**
- All occupants should proceed to the designated **Fire Assembly Point**. Assembly points are indicated on Fire Action Notices throughout the building. **It is important the staff and students do not remain near the entrances of the buildings which have been evacuated; this can restrict the evacuation and hinder access for Fire Brigade personnel.**
- At all times during the emergency, staff and students should comply with all instructions given to them by the Fire Convenor, Chief Fire Warden, Fire Wardens, Security Officers or Estates Managers.
- **Do not re-enter the building until advised to do so by the Fire Convenor.**

NB: THE STOPPING OF THE ALARM DOES NOT MEAN THAT THE FIRE IS OUT OR THAT THE BUILDING IS FREE OF HAZARDS.

2. PEOPLE WITH DISABILITIES

The following arrangements require to be made to ensure the safety of staff, students and others who through a permanent or temporary incapacity are dependant on lifts for access and egress. **In a fire lifts cannot be used.** Therefore special measures are necessary to prevent their disability creating a hazard to themselves or anyone else.

- Heads Of Departments/Divisions or their nominee from their Departmental Safety Committee, will identify staff in this category and in conjunction with the department safety co-ordinator will make these arrangements known to all affected by them.
- A similar approach is required for staff, students and visitors who may be temporarily classified as disabled i.e. a person on crutches as a result of an accident.
- Students with permanent disabilities will have been identified by the Student Services Department at registration and made aware of the arrangements by the Special Needs Adviser, **but HODs must ensure this has taken place.**
- The Fire Safety Adviser will identify safe refuge areas throughout the Campus and each HOD will transmit advice on the relevant areas to their staff, students and visitors who need to know.
- The arrangements are that disabled persons should make their way, with assistance if required, to the designated place of safety which will be outwith the main flow of traffic but within the protection of fire doors. They may wish an able-bodied person to stay with them for moral support and that would be up to them to arrange with the Special Needs Adviser or relevant Head of Department.
- The fire doors, if closed and undamaged, will afford protection against smoke and fire for at least 30 minutes.
- As the vast majority of evacuations do not involve actual fires, the probability of disabled people requiring to be evacuated is very low and normally they would be expected to remain in the designated safety refuge and maintain contact using the emergency number 2222 until the “all clear” is given and the building is re-occupied.
- The Fire Brigade generally takes less than four minutes from the sounding of the alarm to arrive on the Campus. **They will decide whether or not the person requires to be evacuated and if necessary, will undertake this task themselves using the designated evacuation lift in the building.**
Alternatively a University Evacuation Team will arrange evacuation.
- Even if the building was on fire, it would have to be in close proximity to the disabled person before an evacuation would be strictly necessary.
- The Fire Warden for the area in question should inform the Chief Fire Warden at the assembly point of the **exact locations of the disabled persons.** The Fire Convenor may wish to nominate someone else to double check.

3. SPECIFIC EMERGENCY CONTROL DUTIES IN THE EVENT OF A FIRE CALL DURING NORMAL HOURS

**3.1 DUTY EXECUTIVE - EXECUTIVE DIRECTOR OF
DIRECTOR* RESOURCES AND ADMINISTRATION**

DEPUTIES - AN EXECUTIVE DIRECTOR

- Proceed to the elevated Platform outside the Security Control Centre situated at the Harley Building and contact the Fire Convenor to establish the status of the emergency fire activation.
- Maintain close contact with the Fire Convenor about the evacuation status of the building.
- Receive regular updates from the Fire Convenor about the control of any emergency operations.
- Receive notification from the Fire Convenor that the Emergency Fire Procedures are stood down and the situation is regularised.

* The duty Executive Director can be identified by a labelled high visibility jacket and red helmet and will only attend an activation if required to do so by the Fire Convenor.

