



Health & Safety

Fire Precautions & Procedures

Contents

1.	Introduction	3
2.	Roles and responsibilities.....	3
2.1.	Staff and students	3
2.2.	Disabled staff and students.....	4
2.3.	Staff	5
2.4.	Property & Facilities (Security).....	5
2.5.	Fire Wardens	6
2.6.	Deans of School/Directors of Service	6
2.7.	Senior Fire Co-ordinator	7
2.8.	Campus Principal	8
2.9.	Property & Facilities	8
2.10.	Health & Safety Team.....	9
2.11.	University Secretary	9
3.	Fire Precautions	10
3.1.	Raising the Alarm.....	10
3.2.	Fire Action and Information	10
3.3.	Fire Exits/Escape Routes	11
3.4.	Fire Doors	11
3.5.	Fire Assembly Points	11
3.6.	Fire Drills.....	11
3.7.	Fire Logs.....	12
3.8.	Fire Authorities.....	12
3.9.	Fire Prevention	12
3.10.	How Fire Starts	13

3.11.	How Fire Spreads.....	13
3.12.	Fire Risk Assessment	13
4.	Firefighting equipment	14
4.1.	Fire Extinguisher Servicing	14
5.	General.....	15
5.1.	Visitors.....	15
5.2.	Contractors.....	15
5.3.	Smoking	15
5.4.	Training.....	15
5.5.	Ancillary Equipment	15

1. Introduction

In accordance with various legislative requirements, this booklet has been put together to help staff/students fulfil their responsibilities towards Edinburgh Napier University's fire precautions and procedures.

Fire is a very significant hazard particularly in a university where we have equipment, materials and chemicals which are flammable.

Therefore we all have a responsibility to know how to prevent fire and, if the unthinkable does happen, what to do when fire breaks out or the fire alarm sounds.

Please take time to familiarise yourself with the contents of this booklet. Your safety, and that of your friends and colleagues, could depend on it.

Fire safety information is also available on the Health and Safety [website](#).

2. Roles and responsibilities

2.1. Staff and students

All staff and students must co-operate in the implementation of the University's fire precautions and procedures.

Staff and students must not recklessly or intentionally interfere with or misuse any equipment provided in connection with the University's fire precautions and procedures. Failure to co-operate or comply with established procedures will be regarded as a disciplinary offence and will be dealt with in accordance with the appropriate disciplinary procedures.

Discovering or Suspecting a Fire

In the event of discovering or suspecting a fire, staff/students should immediately raise the alarm by using the nearest manual break glass call point and/or call the Fire Service – dial (9) 999, then evacuate from the building following the procedure outlined in Section 3.2 of this book - Fire Action.

On Hearing the Fire Alarm

If you hear the fire alarm, you should evacuate the building following the procedure outlined in Section 3.2 of this booklet.

Under no circumstances should lifts be used when evacuating a building

2.2. Disabled staff and students

Any staff or student who may need assistance in an emergency evacuation should have a [Personal Emergency Evacuation Plan](#) (PEEP) drawn up.

Students requiring assistance in an emergency evacuation should arrange a PEEP through their disability contact/Disability & Inclusion Team.

Staff requiring assistance in an emergency evacuation should arrange a PEEP through the Health & Safety Office.

Campuses without Disabled Refuges

Staff, students and visitors with mobility difficulties should not use stairways but proceed to the nearest place of safety and their whereabouts reported to Security (ext. 4444).

Campuses with Temporary Waiting Spaces

Under normal circumstances this should involve communicating to disabled persons, during the PEEP process, the location(s) of temporary waiting space and instructions on what to do once they are in a temporary waiting space, whilst also giving re-assurance of their safety. [Temporary waiting spaces](#) will always be located in areas of “comparative safety”¹. In the main these areas will be located within fire staircase enclosures and will be appropriately signed. It is essential that these areas are kept clear from obstruction at all times.

Procedure for Craiglockhart, Merchiston and Sighthill campuses

Craiglockhart, Merchiston and Sighthill campuses have been fitted with two-way communication systems.

- When the fire alarm sounds proceed to your nearest temporary waiting space.
- Press the “press for help” button once to initiate a call (do not continue to press or hold during a call).
- This will also indicate at the fire panel that someone is in the specified temporary waiting space.
- The call will be answered. If you get no reply, do not panic.
- Your call has been logged with 24 hour Sighthill Security.
- Remain in the refuge until assistance arrives.



