



Health & Safety

Fire Policy & Fire Safety Management

for Edinburgh Napier University Non-Sleeping Premises

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¹ or earlier if change in legislation or on risk assessment

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1. Introduction

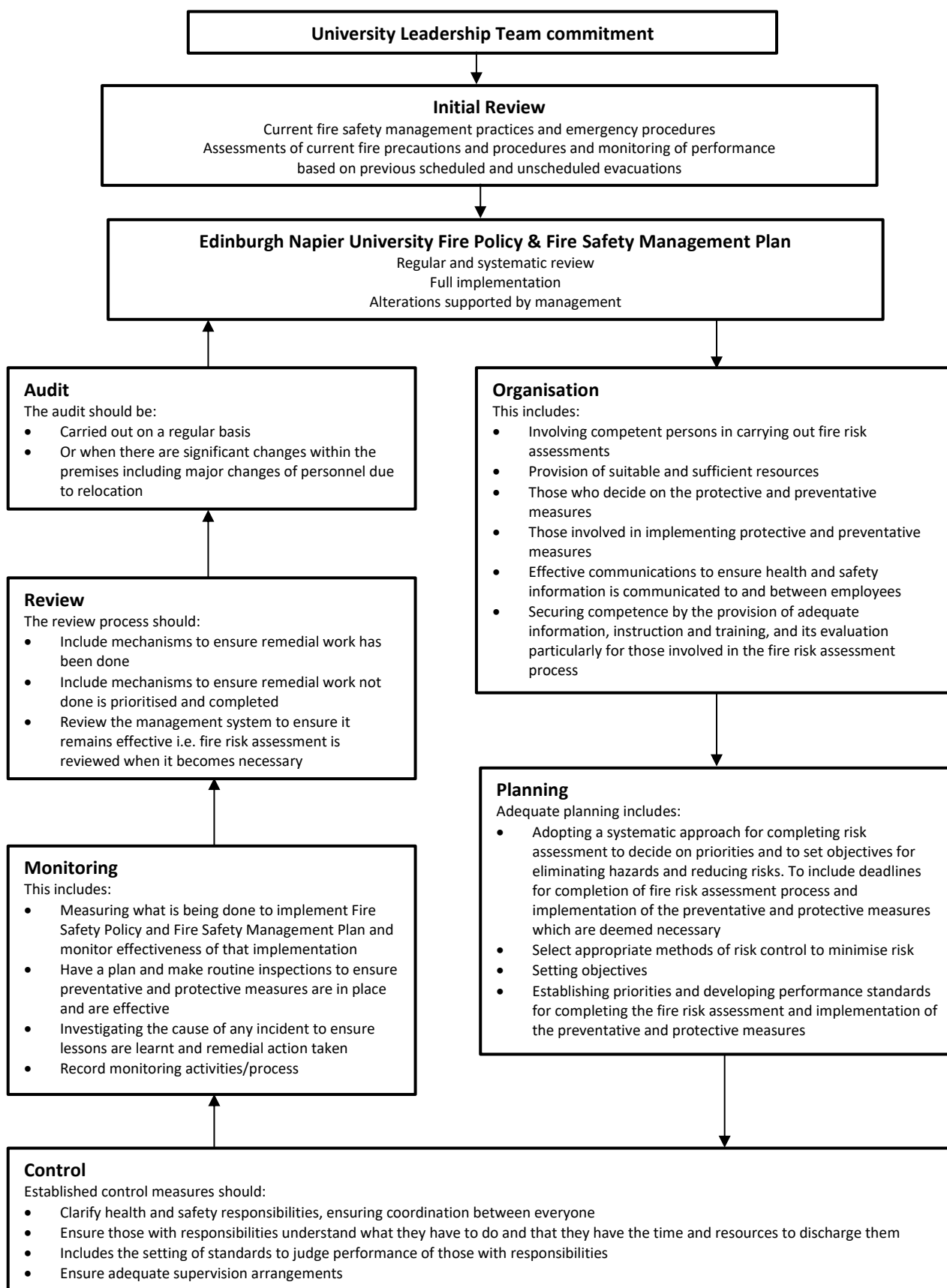
Fire safety is of paramount importance for all Universities including Edinburgh Napier University. They have within them many areas that can be considered and managed effectively. They also have large concentrations of people, many of whom may be unfamiliar with the buildings that they will be occupying, for example visitors, members of the public and conference delegates.

The abundance of combustible and flammable materials imposes high fire loads within buildings and there will be many ignition sources.

The complexity of a University in terms of organisation and the need for free movement of individuals provides additional difficulties with regard to fire safety in relation to the clarity of roles and responsibilities. This complexity affects both the management of fire safety and the operational response.

These factors need to be considered in developing a strategy for fire safety management, which shall be a fundamental requirement for successful premises management with the commitment to enable full legal compliance of the Fire Scotland Act 2005 and Fire Safety (Scotland) Regulations 2006 by Edinburgh Napier University.

2. Fire Safety Management Plan



3. Statement of Intent

It is the policy of Edinburgh Napier University to ensure that all employees, students, conference delegates, visiting members of the public and contractors appointed to work within University premises are protected from the risks of fire. With this aim, appropriate prevention/precautionary measures shall be taken. Also, appropriate evacuation procedures shall be developed and periodically tested. All persons shall be provided with sufficient and appropriate fire awareness training and instruction. All Edinburgh Napier University premises shall comply with the relevant fire safety legislation and recognised good practice. The main legislation is the Fire Scotland Act 2005 and the Fire Safety (Scotland) Regulations 2006.

4. Legislative Framework

Edinburgh Napier University has an absolute duty to achieve compliance with the following legislation (current edition), British Standard (current edition) and guidance:

- The Fire Scotland Act
- The Fire Safety (Scotland) Regulations
- The Management of Health and Safety Regulations
- The Health and Safety at Work Act
- The Building (Scotland) Regulations
- BS 9999 Code of Practice for Fire Safety in the Design, Management and Use of Buildings
- Houses of Multiple Occupancy
- Housing (Scotland) Act
- Practical Fire Safety Guidance for existing non-residential premises
- The Equality Act
- Any other relevant legislation

This document provides a framework to direct and guide fire safety management for Edinburgh Napier University premises. Its purpose is to:

- Inform University Leadership Team of their role in facilitating legal compliance
- Inform Deans of School/Directors of Service, Line Managers and all other stakeholders of their duties and responsibilities
- Provide information and guidance enabling all personnel to meet their obligations
- Minimise the risk to life and property from fire
- Ensure that all staff/occupants are aware of their duties in the event of fire and adequately trained
- Clarify and document the roles of responsible persons in matters of fire safety
- Demonstrate best practice in fire safety
- Ensure consistency in methodology for fire safety management
- Identify the standards and procedures to be implemented and maintained
- Ensure the safety of all at Edinburgh Napier University

5. Summary of Duties

To ensure compliance with all the legal duties imposed upon the University, the list below summarises the requirements:

- a) To provide premises which are built and maintained with fire precautions to be of a suitable and sufficient current compliant standard.
- b) To occupy existing premises which are subject to continuous improvement where necessary to reflect current safety standards and reduce to a minimum the risk to life of persons occupying the premises.
- c) To provide suitable and sufficient fire detection, alarm systems, emergency lighting, firefighting equipment, emergency communications, temporary waiting spaces with communications, evacuation signage and protected escape routes.
- d) Have evacuation and emergency procedures in place and provide relevant training for all occupants of University premises.
- e) To periodically test, monitor and audit all fire protection, precautions and prevention systems.
- f) To carry out suitable and sufficient fire risk assessments of all the University's workplaces, assess the risks to the occupants from fire and to implement and analyse the adequacy of the protection measures.
- g) To identify any weaknesses in any of our premises in regard to fire safety and implement any appropriate action plans to reduce the risk to life.
- h) To ensure there are suitably trained personnel in place to implement the University's fire safety practices and emergency procedures.

