



# University of Glasgow

## **Building:**

Kelvin Building

## **Address:**

**Science Way, Gilmorehill Campus**

## **Emergency Fire Action Plan and Building Safety Information**

(Revised: January 2023)

Listed below are the procedures and other matters which are necessary to ensure fire safety and evacuation in case of a fire alarm within the Kelvin Building.

### **1. STAFF TRAINED IN EMERGENCY FIRE PROCEDURES**

#### **Fire Safety Coordinator (FSC)**

Colin Craig

#### **Deputy Fire Safety Coordinator**

David Truesdale (tbc)

#### **Fire Wardens**

Alan Bowman <Alan.Bowman@glasgow.ac.uk>;

Andrew Fraser <Andrew.Fraser@glasgow.ac.uk>;

Bryan Barr <Bryan.Barr@glasgow.ac.uk>;

Colin Craig <Colin.Craig@glasgow.ac.uk>;

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Robert Adair <Robert.Adair@glasgow.ac.uk>

#### **BUILDING OCCUPANCY**

The Kelvin Building is a multi-occupied building with accommodation as follows:

**Biology and Plant Sciences Level 1 Room 137**

**Radiation Protection Service, Level 1 Rooms 102 a-c & 105a**

All occupiers are expected to respond under the terms of this single evacuation plan.

## 2. MEANS OF WARNING

The means for warning in the event of fire is the continuous sounding of a sounder.

## 3. PROCEDURES IN EVENT OF FIRE/PROCEDURES ON DISCOVERING A FIRE

Staff on discovering a fire should raise the alarm by operating the nearest fire alarm manual call point, and on ensuring that the Fire and Rescue Service (FRS) have been contacted (see arrangements below) may attempt to put out the fire **BUT** only if they are trained and it is safe to do so.

On hearing a warning of fire, staff are required to evacuate the building in a quick but calm manner and proceed to the assembly point(s) as indicated in the Fire Action Notices. Where possible all doors should be closed which staff have to pass through on leaving the building.

Fire Action Notices giving this information are displayed in prominent positions throughout the building. Building occupants should ensure they are aware of this information.

A copy of a typical Fire Action Notice is attached at Appendix 1.

## 4. CALLING THE FIRE & RESCUE SERVICE

University fire alarm and detection systems are monitored by:

Gilmorehill Campus is linked to Central Services Security Main Gatehouse.

Enter details of third-party alarm receiving centre if outwith the two campuses. N/A

In order to limit unwanted fire alarm signals, fire alarm activations to these monitors will start an investigation process (with the possible exception of third-party monitoring) that may or may not result in an emergency call to the FRS. This process enables the University to manage false alarms locally, with no immediate call being made to the fire service until a local investigation has been undertaken and an emergency has been confirmed. To facilitate this process, the building occupier should, from a place of safety and without putting themselves at risk, place a backup call to: -

Gilmorehill Campus **4444** by internal phone system.

This call is to confirm the fire alarm has activated and the building address. It should also include information such as: -

- Confirmed fire and location.
- Suspected false alarm and reason.
- Unable to ascertain at present cause of activation.

## 5. DURING A FIRE ALARM

When a fire alarm sounds all building occupants must evacuate to the assembly point(s), which are detailed in the general fire action notices.

To assist in this evacuation each building has a FSC and, where appropriate, trained Fire Wardens. The Fire Wardens each have responsibility for ensuring that the various levels are fully evacuated, as follows:

A description of their duties is attached at Appendix 2 and 3.

Central Services Security will attend every fire alarm incident on Gilmorehill & Garscube Campus. When required they will meet the fire service at the main gate and direct them to the incident or meet them at the incident address. Along with relevant building occupants and other University staff as required, provide information and assistance as appropriate.

Where the attendance of the FRS is required the FSC should go to the main panel, liaise and assist the most senior fire & rescue officer and arrange an escort (if safe to do so) to the scene of the incident. Silencing and resetting of the fire alarm panel will be at the request of the fire officer and persons will not be allowed to re-enter the building until the FRS officer has declared it safe to do so.

## **6. BUILDING OCCUPANTS REQUIRING ASSISTANCE DURING FIRE ALARM EVACUATIONS**

When a fire alarm sounds all building occupants must evacuate by the nearest escape route to the designated assembly point, as detailed in the fire action notices.

It is the Head of Management Unit's responsibility to ensure everyone within the building can safely evacuate in the event of a Fire. **This is devolved to the FSC, who has "operational responsibility" unless Facilities Services have primary management control in the building.**

In addition, identify anyone who requires special assistance in the form of a PEEP to assist them to escape in the event of fire. The outcome of this process will determine whether an Evacuation Chair is needed, which will be followed up separately if required.