**3.2 FIRE CONVENOR - HEAD OF FACILITIES
MANAGEMENT**

**DEPUTY - FIRE SAFETY ADVISOR
- ESTATES MANAGER (BUILDING)**

- Proceed to the Reception desk of the notified building and access the Emergency Fire Procedures Pack (*pre-delivered to the notified building by security staff) and put on high visibility jacket, hat ,etc.
- Liaise with the Estates Manager (Engineering) and establish the status of the fire call
- Confirm that the Fire Brigade has been called.
- Liaise with the Chief Fire Warden about the status of evacuation.
- Provide status report to Executive Director
- Ensure Car Park Attendants have been notified to raise the barrier.
- Receive confirmation from Security Manager that lifts in all affected buildings are at the ground floor.

- Report to the Senior Fire Officer present on the evacuation status of the building.
- Direct as appropriate, the Security Manager, Fire Wardens, Security Officers and Fire Marshals (Facilities Department support staff) to assist in control of the emergency.
- Provide regular status reports to Executive Director.
- Await instructions from the Senior Fire Officer present that the building may be re-entered.
- Advise Executive Director.
- The Fire Convenor will, using the Public Address System keep evacuated personnel informed of the situation, as appropriate, during the evacuation period and let staff and students know when they may re-enter the building
- The Fire Convenor will convene activation debriefing meetings and arrange distribution of findings.

* The emergency pack etc is held at the Security Control Office at the Harley Building.

(3.3) CHIEF FIRE WARDEN*- ESTATES MANAGER - BUILDING

DEPUTY - FIRE SAFETY ADVISER

- Proceed to the Security Control Office at the Harley Building, collect Fire Wardens list, building details pack etc and maintain close contact with the Executive Director and Fire Convenor.
- Receive and co-ordinate reports from the Fire Wardens of the building when they have checked that the floors allocated to them are cleared, while maintaining a continuous check register comparison with the Building Floor Plans to ensure that the whole building is cleared.
- Keep the Fire Convenor advised on the evacuation progress.
- Act as communications contact between Executive Director and Fire Convenor.

* The Chief Fire Warden can be identified by a labeled high visibility jacket and helmet.

3.4 EVACUATION AND RE-ENTRY ARRANGEMENTS

FIRE WARDENS

- On hearing the Fire Alarm, Wardens should put on the identifying red hat and proceed along their allocated floor area **if safe to do so**. They should check all rooms, including toilets and unlocked cupboards on that floor to ensure that the floor area is completely evacuated. They should also remove any wedges and ensure that all fire doors on the exit routes are closed.
- When the check has been completed and they are satisfied that their floor area is clear, they should immediately leave the building (unless allocated other delegated specific duties) progress to the following designated Fire Assembly Point (Appendix 1 refers) and report to the delegated Chief Fire Warden (via the Assembly Point radio link). They will also assist in controlling re-entry to the building when it is declared safe to do so.

- **Assembly Point 1**

On the paved area leading to Cowcaddens Road outside the main entrance to the **Library and Sports Centre** for these buildings and the front entrance of **Mbeki Building**.

Delegated Fire Marshals for the **Sportscentre (Arc)** will be situated at the 5 rear fire exits and having advised the Chief Fire Warden (by radio) that their areas are cleared will assist in controlling re-entry to the building when it is cleared safe to do so by the Fire Convenor.

- **Assembly Point 2**

On the main campus avenue at the corner of the Harley Building opposite the Britannia Building for the **George Moore Building, Britannia Building, Hamish Wood Building and Students Union** and the rear fire escapes from the **Harley Building**.

Delegated Fire Marshals for the **Harley Building** will be situated at the 6 rear fire exits and having advised the Chief Fire Warden (by radio) that their areas are cleared will assist in controlling re-entry to the buildings when it is cleared safe to do so by the Fire Convenor.

Delegated Fire Marshals for the **Britannia Building** will be situated at the rear fire exit and having advised the Chief Fire Warden (by radio) that their areas are cleared will assist in controlling re-entry to the building when it is cleared safe to do so by the Fire Convenor.