6. Fire Safety Aims

The University's Health and Safety Policy, Fire Safety Policy and Management System requires to ensure, in so far as is reasonably practicable, the health, safety and welfare of the University's employees, students, conference delegates, visiting members of the public and contractors appointed to work within University premises.

The University is committed to providing and maintaining safe buildings and effective management of their occupation through competent persons in the University's direct employment. This is in accordance with the current standards of best practice and in full compliance with legislation. This includes effective fire safety.

In the context of fire prevention this includes the provision of suitable and sufficient instruction and training when employees start work within the University, the conducting of regular scheduled evacuation fire drills and the posting of fire action notices (including floor plans where necessary showing the location of fire alarm points, fire extinguishers and fire exits).

In order to ensure compliance the policy requires that no change to any premises or arrangement of space shall take place without prior consultation and agreement with Property & Facilities and the Health & Safety Team ensuring that a Fire Risk Assessment will be carried out or reviewed/updated to ensure that suitable and sufficient fire controls are in place.

All new or additional properties, whether for temporary or permanent use, will be notified to the Health & Safety Team at the design stage and will be subject to a full fire risk assessment. Suitable and sufficient fire control/life safety measures as required will be implemented before occupation by University personnel.

Whatever the number of employees, it is vital that responsibility for action in the event of fire is assigned to specific persons. Premises with a large number of occupants will have appointed Senior Fire Co-ordinators, fire wardens and teams who will oversee the immediate evacuation of any people from their area of responsibility. (The fire alarm automatic collector service and/or Security Staff will notify the Scottish Fire & Rescue Service of any known fire with back up notification provided by Security Staff via the 999 system).

Fire training should be given to all new employees and this induction training will be followed by regular refresher training sessions.

7. Organisation – Roles and Responsibilities

This section gives details of management organisation for implementing the Policy within the University including the functions allocated to individuals.

7.1. The University Court

The University Court has ultimate responsibility for the fire safety of all employees, students, conference delegates, visiting members of the public and contractors affected by the University's activities. The Court is advised in these matters by the University Health and Safety Committee. Particular duties in respect of fire matters are delegated by the Court to senior members of staff who carry a responsibility to ensure that these are carried out.

7.2. Principal & Vice-Chancellor

The Vice Chancellor as Chief Executive of the University has the full authority of the Court for implementing the Fire Safety Policy. The Vice Chancellor is therefore ultimately responsible for ensuring that the policy is implemented effectively throughout the University and for further delegating authority and allocating functions relating to fire matters to senior members of staff. The Vice Chancellor is advised in these matters by the University Safety Officer, Health & Safety Team and the University's Health and Safety Committee. (Please refer to 7.7, 7.8 and 7.9).

7.3. University Leadership Team (ULT) Members

Members of the ULT are responsible for taking account of fire safety requirements when considering funding to Schools and Services and for establishing management procedures for the implementation and monitoring of fire safety matters within their areas of responsibility.

7.4. Campus Principals

The Campus Principals are responsible for establishing monitoring procedures for the implementation of all fire safety matters within their campus and ensuring fire risk assessment controls are implemented. They will also be part of the process to determine when the situation should be escalated to invoke the University's Crisis Response Plan.

7.5. Deans of School/Directors of Service

The responsibility for the day-to-day management of fire safety matters within their respective areas of control is devolved through the School and Administration structure to individual Deans of School and Directors of Service. Deans of School and Directors of Service therefore, together with senior members of staff, are responsible to the Court for taking the initiative in promoting, implementing and monitoring the University fire precautions and procedures for all persons liable to be affected by the activities of their School/Service.

The duties include:

- To execute the lead duty for the management of workplace fire safety through effective delegation. Deans of School and Directors of Service will nominate staff to assist them to comply with their fire management obligations including considering the appointment of a Safety Co-ordinator. (Please refer to 7.16).
- To ensure all staff and students receive a local induction of the University fire precautions and procedures.
- To monitor and support the fire safety management of the premises.
- To ensure fire precautions shall be adequately considered by the School/Service Health and Safety Committee meeting or, if there is no such named committee meeting, the most appropriate substitute meeting. Key concerns shall be referred to the appropriate Safety Co-ordinator, Health & Safety Team and Property & Facilities for consideration or action.

Where Deans of School/Directors of Service are planning any work or activity which may impact on the change of use of a room, area or building, they must be planned and authorised by Property & Facilities in consultation with the Health & Safety Team. Deans of School/Directors of Service must be aware of the possibility that the work, activity or room change of use may affect fire safety through interruption of detection/alarm systems or building fabric elements essential for fire safety etc. This includes work/activities by staff employed in the School/Service. A fire risk assessment review will be carried out to ascertain if further fire control measures are required. Full floor plans and relevant certification should be provided prior to any fire risk assessment review being completed.

It is the responsibility of the Dean of School/Director of Service to properly and fully consult as appropriate with Property & Facilities/Health & Safety Team in advance of any action being taken. Any work/activity subsequently authorised must include appropriate competent management and supervision to be aware of and take effective action to avoid or remedy any disruption to fire safety arrangements.

The Dean of School/Director of Service or the person in charge must, with the assistance of their Disability Contact, ensure a personal emergency evacuation plan (PEEP) is carried out and make the best practicable arrangements for ascertaining what use is made of the building or area by anyone

who requires assistance during an evacuation and must, in consultation with them, make adequate arrangements for their evacuation in the event of fire.

Personal Emergency Evacuation Plans (PEEPs)

In drawing up [Personal Emergency Evacuation Plans](#) advice should be obtained from the Health & Safety Team, Occupational Health and Human Resources (staff) or the Disability & Inclusion Team/School Disability Co-ordinator (students). Anybody who requires assistance in an emergency evacuation must have a PEEP drawn up. If the building is one with a large number of visitors then it will be the responsibility of the Campus Principal to ensure that simple relevant fire evacuation instructions are, so far as possible, available to any disabled visitors, i.e. at reception. Further reference should be made to the [PEEPs section](#) on the website. The Director of Property & Facilities or the person in charge of the student accommodation, must ensure a Personal Emergency Evacuation Plan (PEEP) is carried out and make the best practicable arrangements for ascertaining what use is made of the building or area by anyone who requires assistance during an evacuation and must, in consultation with them, make adequate arrangements for their evacuation in the event of fire. All completed PEEPs to be copied to the Health & Safety Office.

