



University of  
St Andrews

## Fire safety guidance for staff and students

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## Fire Safety Guidance

1. Introduction
2. Fire Prevention
3. Raising the Alarm
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5. Escape Routes – Means of Escape
6. Emergency Egress Procedures for Staff / Students / Public with Impairments

Appendix 1 - Fire Action Notice

Appendix 2 - Emergency Egress Questionnaire for Staff with Impairments

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### 1. Introduction

Fire safety guidance will be split into two documents:

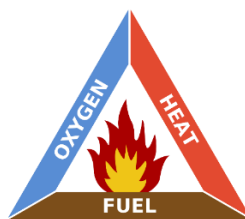
- **Fire Safety Guidance for Managers** - Which will deal with the technical requirements for fire safety and compliance with fire safety legislation.
- **Fire Safety Guidance for Staff and Students** - Which deals with personal fire safety issues and also with immediate risk to the safety of staff and students.

This document will deal with general good fire safety practice which should be undertaken by all staff and students. The document will not go into specific technical details but will give day to day fire safety good practice.

### 2. Fire Prevention

Fire kills; therefore, it is vital that we are able to keep ourselves and others safe from its consequences.

Fires require an ignition source, a fuel and oxygen - the fire triangle:



In its simplest terms, removal of either one will prevent or extinguish a fire.

It is vital that all students and staff play an active part in fire safety. From safe cooking practices in residences, to management of hazardous substances in laboratories. We all have our part to play.

Fire safety procedures are there for your safety and it is important that you understand them and follow to them. Failure to follow these procedures could place yours and others lives at risk.

Fire safety measures are key to ensuring that the buildings occupants can escape in the event of a fire and that any subsequent damage is mitigated. Fire safety measures must not be interfered with in any way.



### 3. Raising the Alarm

#### 3.1 Discovering a Fire / Fire Action Notice

On discovering a fire:

1. Raise the Alarm by activating a call point and shouting 'Fire'
2. Dial 999 (or 9-999 from internal landline phone) or 112 on a mobile phone and ask for the fire service
3. Always make a back-up call to 999 (or 112) even if the fire alarm has activated
4. Only tackle a fire:
  - if it does not delay your escape
  - you do not endanger yourself or others
  - you know how to use the equipment

On hearing the fire alarm:

- Leave the building by the nearest available exit
- Do not use the lift
- Alert those around you
- Close all doors behind you
- Report to the Assembly Point
- Do not re-enter the building unless instructed to do so (usually by the fire service)

Actions to be taken in the event of a fire are detailed on the Fire Action Notice (see Appendix 1). These notices should be posted at break-glass call points and in common areas.

#### 3.2 Fire Alarm Tests and Fire Drills

##### Fire Alarm Test

The fire alarm must be tested each week. The Head of School / Unit / Building is responsible for nominating an individual to perform this task by operating a break glass call point (in rotation) and recording it in the fire log book (either electronic or hard copy).

- The test should be carried out at the same time each week
- The alarm must be audible in all parts of the building
- Occupants must recognise the sound of the alarm
- The test should take place when the building is occupied
- The monitoring station must acknowledge that the signal has been



received

##### Fire/Evacuation Drills

Fire drills are an important part of ensuring that the occupants of a building are familiar with the emergency procedures including the location of their nearest exits and assembly points.

- A fire drill should be carried out at least twice per annum
- The building should be fully evacuated
- Evacuation times for all University buildings should be 2 to 3 minutes, but less than 5 minutes
- A debrief should be carried out in order to identify good practice and areas for improvement
- In large premises scenarios can be introduced to reflect what could occur in a fire, such as an escape route being unusable.
- The dates of fire drills should be recorded in the fire log book

### **3.3 Fire Wardens and Fire Marshals**

The evacuation strategy will include the appointment of fire wardens (to ensure evacuation of the building and ensure that people do not re-enter the building) and fire marshals who will communicate with fire wardens and the Scottish Fire and Rescue Service. The Director of EHSS will ensure that all fire wardens and fire marshals receive suitable fire safety training.