¹ **Comparative Safety** - a place where, due to its construction, is deemed to be safe for a period of no less than 30 minutes. In most circumstances the fire rating is such that 60 minutes is more appropriate.

2.3. Staff

It is important that all staff take responsibility for any colleagues or students with whom they are working at the time of an evacuation and actively encourage staff/students/visitors to evacuate the building when the fire alarm sounds.

It is the responsibility of the host to ensure that all visitors are given the University's Fire Evacuation Procedure. **The safe evacuation of visitors during a fire alarm is the responsibility of the host.** Once the building has evacuated, visitors should remain with their host at all times and ensure they are accounted for.

Once the building has been evacuated, they should assemble at a pre-determined point (see Section 3.5, Assembly Points) and ensure that all people who were within their areas have evacuated safely and are accounted for. Any deficiencies should be reported to the Senior Fire Co-ordinator at their station.

2.4. Property & Facilities (Security)

Security staff will be fully briefed and will receive training on their roles and responsibilities during a fire evacuation.

Duties may include (dependent on location):

- ***On discovering a fire or suspicion of a fire:***
Raise the alarm immediately, by using the nearest manual break glass call point and/or dial (9)999 and evacuate the building by the nearest available exit. Proceed to the main entrance to assume responsibility of controlling the evacuation until such times as the Senior Fire Co-ordinator arrives or their deputy, who will assume control. Once Security staff have been relieved of this duty, they must remain with the Senior Fire Co-ordinator to carry out tasks allocated to them, e.g. on-site traffic control, ensuring staff/students are at their assembly points, etc.
- ***On hearing the fire alarm:***
When the fire alarm is activated, if Security staff are not at their station, they should exit the building and follow the procedure as detailed above.

Under no circumstances are Security staff to investigate the cause of fire alarms - this is the job of the emergency services. Once the emergency services arrive, they may be asked to show them the zone in which the alarm has been activated. This can only be carried out with the emergency services in attendance.

Property & Facilities staff at each Campus will hold the Fire Log relevant to the Campus.

2.5. Fire Wardens

Deans of School/Directors of Service are responsible for appointing Fire Wardens for their area and suitable reserves (see Section 2.6, Deans of School/Directors of Service).

Fire wardens will:

On hearing the alarm:

- Actively encourage staff/students within their area to evacuate the building.
- Check those areas that they would pass on their way towards fire exits. Under no circumstances should they traverse through the building checking areas.
- Evacuate the building and proceed immediately to the pre-determined fire assembly point and assist on marshalling staff/students into an orderly manner.
- Report the position, and specifically any deficiencies, to the Senior Fire Co-ordinator at their station.
- Ensure staff and students do not block footpaths and roadways. It is important that the emergency services are **not** impeded whilst responding to a fire call.

2.6. Deans of School/Directors of Service

Many of the duties outlined below may be delegated but the responsibility for completion / implementation remains with the relevant Dean of School/Director of Service who has management control over the staff/students within their area.

Responsibilities include:

- Appointment of Fire Wardens and their deputies for areas under their managerial control, highlighting the duties as described in Section 2.5.
- In larger campuses, liaison and compromise with adjoining Schools/Services may be necessary to ensure adequate Fire Warden coverage on each floor. Where agreement cannot be reached, this should be referred to the Campus Principal and/or Health & Safety Team for consultation.
- Informing the Health & Safety Team of Fire Wardens' and deputies' names, location, area of responsibility, etc.
- Notification of any changes to the above named.
- Provision of information regarding any specific fire hazards that may be present within their Schools/Services to the Campus Principal and the Health & Safety Team for inclusion in the Fire Risk Assessment, e.g. large quantities of chemicals, large quantities of paper/other combustible materials, storage of Highly Flammable Liquids (HFLs), etc.
- Ensuring Fire Procedure notices are displayed (see Section 3.2, Fire Action and Information).
- Ensure that all staff and students who may need assistance in an emergency evacuation have a Personal Emergency Evacuation Plan (PEEP) drawn up.
- Ensure that all relevant actions from any PEEP are implemented.