7.6. Supervisory Staff

Those members of staff who normally exercise a supervisory function over other staff are responsible for ensuring those staff under their supervision discharge their responsibilities and tasks in a safe manner. Supervisory staff are responsible to their respective Dean of School/Director of Service for the effective discharge of their fire safety responsibilities. They should be familiar with University Fire Precautions and Procedures and their School/Service safety code and procedures (refer 7.5).

7.7. Safety Officer

The Principal & Vice Chancellor of the University has designated a senior member of staff as Safety Officer with responsibility to ensure the necessary organisation and arrangements are established and maintained for monitoring, auditing and reviewing the effectiveness or otherwise of the University Fire Safety Policy. This duty is presently performed by the Director of Finance & Operations.

7.8. Health & Safety Committee

The University Court has established a Health and Safety Committee with responsibility for advising the University on all matters concerning health, safety, fire and welfare in the University. Minutes of the Health and Safety Committee meetings are available on the [Governance Services website](#).

7.9. Health & Safety Team

The Head of Health & Safety is responsible to the designated Safety Officer for ensuring that the University Court and Deans of School/Directors of Service are aware of the requirements of existing and proposed fire legislation. The Head of Health & Safety manages a small team which is responsible for developing, implementing and advising upon standards to be adopted in all fire safety matters including:

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- Monitoring University fire precautions and emergency procedures
- Providing advice and guidance on fire precautions and monitoring the University for safe premises management
- Providing fire safety training
- Carrying out PEEPs in conjunction with other relevant University staff
- Organising regular scheduled fire evacuations
- Ensuring the fire risk assessment programme is carried out
- Advising on fire safety in new or leased premises and change of use areas
- Advising and carrying out fire risk assessments
- Producing remedial action plans and disseminating actions to the appropriate areas

7.10. Director of Finance & Operations

The Director of Finance & Operations is responsible for ensuring that all premises owned by the University or under the control of the University meet the requirements of the relevant statutory provisions with regard, in particular, to fire and emergency arrangements. The Director of Finance & Operations will also ensure that appropriate arrangements and suitable and sufficient resources exist for the effective implementation of the University Fire Policy and Fire Safety Management for Edinburgh Napier University Premises. The Director of Property & Facilities has management responsibility for the security function and security staff.

The duties include:

- To execute the lead duty for the management of workplace fire safety through effective delegation. Director of Property & Facilities will nominate staff to assist and comply with their fire management obligations including considering the appointment of a Safety Co-ordinator.
- To ensure all Property & Facilities staff and students within the residences receive a local induction of the University fire precautions and procedures.
- To monitor and support the fire safety management of the premises.
- To ensure fire precautions shall be adequately considered by the Property & Facilities Health and Safety Committee or, if there is no such named committee, the most appropriate substitute. Key concerns shall be referred to the Health & Safety Team and Property & Facilities for consideration or action.

7.11. Director of Property & Facilities

Where the Director of Property & Facilities:

- Authorises the planning or execution of any work or activity they must be aware of the possibility that the work or activity may affect fire safety through interruption of detection/alarm systems or building fabric elements essential for fire safety etc. This includes work/activities by staff employed in Property & Facilities or by a contractor authorised by the Director of Property & Facilities or designated member of staff.
- Authorises the planning or execution of any work or activity which may impact on the change of use of a room, area or building, it must be carried out in consultation with the Health & Safety Team in a timely manner. A Fire Risk Assessment review should be carried out to

ascertain if further fire control measures are required. Full floor plans and relevant certification must be provided prior to any fire risk assessment being completed.

7.12. Property & Facilities Services

Property & Facilities Maintenance Managers and Staff may assist the Senior Fire Co-ordinator with any technical information from the fire alarm panel concerning the fire alarm activation. This is dependent on Property & Facilities Maintenance Managers and Staff being available and on site.

Property & Facilities are responsible for:

- Ensuring the University attains legal compliance in all matters under their direct control relating to premises fire precautions through the integration of structural and fabric fire protection, and the inclusion of active/passive systems for detection and control.
- Ensuring fire precautions and safety systems are incorporated within new design works/refurbishments.
- Assessing, prioritising and seeking funding for improvements to fire precautions in conjunction with Health & Safety.
- Informing building occupiers and the Security Manager of any changes to alarm systems.
- Ensuring that testing and maintenance regimes, in respect of Property & Facilities areas of responsibility, are implemented, performed and recorded within the Fire Log Book.
- Full implementation of fire alarm isolation procedure.
- Ensuring that the Health & Safety Team are notified of any new buildings, works and alterations and that a suitable and sufficient fire risk assessment is in place before occupation.
- Provision of full information, plans and certification prior to the fire risk assessment being undertaken.
- Provision, maintenance and testing of all firefighting equipment within University premises.
- Action and implement fire risk assessment actions in required timescale.
- Organise annual service of evacuation chairs and any repairs as required.

7.13. Security Staff

Property & Facilities (Security Staff) have a specific role in emergency evacuation procedures which include fire evacuation (refer to Section 15). Security Staff will assist the Senior Fire Co-ordinator to ensure that there is effective communication with the Scottish Fire & Rescue Service during fire emergencies.

These include:

- To execute the lead duty for the management of workplace fire safety through effective delegation, by nominating staff to assist in the compliance with their fire management obligations.
- To liaise and consult with the relevant staff who have fire safety duties, e.g. Senior Fire Co-ordinator, fire wardens.
- To monitor and support fire safety management within the buildings, e.g. hazardous database data needs to be accessed and made available to Scottish Fire & Rescue Service.

- To ensure fire precautions shall be adequately supported by Property & Facilities, e.g. sufficiently trained individuals to aid in getting people out of the building.
- To inform and notify any deficiencies in fire safety matters discovered as part of their normal duties.

Procedural flowcharts for regular/out of hours at campus and university buildings can be found in Appendix A of this document.

Security Staff – Evacuation Team

The evacuation team is required to be in attendance to help evacuate any persons from dedicated temporary waiting spaces. This will require a minimum of **two** trained personnel at all times to be available. The following procedure will need to be followed:

- When fire alarm activates, leave by the nearest exit and return to the security office.
- If you are in a different part of the building or at a remote site you will be called on your mobile telephone or radio - make way to the affected premises and report to the security office.
- Await the Senior Fire Co-ordinator or Deputy Senior Fire Co-ordinator (in hours) / Security Staff (out with hours and accommodation).
- If an evacuation rescue is required, follow instructions from the Scottish Fire & Rescue Service, Senior Fire Co-ordinator or Deputy Senior Fire Co-ordinator (in hours) / Security (out with normal hours or at accommodation premises).
- In the event of a fire situation, advice and guidance should be sought from the Scottish Fire & Rescue Service on their arrival, on the safest course of action for the evacuation of any persons located in a temporary waiting space. The Security Evacuation Team will not place themselves in any danger to evacuate people from the temporary waiting spaces. If any hazard exists, then this will become a rescue undertaken by the Scottish Fire & Rescue Service.
- Ready all equipment and ensure that all items are available for the impending evacuation.
- Provide assistance as necessary, this may be a steadying hand going downstairs or providing an evacuation chair to exit the building.
- Take the person back to the building after event is closed and take them in the lift to the appropriate level.
- Report back to the security office on completion of the evacuation.