Delegated Fire Marshals for the **Students Association Building** will be situated at the 3 rear fire exits and having advised the Chief Fire Warden (by radio) that their areas are cleared will assist in controlling re-entry to the building when it is cleared safe to do so by the Fire Convenor.

- **Assembly Point 3**
On the upper car park adjacent to the Milton Street Building for the **Milton Street Building, Nursery, Temporary Teaching Block, West fire escape of the Charles Oakley Laboratories and rear escape of the Hamish Wood Building.**

Delegated Fire Marshals for the **Hamish Wood Building** will be situated at the rear fire exits and having advised the Fire Warden (by radio) that their areas are cleared will assist in controlling re-entry to the building when it is cleared safe to do so by the Fire Convenor.

- **Assembly Point 4**
On the lower external paved area at the side of the **Hanover Building** for that building, the **Police Occupational Health Unit** and the **East fire escape of the Charles Oakley Laboratories** and the **North fire escapes of the Mbeki Building.**

Delegated Fire Marshals for the **Hanover Building** will be situated at the 4 rear fire exits and having advised the Chief Fire Warden (by radio) that their areas are cleared will assist in controlling re-entry to the building when it is cleared safe to do so by the Fire Convenor.

- **Assembly Point 5**
The rear landscaped area for the **Mbeki Building and George Moore rear fire escapes** also the **Arches fire escape from the Charles Oakley Laboratories.**

Delegated Fire Marshals for the **George Moore Building** will be situated at escape stair exits at the Arches and outside the rear of the Mbeki Building and having advised the Chief Fire Warden (by radio) that their areas are cleared will assist in controlling re-entry to the building when it is cleared safe to do so by the Fire Convenor.

Delegated Fire Marshals for the **Charles Oakley Building** for the ground floor, first floor and second floors should having checked their floor area is clear, will take up a position within the George Moore link stair at each level **to help prevent the Charles Oakley Building being re-entered from the Arches until it is clearly safe to do so by the Fire Convenor.** They should then report to the Chief Fire Warden (by radio) situated at the Security Control Centre.

- Carry out any additional duties as directed by the Chief Fire Warden to assist in the control of the emergency.
- If any Fire Warden is required to be out of the University regularly, on any given day of the week, the Warden should delegate their responsibilities to another designated member of staff.

3.5 SECURITY MANAGER

- The Security Manager will arrange for Security Staff to ensure that lifts in the affected buildings are at ground level.
- Report to the Fire Convenor that all lifts are at ground level and the evacuation team is in attendance.
- Co-ordinate Security Staff and allocated Facilities Department support staff on additional duties as directed by the Fire Convenor to assist in the control of the emergency and in particular crowd control.

3.6 FACILITIES MANAGEMENT DEPARTMENT SUPPORT MANAGERS/STAFF

Carry out duties as described in detailed Departmental standing instructions.

3.7 TELEPHONISTS

ON THE FIRE ALARM BEING ACTIVATED: (OR BEING ADVISED BY TELEPHONE)

- Telephone 999 and advise the Fire Brigade of the area of building(s) affected, the entrance to be used and note the time the call is made. When the zone or exact location is known, advise the local Fire Brigade of this additional information.
- The main entrance used by the Fire Brigade is via the vehicle entrance at Cowcaddens Road.
- Telephone the Head of Facilities Management on extension 3999 advising him or his secretary which building is affected. The Executive Director of Resources and Administration or deputising Executive Director is also to be contacted on extension 3130.
- Telephone Car Park attendants on Extension 3793 and advise that the Fire Brigade have been summoned and remind them to advise you of the time they arrive.
- Telephone **Facilities Management Office on x3999** advising which building is affected.
- Telephone the **Fire Safety Adviser** on 3013 and the **Health and Safety Adviser** on 8859 advising them which building is affected.
- Switchboard to radio all Security Staff
- Switchboard to call **8998 2222** to page all First Aiders with pagers.
- Advise contractors to clear emergency access routes.

NB: Should the affected building be the William Harley Building, only instruction No1 should be implemented from the switchboard and only if safe to do so.