Residences with shared the responsibilities of fire wardens and fire marshals between RBS staff during normal working hours and the Wardenial staff outside of normal working hours.

### **3.4 Emergency Lighting and Fire Detector Tests**







Estates are responsible for arranging emergency lighting and fire alarm system maintenance and inspection. The results of the tests are available through Estates.

## 4. Firefighting Equipment and Suppression Systems

### 4.1 Fire Extinguishers

All extinguishers are red, with a coloured panel relevant to its classification.

### 4.2 Fire Extinguishers and Suppression Systems

		Type of Fire						Comments
		Class A - Combustible Materials (eg Paper, Wood)	Class B - Flammable liquids (eg Petrol)	Class C - Flammable gases (eg LPG)	Class D - Flammable Metals (eg Sodium)	Electrical - (eg Computers)	Class F - Deep Fat Fryers	
Type of Extinguishers								
Water		✓	✗	✗	✗	✗	✗	Do not use on liquid or electrical fires. See <a href="#">Guidance on use of water extinguisher</a>
Foam		✓	✓	✗	✗	✗	✗	Not suited to domestic use. <a href="#">Guidance on the use of foam extinguishers can be found here</a>
Dry Powder		✓	✓	✓	✓	✓	✗	Can be used safely on electrical systems up to 1000Volts  <a href="#">Guidance on the use of dry powder fire extinguishers can be found here.</a>
Carbon Dioxide (CO2)		✗	✓	✗	✗	✓	✗	Safe on both high and low voltage electrical systems <a href="#">Guidance on the use of CO2 extinguishers can be found here</a>
Wet Chemical		✓	✗	✗	✗	✗	✓	Used on extremely high temperature systems <a href="#">Guidance on the use of such extinguishers can be found here</a>
Fire Blanket (Small fires only)		✓	✓	✗	✗	✓	✓	The fire blanket can be used to smother fires or to place over most burning materials to delay the growth of a fire.  If using on a person it is vital that they Stop, Drop and Roll. <a href="#">Guidance on the use of a fire</a>

							<a href="#">blanket can be found here</a>
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Fire Extinguishers should only be used by persons with the appropriate training. Training in the choice and use of fire extinguishers can be found on the Essential Skillz Programme at URL: <https://web3.workwize.com/logins/companyLogin/6276>

The following guidance must also be considered:

**Do not** tackle the fire if:

- It is larger than a standard bin
- Hazardous materials are involved
- There is a risk to your safety and/or escape route being cut off by fire or smoke
- You have already discharged one extinguisher to no effect

Training in practical fire safety awareness and use of fire extinguishers should be arranged through your line manager/lecturer. Contact EHSS for guidance.

### 4.3 Fire Suppression Systems

#### Residences and Other Buildings – Sprinklers

Sprinkler systems operate automatically and only the sprinkler heads affected by fire operate. Sprinklers are designed to raise the alarm; keep the fire in check; save lives.

#### Laboratories - Fume Cabinets

Certain fume cupboards may be fitted with a suppression system, either inert gas or dry powder. These are designed to contain and extinguish fires within the fume cupboard - [see here](#).

#### Kitchens – Cooking Ranges

Fire suppression systems may be found in the larger catering kitchens above the cooking range. These may be manually or automatically activated. It is important for staff working in these areas to understand how each system operates.

### 5. Escape Routes – Means of Escape

Escape routes consist of four main elements:

- From a room
- Along corridors
- Via stairs
- To a place of safety

#### Room

Occupants of the room must be able to make their exit unhindered by obstacles or locked doors. If there is more than one door from the room you should identify if they all lead to an exit.

## Corridors

Corridors (circulation areas) should be free of all but essential furniture and decoration. This will ensure that they can accommodate all persons in the building evacuating at the same time. There must also be a limit to decorations, posters and other readily combustible materials that may be ignited, trapping people in rooms. Corridors may lead to another route which has a greater level of fire protection (protected routes). These routes must be free from all furniture and combustible materials.