A minimum of **two** competent/trained security personnel will be made available to create a team that can effectively carry this evacuation out. The competent team members will be suitably trained to use the equipment efficiently and not put themselves or the person being evacuated at risk. Training will be undertaken annually by Property & Facilities.

Two person evacuation teams are required for the following reasons:

- Dependant on the situation of the person needing transferred from wheelchair to evac chair, two people may be required
- Due to the location of the chairs and height of buildings there is a need to minimise manual handling risks to the operatives

The temporary waiting spaces provide 60-minute protection for the people occupying the space. On activation of the alarm, the evacuation team will be summoned where necessary from other sites. No

evacuation will take place unless agreed with the Scottish Fire & Rescue Service. (Refer to flow charts – Appendix A).

The evacuation teams are required to rehearse training at regular intervals so that they are competent in the use of evacuation chairs in an emergency. Training will be provided to all new security staff by the security supervisors on the use of the evacuation chairs, two-way communications, and moving and handling procedures.

Property & Facilities manage the evacuation equipment. The equipment maintained/serviced as per manufacturer's instruction.

7.14. Senior Fire Co-ordinators

A Senior Fire Co-ordinator, usually the Campus Principal, and a number of Deputy Senior Fire Co-ordinators are nominated for each campus building. The Senior Fire Co-ordinator has overall control of the evacuation. On activation of the fire alarm they will proceed to the main entrance of the building, don the high visibility jacket and collect the Fire Folder. They will liaise with fire wardens and security staff to gather information on the location of the fire/alarm activation, persons still in the building, any unaccounted persons, and any disabled persons who may be in the building. They will ensure that all persons are ushered to the recognised fire assembly points and liaise with Security Staff or in the event of a fire the Scottish Fire & Rescue Service on their arrival. Only the Senior Fire Co-ordinator on the authorisation of Security Staff or the Scottish Fire & Rescue Service can allow re-entry to the building. The Senior Fire Co-ordinator will have at least two nominated deputies. Deputies should also proceed to the main entrance and the first person there should assume the role of Senior Fire Co-ordinator. Duties include:

- Overall control of the evacuation.
- Leave the building by the nearest exit.
- Proceed to the main reception and security office.
- Don the high visibility jacket.
- All other designated personnel to assist with Fire Warden duties.
- Check the fire panel and determine where the activation has taken place and take a note of this to inform the Security Staff or in the event of a fire the Scottish Fire & Rescue Service.
- Check the two way communications panel and follow the disabled refuge procedure.
- Liaise with the evacuation team and organise them for a potential rescue in the event of a fire in consultation with the Scottish Fire & Rescue Service.
- Ensure all persons are evacuated and moved to the designated assembly point. Fire wardens to report any issues.
- In the event of a fire liaise with the Scottish Fire & Rescue Service on their arrival and pass on all relevant information, e.g. hazardous database data needs to be accessed and made available to Scottish Fire & Rescue Service.
- On completion of incident Security Staff/Maintenance Staff to reset the panel.
- ONLY the Senior Fire Co-ordinator, on the authorisation of Security Staff or the Scottish Fire & Rescue Service, can allow re-entry to the building.
- Communication to allow re-entry to the building can be achieved by fire wardens or via use of the PA system or megaphone.
- Communication with anyone in the temporary waiting spaces that the incident is complete.

Note: - refer to the flow charts (Appendix A) during an emergency evacuation (in or out of hours).

Escalation of a fire incident to senior management in accordance with the Crisis Response Plan is required when all of the following circumstances take place:

- fire has been detected and confirmed, and
- there is smoke and water damage; and
- there is a requirement to close part or all of the campus

7.15. Fire Wardens

Fire wardens are nominated members of staff occupying a designated area of a specific building. They will assist in the initial evacuation of the building by directing occupants to exit the building by using the nearest available fire exit route, then when out of the building marshalling personnel to the appropriate fire assembly point. They will liaise with the Senior Fire Co-ordinator who will have overall control in an emergency situation. Initial Fire Warden training will be conducted by Health & Safety Staff, with refresher training/forums scheduled subsequently at regular intervals. [Fire Warden duties.](#)

7.16. School/Service Safety Co-ordinators

It is recommended that the Dean of School/Director of Service appoint a School/Service Safety Co-ordinator from within the School/Service to assist Deans of School/Directors of Service in the discharge of their health, safety and fire responsibilities and to act as a liaison officer between the School/Service and the University's Health & Safety Team. If a Safety Co-ordinator is not appointed, the Dean of School/Director of Service must be personally satisfied that their responsibilities are being met.

7.17. Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations, safety representatives have been appointed by Trade Unions and are thereby accorded recognition by the University. The University will consult with all employees on matters of fire safety in accordance with the Health and Safety (Consultation with Employees) Regulations. It is the policy of the University to co-operate with the representatives in the discharge of their functions.

7.18. Staff

All staff are responsible to their respective Deans of School/Directors of Service either directly or through a Supervisor e.g. Chief Technician, for the safe execution of their tasks. All employees must make themselves aware of the University Fire Precautions and Emergency Procedures and must not knowingly create hazards for themselves and others by their work activities and behaviour. They must inform their Deans of School/Directors of Service of any work situation which might present serious and imminent danger and of any shortcomings in health, safety and fire arrangements, even where no immediate danger is present. All staff must co-operate with the University in carrying out the obligations laid upon the University in respect of health, safety, fire and welfare.

Staff will be responsible for their guests/visitors or any students under their tutelage in the event of a fire alarm evacuation. Staff should direct any guests/visitors or students to the nearest available fire exit, closing any open doors as they go.

7.19. Students

During course induction all students must be made aware of and subsequently comply with all the University Fire Precautions and Procedures. Evacuation drills are conducted on all University premises twice a year to ensure compliance with current fire legislation, regulations and guidance. These evacuation drills ensure that all students are made aware of, and confirms actions required to be taken during an emergency evacuation.

7.20. Individual Responsibility

University employees, students, conference delegates, visiting members of the public and contractors appointed to work within University premises are responsible for exercising all reasonable care for the health and safety of themselves and any other person who may be affected by their acts or omissions. This responsibility extends to becoming familiar with the information provided by the University in respect of fire precautions and co-operating with the University so far as is necessary to enable compliance with fire safety legislation.

7.21. General Procedures

All staff, students, conference delegates, University visitors and contractors appointed to work within University premises (see 9.8) must be made aware of and comply with all University Fire Precautions and Procedures.

- If they discover a fire, activate the fire alarm system using a break glass call point.
- Dial 999 and report the fire to the Scottish Fire & Rescue Service (see fire action notices throughout the campus).
- Or, on activation of the fire alarm system, make their way out of the building in an orderly fashion via the nearest available fire exit route, not going back into the building to collect belongings.
- Do not use lifts.
- Make their way out to the assembly point and await further instruction.
- Note: none of the lifts in any of the campuses or residential accommodation can be used to evacuate when the fire alarm has been activated.

8. Procedure

The Health & Safety Team, in conjunction with Property & Facilities, are responsible for monitoring and maintaining the level of fire safety of the premises.

The Health & Safety Team shall undertake all fire risk assessments. This will provide the direction in implementing effective controls and operational procedures. A fire risk assessment and control measures shall be provided for all buildings.