## **7. FIRE FIGHTING EQUIPMENT**

Firefighting equipment is generally provided at fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers, wood working machinery etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the seat of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. All trained staff are required to familiarise themselves with the fire extinguishers provided within the relevant premises and the fire classification that may influence their limitations of use.

Where any firefighting equipment has been used or is deemed unsatisfactory, the Senior Fire Safety Advisor should be advised to facilitate replacement or investigation as necessary.

## **9. TRAINING**

E-Learning fire safety module is available for all staff via My Glasgow, including general fire safety and fire extinguisher information; this should be completed at least every 3 years. Where persons have no access to a computer, they should via their supervisor contact the Senior Fire Safety Advisor to arrange for alternative Fire Safety Training. FSC and Fire Warden training courses are also available and can be booked through CORE.

Where students are present Fire Drills are carried out bi-annually and arranged by Facilities Services if they have primary management control in the building. In other buildings Facilities Services will act in consultation with the FSC to agree suitable drill times and to activate the alarm and reset the fire alarm panel. The FSC should ensure that arrangements are made for appropriately timed drills to be carried out. Drills will be carried out at a suitable time each year, ideally one per semester.

Where buildings are staff only one fire drill year is normally sufficient.

## **10. TESTING AND MAINTENANCE OF FIRE EQUIPMENT**

Certain routine tests and checks on fire alarms and means of escape are carried out by the FSC, Fire Wardens or Facilities Services. This includes a weekly test of the Fire Alarm System and walking the emergency escape routes, Monday morning before 9 am.

Other fire equipment e.g., fire extinguishers, emergency lighting and regular maintenance of the fire alarm system is maintained by central maintenance contracts managed by Estates and Buildings.

## **11. EMERGENCY PROCEDURES DURING TEMPORARY FAILURE OF FIRE EQUIPMENT**

During situations as above involving fire alarms, emergency lighting etc., Central Services Security should be informed in the first instance. They can then notify Estates and Buildings, University Fire Officers or other staff as appropriate who will instigate suitable measures.

## **12. RECORDING TESTS, MAINTENANCE AND TRAINING**

All of the above should be recorded in the relevant segments of the Fire Logbook provided to all FSCs or Facilities Services.

## **13. BUILDINGS UNFIT FOR USE FOLLOWING A FIRE**

If a building is unfit for use following a fire or similar incident, Central Services will implement recognised procedures. Building occupancy will be notified and suitable arrangements undertaken.



## **Fire action**

In these premises the Fire Warning is given by the continuous sounding of a



**On discovering a fire**



**Raise the Alarm by operating the nearest Fire Alarm Call Point.**



**On hearing a Warning of Fire**

**Evacuate the premises quickly and calmly and proceed to the Assembly Point at**



**Where possible, close all doors through which you pass on leaving the building.**



**Do not delay your departure by collecting coats or other personal belongings.**

**Do not use lifts as a means of escape.**

**Do not re-enter the building until a Fire Brigade Officer has stated that it is safe to do so.**

Appendix 1

## Appendix 2

### Duties of Fire Safety Coordinator & Depute Fire Safety Coordinator & Facilities Services

The FSC (and Depute) or Facilities Services is the “Responsible Person” as described in Part 1 of British Standard 5839:2017. In the University, the duties are supplemented by certain others relating to security.

**Facilities Services teams will normally also undertake the FSC role within some larger communal buildings where Facilities Services have the primary building management role. This will include testing and checks on fire safety equipment and escape routes as detailed below.**

His/her function is to advise the Head of Department and Departmental Safety Personnel on matters relating to fire precautions and emergency procedures. Duties are as follows: -

1. Undertake the FSC training course provided by SEPS fire safety team.
2. Carry out and record regular inspections of escape routes within their area of responsibility with the aim of ensuring that they are kept clear and able to be used in an emergency. Rectify or report faults via local management and, where appropriate, to SEPS and/or Estates.
3. Monitor the building fire alarm panel, reporting any indicated fault to Estates, and to SEPS, for prompt attention and repair.
4. Keep a check on existing fire protection equipment (fire extinguishers, signs, permanently lit emergency lighting etc.) reporting any damaged or missing items promptly.
5. Carry out regular fire alarm tests (target frequency-weekly) and maintain a record of these within the building Fire Precautions Logbook.
6. Initiate at least two fire drills per annum. This can be done in consultation Facilities Services and with SEPS, where additional advice or support is required.
7. In collaboration with other staff within the building, ensure that in a situation requiring the attendance of the emergency services (e.g., FRS), adequate information is available to inform them of the presence and location of materials and processes within the building that may pose a particular risk to them. (Information on this is sought periodically by SEPS.)
8. Ensure that fire incidents are reported to the SEPS.
9. Co-ordinate the activities of the local fire warden team where such arrangements are in place.
10. Assist in the development of appropriate arrangements for assisting the evacuation of sensory or mobility impaired occupants. (Security provide support for this.)
11. Ensure that current copy of Fire Risk Assessment is held within the building Fire Precautions Register.
12. Assist, where practicable, with monitoring and supporting the Estates-led Fire Alarm Isolation Permit and procedures for the building.