- Ensuring that all staff/students/visitors are accounted for once an evacuation has been completed and that they are at their pre-determined Assembly Points.
- Ensuring that all new staff/students to their School/Service are fully briefed on the University's fire precautions/procedures, made aware of their nearest fire exits and nearest fire equipment station. This should be carried out on the first day of employment. Fire induction PowerPoint package is available on the Health & Safety website. (Please note - any persons using fire extinguishers or fire safety equipment must have received the relevant training from the Health & Safety Team).
- Organise suitable training with the Health & Safety Team on University's fire precautions and procedures.

Remember to always assess the risks that staff/students will be exposed to and ensure appropriate fire warden coverage.

2.7. Senior Fire Co-ordinator

Under normal circumstances this position will be filled by the Campus Principal. However, they may wish to delegate this role, in particular where a Campus Principal covers several smaller campuses as well as their own. In some campuses this role will need to be adopted by the most senior member of staff available.

The Senior Fire Co-ordinator will have overall control of any evacuation of the campus in an emergency until the arrival of the emergency services who will then take charge.

Duties include:

- On activation of the fire alarm, exiting the building by the nearest fire exit and then proceeding to the main entrance, where the fire alarm panel is located.
- Once at the main entrance they should pick up the Senior Fire Co-ordinator's folder and high visibility jacket, which should be worn to identify them immediately to the emergency services on their arrival.
- They will be the receiving point for any reports of missing persons, disabled persons in refuge areas, location of fire, etc.
- Communicate with people in the disabled refuges using the two way communications (Sighthill, Merchiston and Craiglockhart). Notify emergency services on arrival.
- On arrival of the emergency services they will be the liaison person for the University passing on any information available to them.

Please note that in the event of a real emergency, discussions with the press and outside agencies should only be conducted by Marketing & External Relations. In this event the University's major incident plan will be in operation which includes all members of relevant Schools/Services, e.g. Marketing & External Relations, University Secretary, Health & Safety, Property & Facilities, etc.

- On the authorisation of the emergency services, the Senior Fire Co-ordinator can approve re-entry to the building and this will be communicated via the PA System or through the Fire Wardens.

The Senior Fire Co-ordinator should have at least two nominated deputies, who should also report to the main entrance until such times as the Senior Fire Co-ordinator arrives or carry out these duties in their absence.

2.8. Campus Principal

The Campus Principal will normally adopt the role of the Senior Fire Co-ordinator. Whilst they may wish to delegate this duty, they cannot delegate the responsibility.

2.9. Property & Facilities

Property & Facilities are responsible for the maintenance of the University. Included in this are:

- Installation and maintenance of new fire alarm systems.
- Maintenance of existing fire alarm systems. The fire alarm system includes break glass call points, smoke and heat detectors, sounders (bells and sirens), electromagnetic door closers, fire alarm panels and repeater panels, auto dial facilities, etc.
- Supply and maintenance of fire extinguishers.
- Repair/replacement/maintenance of fire doors.
- Upkeep of sections relevant to Property & Facilities within each campus Fire Log Book.
- Repair/replacement/statutory testing/maintenance of emergency lighting.
- Notification of any material alterations to buildings to the Health & Safety Team which may affect the Fire Risk Assessment.
- The replacement of emergency signage and fire procedure notices if affected by any building works, alterations, other maintenance or decoration work.
- Communication of any temporary changes to fire exit routes to the Health & Safety Team.
- Completed permit to isolate alarm system/zones and have emergency procedure in place to aid in the detection of fire and raising of the alarm.
- Implement emergency detection and alarm cover.
- Implement emergency procedures.

2.10. Health & Safety Team

Responsibilities include:

- The creation, development and review of University fire precautions and procedures in accordance with relevant legislation.
- Monitoring compliance with established fire precautions and procedures.
- The provision of information, advice and guidance on the implementation of the University's fire precautions and procedures.
- Organising suitable training for all those with designated responsibilities.
- Provision of fire training.
- Provision of fire safety signage in accordance with the Health and Safety (Safety Signs and Signals) Regulations.
- Provision of Fire Procedural notices.
- To ensure compliance with the Fire (Scotland) Act and Regulations.
- Support and advice to Schools/Services to ensure compliance with fire legislation.