The Campus Principal and Property & Facilities shall ensure that fire risk assessment controls are implemented and shall co-operate with all fire safety procedures to ensure the University fulfils its obligations, especially with regard to the management of personnel directed to act as Fire Wardens.

The prime responsibility of the Health & Safety Team will be to draw up a fire safety plan including:

- Establishing a management structure including designating named persons responsible for each part of the plan
- Providing and maintaining a written fire risk assessment
- Action to eliminate hazards where practicable
- Monitoring of unavoidable risks
- Controls to prevent the spread of smoke and flames
- Measures to ensure safety of students, employees, conference delegates, visiting members of the public and contractors
- Measures to enforce fire precautions
- Establishing a training programme for employees to carry out additional duties – Senior Fire Co-ordinator and Fire Wardens
- Documenting and maintaining effective emergency procedures (in liaison with Security staff)
- Performing periodic inspection, audit and review
- Provide competent professional advice from appropriately trained and qualified staff

8.1. Fire Risk Assessment

Introduction

With all activities which may entail significant risk, suitable and sufficient assessment of the risk must take place. The Fire Safety Adviser within the Health & Safety Team carries out Fire Risk Assessments of all University properties, which are scheduled at risk appropriate intervals. People with a responsibility designated to them to manage and control premises are reminded that they should be aware of the Fire Risk Assessments and the controls measures required.

Fire Risk Assessment

Fire Regulations call for self-compliance based on fire risk assessment, without reference to the Scottish Fire & Rescue Service. In large premises or where different areas represent distinctly different levels of risk, it may prove more appropriate to undertake individual fire risk assessments for each area rather than a single assessment for the whole premises. The fire safety floor plan will greatly

assist in consideration and support to the assessment. The assessment shall include all persons who may be affected and identify steps to minimise the risk including those risks to attending firefighters. Health & Safety will provide advice to facilitate Campus Principals, Deans of School/Directors of Service and Property & Facilities on the assessment of fire risks of their areas.

The analysis of fire precautions requires the assessment of the geometry of the building together with the identification through inspection of the likely high risk/hazard areas. The assessment should be aimed at identifying potential circumstances where persons could be trapped by fire or injured in the process of escape. The assessment should identify the degree of risk and at what time this becomes excessive. To be successful, the outcome of the assessment should demonstrate that the time available to escape is longer than the time required to escape. The fire risk assessment should be used to maintain and improve:

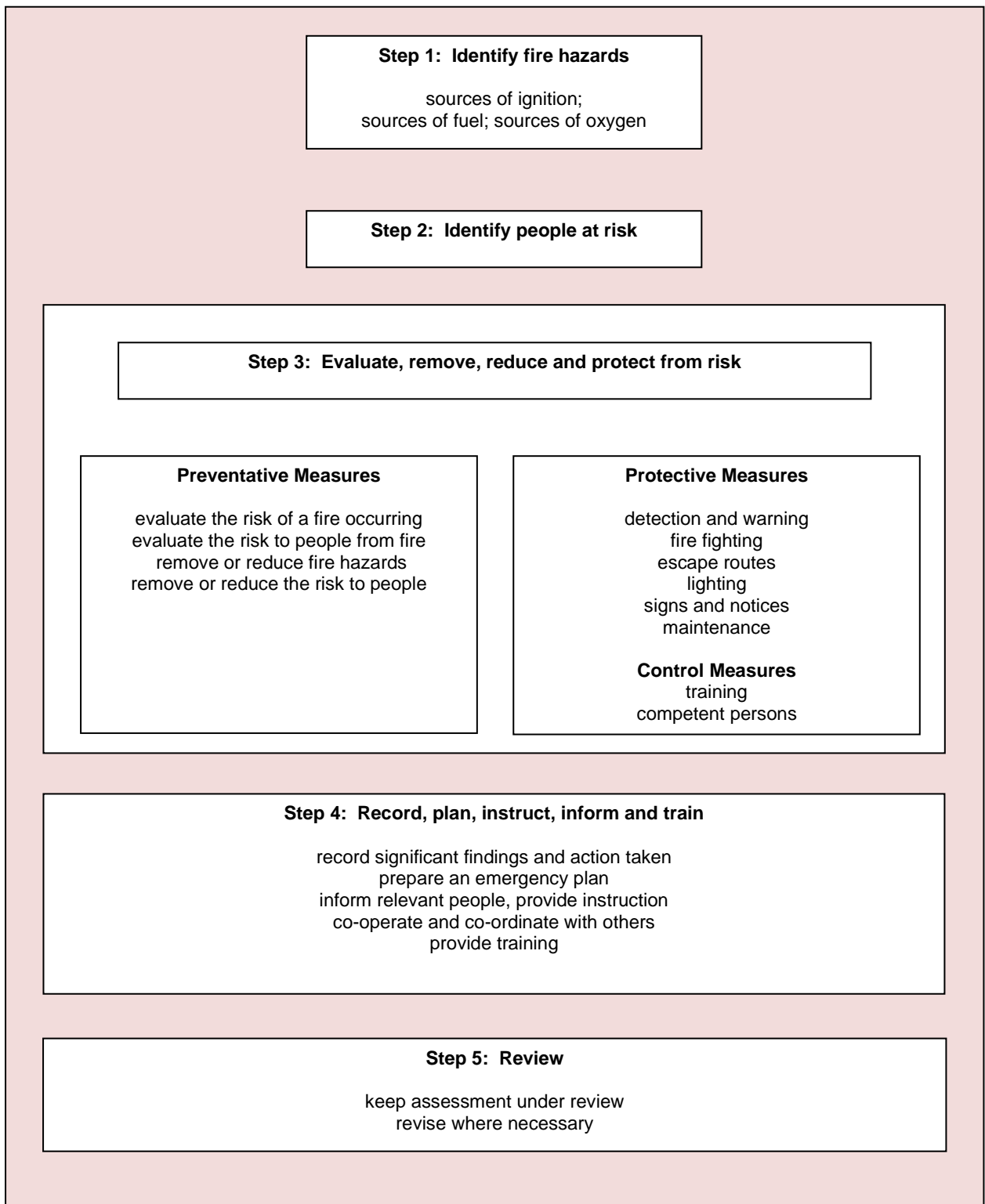
- Active and passive fire safety measures
- Good housekeeping
- Maintenance in daily occupation
- Organisation in premises use
- Emergency planning
- Assisting people with disabilities
- Special arrangements for persons, activities or locations
- Accommodation arrangements
- Training and fire drills
- Documentation and records

A standard fire risk assessment procedure has been developed using a pro forma. Copies are available from the Health & Safety Team.

Information Sharing

The outcome of all Fire Risk Assessments will be shared across the University either directly with the duty holder or in electronic format on a shared drive. All staff representative bodies will have access to the outcomes of all fire risk assessments. The Fire Safety Adviser will liaise with the relevant duty holder ensuring that any issues raised are closed off in accordance with any action plan/report issued.