## Stairs

Stairwells are generally protected routes and must be free from all furniture and combustible materials. Only small notice boards are permitted. The exit route may be down or upwards and occupants should make themselves familiar with the correct routes. There may also be 'waiting spaces' for persons with a disability.

## Place of Safety

The place of safety is either 'relative' i.e. an enclosed yard with a gate to the street; or 'ultimate' whereby you can move completely away from the building to safety.

### **5.1 Fire Safety Equipment and System – Interference**

Firefighting equipment and alarm systems are provided to save life. Interfering with this equipment is strictly forbidden. Any instances of interference must be reported as soon as possible to ensure that the equipment remains fully functional.

### **5.2 Furniture**

All upholstered furniture / bedding within offices within a University School / Unit should be labelled as Fire resistant as required by the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as modified in 1993, 2010. Furnishings which do not meet this standard should be removed from the School/Unit and suitably disposed.

No personal furniture should be allowed into Schools/Units that does not meet with this standard.

### **5.3 Electrical Equipment**

Faulty or misused electrical equipment is a common cause of fire. All portable mains powered electrical equipment must have been PAT tested within the last 2 years and a certificate for this testing must be available for inspection.

### **Personal Electrical Equipment**

Personal electrical equipment including mobile phone chargers etc should only be brought to the workplace if there is justification for its use. Students and staff should ensure that the equipment is authorised, in a serviceable condition and not misused.

### **5.4 Events in Accommodation Run by Residential and Business Services (RBS)**

The organisers must comply with all requirements of RBS which will include appropriate fire safety measures.

## **5.5 Events at Non-RBS University Facilities**

Organisers of events on University land must inform the Events Co-ordinating Group at least 8 weeks prior to the event. The organisers will have to comply with any fire safety guidance issued by this Group.

Organisers of significant events should in Schools / Units should notify the Head at least 8 weeks in advance. Where there is a potential fire risk associated with the event, the organisers should also inform the Director of EHSS for advice.

## **6. Emergency Egress Procedures for Staff / Students / Public with Impairments**

It is recommended that Personal Emergency Evacuation Plans (PEEPs) are produced for all those who declare an impairment which may affect their ability to egress a building.

While acknowledging the potential for individual differences in the emergency egress needs of people with similar disabilities, some general guidelines can be made to aid the emergency egress of disabled people in the absence of PEEPs.

### **6.1 Personal Emergency Evacuation Plans (PEEP)**

Staff, students or members of the public who have an impairment which would affect their egress from a building in the event of an emergency should have an appropriate PEEP produced and all relevant personnel informed of this PEEP. A PEEP for an individual can be produced with the help of the person concerned and the Fire Safety Officers from Environmental, Health and Safety Services. A form for undertaking PEEPs is given in Appendix 2.

Where it is not practicable to produce an individual PEEP as the person may only be visiting a building, it may mean that generic Building Emergency Evacuation Plans (BEEPs) for specific common impairments should be produced and made part of the evacuation management plan. Such generic BEEPs can be produced with the help of the Fire Safety Officers at Environmental, Health and Safety Services.

### **6.2 People with Restricted Vision**

#### **Egress from a Premise:**

Where practicable, a sighted person should lead those members of staff with restricted vision to safety. This could be one of the duties of a nominated 'Buddy' to do this or a duty of a Fire Warden. It is recommended that a sighted person should lead, inviting the other person to grasp their elbow, as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps etc.

### **6.3 People who are Deaf or Hard of Hearing**

Whilst it is possible that some people who have a serious hearing impairment may be able to make their way to a place of safety independently, difficulties may be encountered in identifying the fire alarm. Consideration should therefore be given to the following:



- Is the person a lone worker or 'out of hours' worker (identifying the need for specialised equipment e.g. flashing lights inter-linked to the fire alarm)?
- Is it always possible for a colleague or other member of staff to ensure that the person has been alerted?
- If in sleeping accommodation, is there a need for additional specialised equipment to wake the person?
- Does the person use a different form of communication e.g. sign language?