The switchboard should then be put into night service (331 3795) and the switchboard staff transfer to the reception area at the George Moore Building from where instructions No's 2 to 8 will be carried out.

(Advise the George Moore Reception of the switch over)

4. SPECIFIC EMERGENCY CONTROL DUTIES IN THE EVENT OF A FIRE CALL OUTWITH NORMAL HOURS (evenings and weekends while the University buildings are open)

1 INTRODUCTION

- The following procedures are designed to provide guidance in the event of an emergency on campus during the hours of 1700 hrs to 2130 hrs on weekdays, at weekends and at any other holiday period when the campus is open but is not designated as a normal working day.

2 RESPONSIBLE PERSON

- In the event of a fire alarm activation, the senior security officer on site will assume overall responsibility until such time as the appropriate member of the emergency list is contacted and able to assume control and/or the emergency services arrive on site.

3 ACTION TO BE TAKEN IN THE EVENT OF FIRE

- Anyone discovering a fire should set off the alarm at the nearest available fire alarm point (eg break glass call point). Thereafter, that person should call the emergency number x2222 (or 0141-331 3000 if using a landline or mobile) and give details of the location of the fire – building, floor and room numbers. On hearing the alarm, all persons must evacuate the building promptly.

4 BUILDING EVACUATION

- Staff and students working alone should make their way immediately to the nearest fire exit, following the normal evacuation procedures.
- Staff in charge of classes are responsible for the safety and well-being of the students and so should ensure that all are aware of the fire exit route to be taken and the assembly point, should evacuation be necessary. In the event of the alarm sounding, the member of staff should take all reasonable steps to ensure that the students evacuate the area promptly and should re-assemble with them at the designated assembly point.
- Similar responsibilities apply to activities led by non-GCU staff (e.g. commercial lets, School-lets, guest lectures, etc)
- Commercial Lets – Risk assessments are undertaken by the Conference and Events Manager prior to the let being agreed. The University's emergency procedures are communicated at the time of agreeing the let and the hirer agrees to abide by these. At the start of any such let, the hirer must ensure that a safety briefing is given to persons attending and this must include the location of the nearest fire route and the designated assembly point. Hirers should take all reasonable precautions to ensure

the safe evacuation of all persons attending and should rendezvous with the group at the assembly point.

- School/department-arranged use of facilities – The School or Department concerned is responsible for ensuring that there is a designated person at the event responsible for the safety and well-being of the persons attending and that they are advised of the evacuation procedures, nearest fire exit, and designated assembly point. The designated person should take all reasonable precautions to ensure the safe evacuation of all persons attending and should rendezvous with the group at the assembly point.

5 NON-AMBULANT PERSONS

- Staff working alone - Line managers must ensure that there are adequate arrangements in place which permit the non-ambulant person to reach a place of safety (as per the normal evacuation procedures) and to alert the security staff to their whereabouts. Under no circumstances can a non-ambulant person who cannot reach their designated place of safety unaided work as a lone worker. Staff who are capable of reaching a place of safety but unable to evacuate the building unaided may work as a lone worker if and only if they register their entry and exit from the building with the building receptionist or security.
- Staff in charge of classes/events and external lets - The member of staff or, in the case of external lets, the designated lead person must familiarise themselves with the procedures for evacuation and the nearest place of safety and must ensure that non-ambulant persons in their class/event are made aware of these. In addition, on evacuating the building, they must inform security immediately of the location of any non-ambulant persons.

6 BOMB THREATS

- In the event of receiving a bomb threat, the normal University procedures apply. If such a threat is by telephone, the key action points are as follows:
- Write down carefully exactly what the caller says
- If not already provided by the caller, ask for details of where the bomb is planted and time for going off
- Ask where they are calling from
- Note carefully any code words given by the caller
- Note down any distinguishing features of the voice, e.g. male/female, accent, youth/adult.
- Once the call has been terminated, dial 2222 immediately.
- Note the above also applies to other malicious threats. Bomb threat and other such phone call guidance was issued to staff in 2002, should you wish to refer.