5 steps of a Fire Risk Assessment



9. Fire Prevention

Pro-active control measures should be implemented to reduce the source of ignition and risk from fire, including:

- Identifying, reducing and controlling potential fuel sources
- Identifying, reducing and controlling all ignition sources
- Evaluating, controlling and reducing all identified risks
- Controlling occupancy use and numbers
- Ensuring awareness of fire detection/alarm system
- Reducing the threat of wilful fire raising

9.1. Faulty Electrical Appliances and Leads

Faulty electrical appliances account for a large number of fires within residential buildings in the United Kingdom.

Edinburgh Napier University has a large amount of residential accommodation and the number of electrical appliances within this accommodation is increasing at a rapid rate. Student Accommodation Staff are responsible for enforcing the licence/lease agreement. This agreement includes reference to the condition and number of electrical appliances, and that they shall not be detrimental to safety. Guidelines on safety of electrical appliances is available from Property & Facilities. Portable Appliance Testing (PAT) is carried out through Property & Facilities on a regular basis. If Student Accommodation Staff have concerns over the electrical safety of appliances they can request that these are tested by Property & Facilities.

9.2. Prohibitions

To ensure a level of fire prevention the following activities are prohibited:

- No storage of materials against buildings.
- No open refuse skips to be placed within ten metres distance of the building. All skips to be enclosed and not allowed to overflow.
- No temporary buildings to be placed within ten metres distance of the building unless of one hour fire construction and class 1 surface spread of flame.
- No gas cylinder storage on site by contractors without prior written permission.
- No burning of rubbish onsite unless within a designated incinerator or area.
- No portable heaters (except in an emergency and by agreement with Property & Facilities).
- No portable fan heaters shall be left unattended whilst in use.
- No candles or other naked flames in residential accommodation.
- No smoking, including vaping and use of e-cigarettes, except in designated external smoking shelters.
- No personal equipment unless authorised and PAT tested by Property & Facilities.
- No hot works unless via permit and accompanied by a specific risk assessment and method statement.

9.3. Firefighting Access

Access to buildings must be maintained, control measures should be extended to the building curtilage, surrounding land use and vehicle access together with arrangements in the event of the Fire & Rescue Service attendance. Security staff will, when informed of the premises requirements, provide assistance in meeting the requirements in support of:

- Access
- Information
- Water Supply
- Salvage and Damage Control

9.4. Disabled Persons

Please refer to Section 7.5 which outlines the responsibilities of each School/Service in relation to disabled persons.

Each School/Service shall establish and maintain the disabled user-profile for the area, i.e. how many, where, when, nature of any disability, whether ambulant, accompanied, employee or infrequent visitor, and ensure the adequacy of arrangements and information on fire emergency procedures and temporary waiting spaces. Where appropriate personal emergency evacuation plans shall be developed.

Further reference should be made to the [PEEPs section](#) on the Health and Safety website.

9.5. Reduction in Unwanted Fire Alarm Signals (UFAS)

The Scottish Fire & Rescue Service have committed to reducing all unwanted fire alarm signals (UFAS) and the Health & Safety Team on behalf of the University monitor all unwanted calls. As part of this management plan the University will take proactive action to reduce all unwanted calls. Statistics are presented at each University Health and Safety Committee including any actions taken to prevent re-occurrence.

9.6. Audit and Review

The Health & Safety Team shall establish a regular audit of the premises fire precautions. The audit shall be undertaken to a frequency demanded by the prevailing risk. Fire audit checks shall be undertaken prior to special events with large assembly and public entertainment events.

9.7. Student Accommodation

All Student Accommodation managed by the University are covered by this policy and fire safety management procedures and supplemented by the “Fire Safety Management Strategy” and emergency procedure for each individual student accommodation complex.

9.8. Buildings Undergoing Refurbishment and Repair

Where Property & Facilities and any Deans of School/Directors of Service that appoint consultants or contractors responsible for organising works, they shall comply fully with the Edinburgh Napier [Code of Practice for the Management of University Contractors/Works](#). Where the proposed alterations or refurbishment result in change to the internal design with consequences for fire safety, the project manager shall ensure consideration is given towards the premises current compliance with standards and shall produce detailed relevant information for consideration in the scheme development. Appropriate advanced liaison with the Health & Safety Team and representatives of the users most likely to be affected should take place in advance of work proceeding. The amended/updated fire risk assessment shall be produced by the Health & Safety Team and communicated to the Occupiers, Campus Principal, Deans of School/Directors of Service and Director of Property & Facilities. A copy of the fire risk assessment shall be placed in the premises 'Fire Log Book' and the Health & Safety central register.

Where reasonable and practicable, fire precaution improvement to current standards shall be included in all future works. When works are not fully progressed, notice with details shall be provided to the Property & Facilities Maintenance Manager for inclusion in the long-term maintenance programme.

Managers responsible for organising maintenance or similar type works shall comply fully with the [Code of Practice for the Management of University Contractors/Works](#).

10. Events

All events taking place in any University properties must take into account all University fire safety measures and where appropriate further permission, information and advice must be sought from senior management, Property & Facilities, the Health & Safety Team and any other relevant specialists.

11. Fire Protection and Support Services

Property & Facilities is responsible for establishing the standards and best practice in fire precautions and in the design and maintenance for fire protection. No works to the building fabric or services is to take place without prior approval from Property & Facilities/Health & Safety.

11.1. Active Fire Protection

Property & Facilities will provide and maintain to current standards the active systems necessary to identify and respond to an incident and to enable quick escape including:

- Fire detection
- Emergency lighting
- Smoke control
- Fire suppression

- Weekly sample testing of fire detection and alarm systems
- Monthly sample testing of emergency lighting systems

The responsibility for weekly testing and logging of results will rest with the Property & Facilities Maintenance Manager to enable more effective control of the premises and ensure system maintenance.

11.2. Passive Fire Protection

Property & Facilities are responsible for maintaining to current standards the permanent features that are part of the fabric and layout of the building including:

- Structural fire protection
- Means of escape
- Smoke control
- Fire stopping

Deans of School/Directors of Service responsibilities will extend to activities that interfere with fire precautions, that are outside of Property & Facilities control, such as:

- Cable installations that may breach fire barriers
- Misuse of escape doors or obstruction to means of escape
- Wedging open fire doors
- Obscuring fire door notices and observation panels
- Security measures that restrict emergency escape and evacuation time

11.3. Firefighting Equipment

Property & Facilities will provide and maintain firefighting equipment for use by the building occupants and ensure the fire equipment remains in the proper location within the building and is not misused.

It is the responsibility of Deans of School/Directors of Service to identify specific staff who require training in firefighting equipment. In addition the Health & Safety Team will identify specific risk groups for fire extinguisher training.

It is the policy of Edinburgh Napier University to encourage all persons to raise the alarm and evacuate the building following the established procedures, extinguishing the fire using firefighting equipment only if they have been trained to do so, confident in their use and are not taking any personal risk.

11.4. Fire Safety Signage

The Health & Safety Team will advise on the provision and maintenance of fire signage to ensure legal conformity. Schools/Services are responsible for informing the Health & Safety Team where they consider the signage provision to be insufficient, perhaps due to changes in use, internal space

arrangement or where users find interpretation of direction unclear. Fire action notices will be provided through Property & Facilities/Health & Safety Team. Fire action notices are most appropriately displayed adjacent to fire call points, main entrances and final escape doors. Poster display, signs or any other form of notice must not obscure fire door notices and vision panels.