Specialised equipment is available (eg Deaf Alerters) in certain areas of the University (eg Residences and The Main Library). Staff should be aware of how this equipment works and ensure that it is suitably maintained.

## **6.4 People with Restricted Mobility**

### **6.4.1 Person with walking aids/restricted mobility. Consider:**

- Introducing a 'Buddy System' where a friend, colleague or member of staff will accompany the person to a refuge or safe area;
- Being prepared to allow able bodied persons to egress from the premises first;
- Being prepared to travel at a rate that is comfortable to the person with impaired mobility; Assessing the need for specialised equipment.

### **6.4.2 Wheelchair Users. Consider:**

- Identifying locations for wheelchair refuges and means of communication from refuges;
- Identifying if a wheelchair user can reach the refuge unaided. If not, consider the introduction of a 'Buddy System';
- Identifying the best method of egress or if there is a need for the provision of specialised equipment (e.g. Evac-Chair);
- As wheelchair users are experienced in transferring from the wheelchair to other forms of seating, they should be allowed to determine the method for transferring from the wheelchair to the specialised equipment.

## **6.5 Use of Lifts**

The use of a normal passenger or goods lift for egress purposes is not be permitted, as it is possible that people may become trapped within the lift itself.

## **6.6 Evac-Chairs**

Special chairs (Evac-Chairs) which can be used to transport persons requiring assistance down a stair are available from Safety Services. Guidance on the means of escape from University buildings for persons requiring assistance and training in the use of Evac-Chairs is available from the Fire and Training Officer from Environmental, Health and Safety Services. The Fire Wardens and the Fire Marshal should be involved in making arrangements for assisting disabled persons to use an Evac-Chair in the event of a fire or other emergency.

## **6.7 Temporary Waiting Spaces/Refuges**

Each Temporary Waiting Space should have an appropriate sign which gives a description of the location where the person is located. This is vital to pass this information onto the Scottish Fire and Rescue Service when they arrive.



# **FIRE ACTION**

## **ON DISCOVERING A FIRE**

1. Sound the alarm.
2. Dial  to call the Fire Brigade.
3. If possible, tackle the fire using the appliances provided. (Do not endanger yourself or others in doing so).

## **ON HEARING THE FIRE ALARM**

4. Leave the building by the nearest available exit.
5. Close all doors behind you.
6. Report to person in charge of your assembly point at:-



7. Do not take risks.  
Do not stop to collect personal belongings.  
Do not use lifts.  
Do not re-enter the building for any reason unless authorised to do so.

## Appendix 2

### University of St Andrews

#### Emergency Egress Questionnaire for Staff with Impairments

The University is committed to being as inclusive to all staff as far as reasonably practicable and wishes to ensure the safety of all staff. The University is determined to put in place all reasonably practicable means to allow those with impairments to work in a normal environment. To do this however, it will be necessary to determine what reasonably practical modifications need to put in place to ensure that all staff are working in a safe environment which includes putting in place plans for the egress of staff who may have difficulties in evacuating a building in an emergency

There are many reasons why a person may believe they would have restrictions in evacuating a building in the event of an emergency. These include those who have a hearing impairment and thus cannot hear an alarm, mobility impairments (including those with temporary impairments eg broken leg), sight problems where they cannot identify the signs showing the quickest means of exit in the event of an emergency.

This questionnaire is intended to be completed by staff/students/general public to identify what modifications the University needs to make to include all staff by ensuring that all staff can evacuate a building safely.

**NOTE:** There is no compulsion to complete this form. The aim of this form is to ensure the University can put in place reasonable practicable means of egress for an individual who voluntarily informs the University of an impairment. If a person wishes to discuss this matter in confidence, they may contact the Occupational Health Adviser for confidential medical advice.

If a person is willing to inform the University of their impairment, they should complete this form and then discuss the information on the form with their School Safety Co-ordinator or Disability Coordinator or Residence Manager to produce a Personal Emergency Evacuation Plan (PEEP).

#### 1. Name and Place of Work / Residence

Name .....