2.11. University Secretary

The University Secretary is responsible for overseeing the implementation and maintenance of the University's fire precautions and procedures on behalf of the Principal & Vice Chancellor and the University Court.

3. Fire Precautions

Precautions are provided in all University campuses and premises to provide protection to its occupants. These precautions are in various forms and are detailed on the following pages, along with various requirements to meet our legislative requirements.

3.1. Raising the Alarm

The fire alarm can be activated by breaking one of the red manual break glass call points. Once broken this activates the alarm and informs all other occupants of the buildings that there is a fire situation and normal evacuation will take place.

All of our premises have automatic smoke/heat detection which when smoke or heat is detected, will automatically sound the fire alarm.



Our fire alarm systems are maintained through Property & Facilities. Weekly fire alarm tests are carried out by Edinburgh Napier University staff on a set day and time, which involves the alarm being activated from a different call point in a different zone. The alarm sounds for approximately 10-30 seconds. Any other activation on the designated day should be treated as a normal fire alarm and evacuation should commence.

Occasionally the test times may have to be moved to avoid disruption to exams etc. These temporary new times will be notified to you.

3.2. Fire Action and Information

Throughout the University, fire action notices are displayed detailing the action to be taken in the event of discovering a fire or hearing the fire alarm. These notices are blue in colour with white lettering and should be brought to the attention of all new staff and students.



3.3. Fire Exits/Escape Routes

Fire protected exits/escape routes enable occupants to evacuate a building safely and quickly. They must NEVER be blocked or obstructed in any way. It is essential that fire exits and escape routes are kept clear of all obstacles, goods and materials at **ALL** times.



Storing goods or materials in fire exits or escape routes is strictly prohibited. A fire in an escape route will render it inoperable, increase the evacuation time of the building and greatly increase the risk to all occupants.

3.4. Fire Doors

Fire doors are designed to prevent the spread of smoke and fire providing valuable time in which to evacuate the building. Fire doors must NEVER be propped or wedged open at any time or door closers disconnected.



In some areas fire doors are held open with release mechanisms which are activated by the alarm system. These doors must not be obstructed so that they are free to close when required.

3.5. Fire Assembly Points

All of our campuses will have pre-determined fire assembly points, which are sited with the safety of people in mind. Staff/students should proceed immediately to their fire assembly point once they have evacuated the building and remain there until such times as they have been given instructions to re-enter the building.

Please note that assembly points are also sited in such a way that people who congregate at them can be moved to another location, if required, in a safe and orderly manner.

A list of fire assembly points for each campus is available on the [Health & Safety website](#).

3.6. Fire Drills

Each University campus or building will have at least one scheduled fire evacuation per semester. These are conducted by the Health & Safety Team in liaison with Security and the Campus Principal.

All other evacuations are classed as unscheduled and must be reported to the Health & Safety Team. Details of all evacuations, scheduled and unscheduled, are reported to the University Health & Safety Committee when it meets each term.

Fire drills are not only a legislative requirement but are also important to the University to monitor our compliance with procedures, also highlighting any areas where improvements may be required.

3.7. Fire Logs

Fire Logs are provided at each of the University campuses. Fire Logs record the various activities associated with fire precautions and procedures and hold relevant documentation. Items recorded in the fire logs include:

1. Fire Alarm System – Weekly Alarm Test
2. Emergency Evacuation Drills
3. Unscheduled Evacuations
4. Automatic Fire Detection System
5. Means of Escape
6. Fire Doors and Electromagnetic Door Catches
7. Emergency Lighting System
8. Fire Fighting Equipment
9. Recording of Fire Instruction and Training
10. Fire Risk Assessments / Fire Inspections

3.8. Fire Authorities

The Scottish Fire & Rescue Service will inspect our premises to verify compliance with the Fire (Scotland) Act. Fire Officers visiting Edinburgh Napier University premises, once their identity has been verified, must be given all reasonable co-operation so they can execute their duties. The Health & Safety Team must also be notified. The Fire Officer may ask to see the Fire Risk Assessment and the Fire Log for the premises. Please note that the Fire Log is usually held in the Security Office and the Fire Risk Assessment is held with the Health & Safety Office.

3.9. Fire Prevention

The application of good housekeeping principles combined with common sense measures can significantly reduce the risk of fire within Edinburgh Napier University.