11.5. Means of Escape Doors

Emergency exit doors, including those along exit routes, must not be locked or fastened in such a way that they cannot be easily and immediately opened by any person who may require to use them in an emergency.

Alterations or replacement to provide new emergency exit hardware shall only take place after written assessment of user requirements and means of escape by Health & Safety and Property & Facilities. Liaison with the Security Manager shall take place to ensure optimum security levels are achieved under the prevailing circumstances.

No electrical locking mechanism or security system shall be connected into the fire alarm system in such a manner to act as primary means of opening the escape doors and raising the fire alarm. Persons considering the use of electrical locking mechanisms shall make themselves fully aware of the safety implications and consult fully with the Health & Safety Team.

Where it is necessary to secure fire exit doors against entry from the outside, they shall not be locked or fastened in such a manner that they cannot be easily and immediately opened from the inside without the use of keys during all periods of occupancy.

12. Fire Drills and Training

The Health & Safety Team will co-ordinate scheduled practice fire drills to assess the effectiveness of their emergency procedures. The Health & Safety Team is also available to provide employees with fire training on request. There is a legal requirement that all employees shall receive fire safety training, that this shall be provided on induction into employment and repeated periodically as appropriate. Staff are required to complete the Essential Skillz online fire safety training package on commencement of employment and every two years thereafter. Additional fire training as well as any mandatory fire training for specified roles within Edinburgh Napier University will be provided where necessary by the Health & Safety Team.

13. Hazardous Database

All Schools/Services which use chemicals/substances must ensure their location and amounts are logged and kept up to date within the University hazardous database. In the event of a fire, Security Staff will make the relevant information from the hazardous database available to the Scottish Fire & Rescue Service.

- Security Staff to access system on computer, link is set up on computer screen so that direct access can be gained
- Click on the link
- Go to Reports tab
- Put in the campus, location, room number and then generate the report
- Send to printer or show Scottish Fire & Rescue Service on the screen

14. Records and Reporting of Incidents

14.1. Records

Property & Facilities shall maintain, readily accessible and on the premises, a 'Fire Log Book', which shall record all the fire related visits, training and servicing of equipment. The initial provision of this record book shall be provided by Health & Safety. It is then the responsibility of Property & Facilities to maintain and make available for recording purposes and inspection by the Scottish Fire & Rescue Service. Most of these records will be kept electronically by Property & Facilities, with these being identified in the fire log book and list below. The Health & Safety Office also hold specific records as mentioned in the list below. The contents of the 'Fire Log Book' shall at the very least contain records of:

1. Introduction
2. Inspection of Log – recorded in log book
3. Fire Alarm System – test dates recorded in log book, full records held by Property & Facilities
4. Emergency Evacuation Drills – dates recorded in log book
5. Unscheduled Evacuations – records held by Health & Safety Office
6. Automatic Fire Detection System - dates recorded in log book, full records held by Property & Facilities
7. Means of Escape – inspection dates recorded in log book
8. Fire Doors and Electromagnetic Door Catches – inspection dates recorded in log book, full records held by Property & Facilities
9. Emergency Lighting System – inspection dates recorded in log book, full records held by Property & Facilities
10. Firefighting Equipment – full records and contractors' inspections held by Property & Facilities
11. Recording of Fire Instruction and Training – records held by Health & Safety Office
12. Fire Risk Assessments/Fire Inspections – records held by Health & Safety Office

14.2. Reporting of Incidents

Any fire resulting in smoke, heat or flames whether damage is evident or not and any near miss resulting in damage by charring or overheating (e.g. radiated heat from a heater/light source or the overheating of electrical wiring necessitating wiring repairs) shall be reported to Security Staff, with contact name and telephone number being supplied. Security Staff will inform all other relevant persons, including Property & Facilities senior management, Health & Safety Team and the

appropriate Dean of School/Director of Service. The Health & Safety Team when appropriate will carry out an investigation and report. In addition any lightning strikes shall also be subject to a report.

15. Emergency Procedures (including evacuation)

On hearing the alarm, all persons should leave the building by the nearest available exit closing doors behind them and then proceed to their nearest assembly point. No person should re-enter the building until informed by the Senior Fire Co-ordinator, Security Staff or Scottish Fire & Rescue Service.

The University provides an effective emergency communication system through the Security Control Room (0131 455 4444), which is staffed at all times.

The emergency procedures are documented and notices displayed within the premises. University staff should be familiar with the procedures specific to their place of occupancy. Deans of School/Directors of Service shall ensure staff, students, conference delegates, visitors and contractors within the building are informed of the action to take in the event of an emergency.

Lifts are not to be used if the fire alarm sounds. If someone gets trapped in the lift, then the designated lift procedure is to be followed.

15.1. Local Emergency Plan

The Campus Principal and Deans of School/Directors of Service shall document and maintain a local emergency plan. Normally this will form part of the relevant emergency response and business continuity plan. Arrangements shall be maintained so that secure contacts and effective liaison with Security Staff when an incident occurs are in place to provide advance information required for any rescue work and firefighting. Information on any special risks present in the building or locality should also be made available where applicable. Regular scheduled evacuation drills which take place support the continued effectiveness of the Local Emergency Plan.

15.2. University Fire Precautions and Procedures for Staff and Students

All staff, students visitors and contractors must be made aware of the University's fire precautions and procedures and the location and operation of temporary waiting spaces.

Further information can be found on the Health and Safety staff [intranet](#) and [myNapier](#) and in the main University Health and Safety Fire Precautions and Procedures booklet.

15.3. Emergency Response Escalation

In the event of a fire, the situation will be escalated and managed in accordance with the University's Crisis Response Plan in circumstances where:

- fire has been detected and confirmed, and

- there is smoke and water damage; and
- there is a requirement to close part or all of the campus
- [Emergency Response Procedures](#)

16. Scottish Fire & Rescue Service

From July 2023, the Scottish Fire & Rescue Service are implementing a new procedure for their attendance at automatic fire alarm activations, in response to the high number of unwanted fire alarm signals (UFAS) that they receive.

16.1. Non-Sleeping Premises

Scottish Fire & Rescue Service will only attend a fire alarm activation at non-sleeping premises if a known fire has been reported. This also includes premises which have an automatic collector service in place. The responsibility of managing/investigating fire alarm activations and calling Scottish Fire & Rescue Service in the event of a fire will now lie with Edinburgh Napier University. If a fire is reported/discovered, the Scottish Fire & Rescue Service should be called by 999, upon which a full appliance response will be dispatched.

16.2. Sleeping Premises (Student Accommodation)

Scottish Fire & Rescue Service will attend fire alarm activations at sleeping premises (student accommodation) with the following caveats. Between the hours of 0700 and 1800, one fire appliance will attend and between the hours of 1800 and 0700 two fire appliances will attend. If a fire is reported/discovered, the Scottish Fire & Rescue Service should be called by 999, upon which a full appliance response will be dispatched.