Job Title / Student Status .....

School / Unit .....

Residence .....

Brief Description of Duties or studies .....

.....

**NOTE:** If you need assistance in evacuating a building, a PEEP will be produced that will specify what actions need to be taken for you to egress the building as quickly as practicable in the event of an emergency. There may be some buildings that you need to use which the University cannot guarantee safe egress for you without specific structural modifications.

<b>Location</b>			
2. Where are you based for most of the time (list in order of time spent in a particular School/Unit/ Building)			
<b>Awareness of Emergency Egress procedures</b>			
	<b>Yes</b>	<b>No</b>	<b>Comments</b>
3. Are you aware of the emergency egress procedures which operate in the building(s) in which you work / reside?			Details
4. Due to your impairment, do you require specialised emergency egress procedure?			<p>If you do, please could you give details.</p> <ul style="list-style-type: none"> <li>• Do you need a personalised emergency evacuation plan in Braille?  <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></li> <li>• Do you require the emergency egress procedure on a tape?  <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></li> <li>• Do you require the emergency egress procedures in large print?  <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></li> </ul>
5. Are emergency signs which identify emergency escape routes and exits clearly visible to you?			<p>Do you require such emergency signs in Braille?</p> <p><input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b></p>
<b>Emergency Alarm</b>			
	<b>Yes</b>	<b>No</b>	<b>Comments</b>
6. Can you hear the fire alarm in all areas of the places that you work and/or reside?			
7. If you are staying in a University residence, do you need assistance to hear the fire alarm when you are asleep?			
8. Could you easily raise the alarm if you discovered a fire?			

<b>Assistance to Evacuate the Building</b>			
	<b>Yes</b>	<b>No</b>	<b>Comments</b>
9. Do you assistance to get out of your place of work or residence in an emergency?			<ul style="list-style-type: none"> <li>Is anybody designated to assist you in evacuating a building? If so, please could you name those designated to help you?  YES <input type="checkbox"/> NO <input type="checkbox"/></li> <li>Is the arrangement with your assistant a formal agreement organised by the School / Unit/ Residence?  YES <input type="checkbox"/> NO <input type="checkbox"/></li> <li>Are you always in contact with those designated to help evacuate a building in an emergency.  YES <input type="checkbox"/> NO <input type="checkbox"/></li> </ul>
<b>Evacuating a Building</b>			
	<b>Yes</b>	<b>No</b>	<b>Comments</b>
10. Can you evacuate a building quickly (eg within 3-4 minutes) in the event of an emergency?			If not, please could you explain why.
11. Do you find stairs difficult to use			If so, could you explain why stairs pose a problem to you (eg are you a wheelchair user?)
<b>Any other relevant information</b>			
Any other information which may be relevant to produce a Personal Emergency Evacuation Plan.			

These modifications may take some time to put in place. In these cases you should be patient whilst these solutions are being considered and developed. In some cases safe egress will not be feasible and other solutions will need to be found

**NOTE - Alternative formats of this form can be obtained on request from Environmental, Health and Safety Services**

**This section should be completed by the person who needs assistance in evacuating a building**

**University of St Andrews**

**Personal Emergency Evacuation Plan for .....**

**This document should be completed by the relevant Manager / Residence Manager based on the information provided by the member of staff or student**

<b>Name</b>	
<b>Job Title / Student Status</b>	
<b>School / Unit</b>	
<b>Residence</b>	
<b>Brief Description of duties or studies</b>	

**Awareness of the need to evacuate**

The following alarm systems are required:

- Usual Building Fire alarm system
- Fire alarm pager device
- Visual fire alarm system

Other .....

**Egress Procedure**

**Safe Routes to an identified Refuge or Final Exit**

.....

**Communication link with assistance**

.....

**Method of Assistance**

.....

**Designated Assistance**

The following people have been designated to give me assistance to get out of the building in an emergency.

Name .....

Contact Details .....

Name .....

Contact Details .....

Name .....

Contact Details .....

**Equipment Provided**

.....

.....

.....

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