General guidance

- Keep corridors, stairways, fire exits and escape routes free from all obstacles, goods and materials at all times.
- Notice boards should not be overloaded or filled beyond the borders of the boards.
- Paper, documents, goods and materials should be properly stored and kept well clear of lighting, heating and firefighting equipment.
- Electrical and mechanical equipment should be used in accordance with the manufacturer's instructions and maintained and tested on a regular basis.

- Buildings and perimeters should be secure.
- Flammable materials, gas cylinders, aerosols, and liquid goods should be stored separately, securely and in appropriate conditions.
- Waste should not be allowed to accumulate and should be removed on a regular basis.
- Care should be taken when disposing of different types of waste.
- Avoid blocking the air inlets and ventilation space of electrical equipment.

3.10. How Fire Starts

Fire & Rescue Service statistics have shown that four main causes of fire are:

- Careless action and accidents
- Misusing electrical equipment and machinery
- Defective equipment and machinery
- Criminal action

In most cases fire can be avoided by following simple practices as outlined in this booklet.

3.11. How Fire Spreads

A fire, which starts small, can very easily become out of control and life threatening. Fire spreads in the following ways:

- Conduction
- Convection
- Radiation
- Direct burning

This is why it is important that combustible materials are stored safely.

3.12. Fire Risk Assessment

In accordance with relevant legislation and as part of the University's overall Risk Management programme, Deans of School and Directors of Service will co-operate with the completion of Fire Risk Assessments for their areas of responsibilities and implement any actions placed on them. The Fire Risk Assessment assessor will co-ordinate this exercise and complete a Fire Risk Assessment for each building, ensuring each School's/Service's assessments have taken into account the activities taking place.

Fire Risk Assessments include:-

- Identification of hazards
- Identification of people at risk

- Identification of existing control measures
- Calculation of risk - high, medium or low (H,M,L)
- Implementation/recommendations for further control measures to either eliminate or reduce the risk.

Remember not only are staff and students exposed to fire risk, but also visitors, contractors, members of the public and the emergency services.

4. Firefighting equipment

Fire extinguishers are provided throughout Edinburgh Napier University premises and are supplied and maintained through Property & Facilities. They are located at specific points throughout the premises in accordance with the fire risk assessment and identified risks.

There are various different types of extinguishers which are designed to tackle different types of fires. It is extremely important that an appropriate type of fire extinguisher is selected to tackle any fire, i.e. you should NOT use a water extinguisher on an electrical fire.

Attack fire if possible with appliances provided but without taking personal risk and **only if you have been trained**.

If in doubt, do not attempt to use a fire extinguisher and evacuate the building.

4.1. Fire Extinguisher Servicing

Fire extinguishers must be serviced/maintained at least once a year. Each extinguisher has its own service history affixed to it by way of a service label.

Any extinguisher not serviced/maintained within the past 12 months must be reported to the Property & Facilities Helpdesk as well as any discharged or partially discharged fire extinguishers.

5. General

5.1. Visitors

It is the responsibility of the host to ensure that all visitors are given the University's Fire Evacuation Procedure. The safe evacuation of visitors during a fire alarm is the responsibility of the host. Once the building has evacuated visitors should remain with their host at all times and ensure they are accounted for.

5.2. Contractors

Contractors entering Edinburgh Napier University premises will be briefed by their Contract Administrator prior to any works starting and they must co-operate with the implementation of the University's fire precautions and procedures. Any hot work or isolation of fire alarm systems will be carried out via a Permit-to-Work system. Further information and advice is available via the "[Code of Practice for the Management of University Contractors/Works](#)".

5.3. Smoking

Smoking (including e-cigarettes) is only permitted where there are designated external smoking shelters and NOT permitted anywhere else.

5.4. Training

Fire training will be provided by the Health & Safety Team to all appointed staff where it is considered necessary and appropriate. All new staff and students must receive fire safety information at School/Services inductions with staff completing online fire module on induction.

5.5. Ancillary Equipment

From time to time ancillary equipment will be provided for the enhancement of the fire precautions and procedures, e.g. high visibility jackets for Senior Fire Co-ordinators, PA Systems for communicating to staff/students during an evacuation, etc.