17. Appendix A

Emergency Procedure – evacuation normal hours

Emergency Procedure – evacuation out with normal hours

Emergency Procedure – evacuation in normal working hours

Automatic Receiving Centre (ARC) notified of activation due to automatic detection being triggered –
 ARC will notify Scottish Fire & Rescue Service and Security Control at Merchiston
 Scottish Fire & Rescue Service will only respond and attend when they have been notified of a confirmed fire

Building occupants: exit using nearest available emergency exit and proceed to designated assembly point

Senior Fire Co-ordinator*

- Make way to Campus Security Office/main fire panel and two-way temporary waiting space panel
- Collect hand-held radio from Security Office/iPoint
- Check main fire panel and note location of activation
- Check two-way communication panel for temporary waiting space
- Communicate with any persons in the temporary waiting space(s)
- Determine evacuation requirements (e.g. evacuation chair)
- Check and communicate at regular intervals
- List temporary waiting space users and location
- Fire wardens will liaise and report any issues
- Ensure all persons are evacuated to assembly points
- Pass list to Scottish Fire & Rescue Service as and when required

*If no Senior Fire Co-ordinator or deputy available, Security Staff will undertake these duties

Security Staff (minimum team of two)

- Make way to Campus Security Office/main fire panel and two-way temporary waiting space panel
- Confirm with Merchiston Security Control fire activation has taken place at that campus
- Give Security Control the location of the activation and ask them to check CCTV
- Security staff (single member of security staff on campus must await arrival of second team member – from Merchiston or mobile team) to investigate cause of activation, not putting themselves in danger (relevant training provided by H&S)

Fire

- If confirmed as a fire^{1,2} dial 999 (fire service) to ensure full Scottish Fire & Rescue Service response and attendance and confirm a fire to Merchiston Security Control
- Alert Merchiston Security Control to request attendance of security rescue team, if not already in attendance
- Confirm with Merchiston Security Control when Scottish Fire & Rescue Service are in attendance
- Prepare location, gather information and ensure access routes kept clear awaiting Scottish Fire & Rescue Service arrival
- **Note: hazardous database** data needs to be accessed and made available to the Scottish Fire & Rescue Service (require room number and adjacent rooms, also upper and lower floors)
- Present information to the Scottish Fire & Rescue Service
- Persons may only re-enter the building when given authorisation by Scottish Fire & Rescue Service

False Alarm

- If identified as a false alarm, contact Merchiston Security Control
- Merchiston Security Control to confirm false activation to Automatic Receiving Centre
- Persons may only re-enter the building when given authorisation by Senior Fire Co-ordinator or Security Staff

Scottish Fire & Rescue Service / Senior Fire Co-ordinator / Security Staff / Security Evacuation Team
 (If a fire, Scottish Fire & Rescue Service will assess if evacuation rescue is required, in discussion with Senior Fire Co-ordinator/Security Staff)

No Fire / False Alarm - No Evacuation Rescue Required

Senior Fire Co-ordinator / Security Staff

- Notify the persons in the temporary waiting space to stay in temporary waiting space until further instruction (e.g. false alarm/investigation update)
- Notify persons in the temporary waiting space when the incident is closed
- Persons may return to work/class

Fire – Evacuation Rescue Required

Scottish Fire & Rescue Service / Senior Fire Co-ordinator / Security Staff / Security Evacuation Team

- Notify persons in the temporary waiting space that assistance is on its way

Scottish Fire & Rescue Service will effect an evacuation rescue in the event of a fire or emergency situation

Evacuation Team (2 trained Security Staff)

- Make way to the temporary waiting space using the safe access route
- Assess and transfer person into evacuation chair
- Descend stairs to the exit and proceed to assembly point
- On closure of the incident take the person in the evacuation chair back to the temporary waiting space
- Transfer them back into chair or back to original location

Notes:

1. Definition of real fire: any fire where smoke and flames are evident - either within or external to the building – that may affect the building operations
2. Escalation of incident to University Leadership Team: where the incident is determined to influence the occupation of the building, University Leadership Team to be notified, e.g. buildings cannot be occupied due to fire/smoke and/or water damage

Emergency Procedure – evacuation out with normal working hours

Automatic Receiving Centre (ARC) notified of activation due to automatic detection being triggered –
ARC will call Scottish Fire & Rescue Service and Merchiston Security Control
Scottish Fire & Rescue Service will only respond and attend when they have been notified of a confirmed fire

Building occupants: exit using nearest available emergency exit and go to designated assembly point

Security Staff (minimum team of two)

- Make way to Campus Security Office/main fire panel and two-way temporary waiting space panel
- Confirm with Merchiston Security Control fire activation has taken place at that campus
- Give Security Control the location of the activation and ask them to check CCTV
- Security Staff (single member of Security Staff on campus **must** await arrival of second team member – from Merchiston or mobile team) to investigate cause of activation, not putting themselves in danger (relevant training provided by H&S)

Fire

- If confirmed as a fire^{1, 2} dial 999 (fire service) to ensure full Scottish Fire & Rescue Service response and attendance and confirm a fire to Merchiston Security Control
- Alert Merchiston Security Control to request attendance of security rescue team, if not already in attendance
- Confirm with Merchiston Security Control when Scottish Fire & Rescue Service are in attendance
- Prepare location, gather information and ensure access routes kept clear awaiting Scottish Fire & Rescue Service arrival
- **Note: hazardous database** data needs to be accessed and made available to the Scottish Fire & Rescue Service (require room number and adjacent rooms also upper and lower floors)
- Present information to the Scottish Fire & Rescue Service
- Persons may only re-enter the building when given authorisation by Scottish Fire & Rescue Service

False Alarm

- If identified as a false alarm, contact Merchiston Security Control
- Merchiston Security Control to confirm false activation to Automatic Receiving Centre
- Persons may only re-enter the building when given authorisation by Senior Fire Co-ordinator or Security Staff

Temporary Waiting Space – two-way communications panel

- Check two-way communications panel
- Communicate with all persons in the temporary waiting space
- Check and communicate at regular intervals
- Determine evacuation requirements (e.g. evacuation chair)
- List temporary waiting space users and location
- Pass list to Scottish Fire & Rescue Service if and when required

Scottish Fire & Rescue Service / Security Staff / Security Evacuation Team

(If a fire, Scottish Fire & Rescue Service will assess if evacuation rescue is required, in discussion with Senior Fire Co-ordinator/Security Staff)

No disabled rescue required

- Notify the persons in the temporary waiting space(s) to stay in temporary waiting space until further instruction (e.g. false alarm/investigation update)
- Notify persons in the temporary waiting space when the incident is closed
- Persons may return to work/class

Disabled evacuation required

Scottish Fire & Rescue Service will effect an evacuation rescue in the event of a fire or emergency situation

Evacuation Team (2 trained Security Staff)

- Make way to the temporary waiting space using the safe access route
- Assess and transfer person into evacuation chair
- Descend stairs to the exit and proceed to assembly point
- On closure of the incident take the person in the evacuation chair back to the temporary waiting space
- Transfer them back into chair or back to original location

Notes:

1. Definition of real fire: any fire where smoke and flames are evident - either within or external to the building – that may affect the building operations
2. Escalation of incident to University Leadership Team: where the incident is determined to influence the occupation of the building, University Leadership Team to be notified, e.g. buildings cannot be occupied due to fire/smoke and/or water damage