7 OTHER EMERGENCIES

- For all other emergencies, including first aid assistance, please **dial 2222** immediately.

8 GENERAL ACTION IN THE EVENT OF FIRE

- Any member of staff or student discovering a fire should set off the alarm at the **nearest available fire alarm point**.
- Any member of staff or student having first set off the alarm should immediately call the **telephone operator (ext 2222)** giving details of the location of the fire. Such information to include, where possible, floor and room numbers.
- When the alarm sounds, staff and students should **evacuate the building along the nearest fire escape route** as quickly as possible. **LIFTS MUST NOT BE USED**. Since each building has a separate fire alarm, only the building in which the alarm is sounding will be evacuated. Evacuation of other buildings will be authorised, if necessary, by the responsible person on site (usually the senior security officer during weekday evenings and weekends).
- As a rule all fire fighting should be left to the professionals i.e. the Fire Service. An attempt to fight a fire with the fire fighting equipment available would only be relevant for authorised trained staff, where the fire was of a very small nature or impinging on an exit route. **The first priority is to raise the alarm and evacuate**.
- All occupants should proceed to the designated **Fire Assembly Point**. Assembly points are indicated on Fire Action Notices throughout the building. **It is important the staff and students do not remain near the entrances of the buildings which have been evacuated; this can restrict the evacuation and hinder access for Fire Brigade personnel**.
- At all times during the emergency, staff and students should comply with all instructions given to them by the responsible person acting in the role of Fire Convener.
- **Do not re-enter the building until advised to do so by the responsible person acting in the role of Fire Convenor**.

NB: THE STOPPING OF THE ALARM DOES NOT MEAN THAT THE FIRE IS OUT OR THAT THE BUILDING IS FREE OF HAZARDS.

5. EMERGENCY CALL OUT PROCEDURES

During the hours when the buildings are empty and lockfast, Security Officers operate a Call-out procedure. In the event of a fire alarm activation, the police will contact the Security Officers 'on call' who will attend the emergency and if necessary inform the Security Manager and/or key Estates staff, alternatively the Head of Facilities Management Department of the circumstances.

6. STUDENT ASSOCIATION FIRE PROCEDURES

(i) FIRE CONVENOR

DAYTIME - GENERAL MANAGER - REPORTING TO THE MAIN CAMPUS FIRE CONVENOR

On hearing the Fire Alarm, Wardens should evacuate personnel through the nearest fire exit and report to the **Chief Fire Warden** who will be located at the **ASSEMBLY POINT 2** on the Main Avenue situated adjacent to the Security Control Office at the corner of the HARLEY AND BRITANNIA BUILDINGS.

(ii) FIRE CONVENOR

EVENING - SENIOR DUTY BAR STAFF

- Pick up emergency pack and put on Jacket.
- Proceed to Alarm Point and establish position of fire.
- Confirm that the Fire Brigade has been called.
- Outside the main entrance of the building receive and co-ordinate reports from Fire Wardens when they have checked that the floors allocated to them are cleared, while maintaining a check list of Floor Plans to ensure that the whole building is cleared.
- Report to the Senior Fire Officer that the building has been cleared.
- Await instructions from the Senior Fire Officer in attendance that the building may be re-entered.
- Re-set the Fire Alarm System, replace break glass(s), smoke detectors etc. as necessary.
- The Fire Convenor will, using a loud speaker, let staff and customers know when they may re-enter the building.
- **In the event of a fire the call-out procedures for the Main Campus will be operated.**

(iii) BAR STAFF

ACTION

On hearing the Fire Alarm bar staff should clear all bar staff from behind the bar, switch off till, pull down shutters, evacuate bar areas of customers through the nearest fore exit and report to the Chief Fire Warden. The Chief Fire Warden will be located at **ASSEMBLY POINT 2** at the top of the stairs leading to **THE BRITANNIA BUILDING**.