## **Appendix 3**

### **Fire Warden Duties**

In larger buildings and those with large transient populations, it is important that in an emergency such as a fire, everyone can be quickly guided out of the building. Heads of Department are therefore required to formally appoint Fire Wardens from those members of staff whose work keeps them within the building during normal working hours. Fire Wardens should normally have the following duties:

1. Undertake the Fire Warden training course provided by SEPS fire safety team.
2. Be familiar with exit routes from the building in which they normally work.
3. Draw the attention of the FSC, Local Health and Safety Committee or the Head of Unit to any deficiency or obstruction on these routes.
4. During planned fire drills, direct and support staff, students and visitor to reach appropriate fire exit routes, check that everyone has exited the building and report on any difficulties encountered during the drill to the FSC.

#### **IN THE EVENT OF ALARM OR FIRE, SO FAR AS THEIR OWN SAFETY ALLOWS:**

1. Instruct personnel in the area in which they find themselves to vacate the building, pausing only to make any equipment safe.
2. Guide personnel along exit routes and help those whose routes are obstructed to find alternative routes.
3. Provide support to those requiring assisted evacuation, helping them to reach either an evacuation lift (if present) or stairway waiting areas and to use emergency communications systems provided, or mobile phone, to advise Security that assistance is required. The evacuation arrangements should be detailed within the person's PEEP.
4. On leaving the building, help to move building users from the vicinity of the exits and towards suitable assembly areas.
5. Building users should not re-enter the building until so instructed by a senior FRS Officer or by University Security acting on FRS advice. (Trained evacuation teams may enter to provide assisted evacuation if this is required.)
6. Should any person refuse to co-operate with the Fire Warden, to warn such persons and note the incident for reporting to the Head of Unit and to SEPS Senior Fire Safety Adviser.
7. Report the successful evacuation of their area of responsibility to the senior University staff member present (who is expected to take charge during such an emergency).



## Appendix 4

### How to carry out weekly fire alarm test

#### BEFORE THE TEST:

1. Advise the appropriate Gatehouse **OR** alarm receiving centre before you carry out a fire alarm test by phone.

#### FOR THE TEST

1. Depending on the type of fire panel you may require enter a code or turn a key to **Enable** and ensure any override functions have been activated. Some panels do not require a key or code to operate.
2. Enter details of how to test Manual Call Points (MCP) in Fire Logbook.
3. Test a MCP (next in sequence) by using the test key.
4. Test a different MCP once a week (preferably same day and time) and record which one you test in the Fire Logbook (by number or location).
5. When testing a MCP and sounders activate allow approximately 5 seconds to elapse before silencing system by pressing the **Silence** button.
6. Once you hear that all the sounders have stopped, press the **Reset** button on the panel.
7. If at any time the panel fault buzzer is operating press the **Mute** button to silence it, note the fault as per display on the panel and report the fault through Estates and Buildings Helpdesk.

#### AFTER THE TEST

1. Phone the Gatehouse or alarm receiving centre to check if they received the signal from the panel. If they have not received the signal, submit a line through Estates and Buildings to request a call out from our fire alarm maintenance contractor.

2. **Update the Fire Folder accordingly:** -

Complete the following: -

Weekly fire alarm test page.

Weekly Automatic doors or electronically controlled doors.

Means of escape i.e., stairs, corridors, doors etc.

Drill page if required.

#### OTHER INFORMATION

1. **Pre-alarm** – some fire alarm systems will give an indication at the fire alarm panel only, that a detector has picked up information from a room that may lead to a fire alarm condition.

This information given at the panel is only useful if someone is at the panel at that time. It is not intended as a delay in the system.

2. Location of fire assembly point(s)

A:- Outside new building entrance between Estates & Building and Chemistry Buiding

B:- Up the stairs between Botany Building and Kelvin building

C:- Outside Old building Entrance car park area

