University of St Andrews

University Fire Safety Policy

Policy Statement

The University of St Andrews recognises that fire is a major risk to the lives of its staff, students and members of the public who visit the University. The loss of buildings and infrastructure due to fire also poses significant risks to the continuing research and teaching functions undertaken within the University. The University will, therefore, ensure that fire safety is a priority in all areas under its control.

The University of St Andrews will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006, The Management of Health and Safety at Work Regulations 1999, and other relevant legislation.

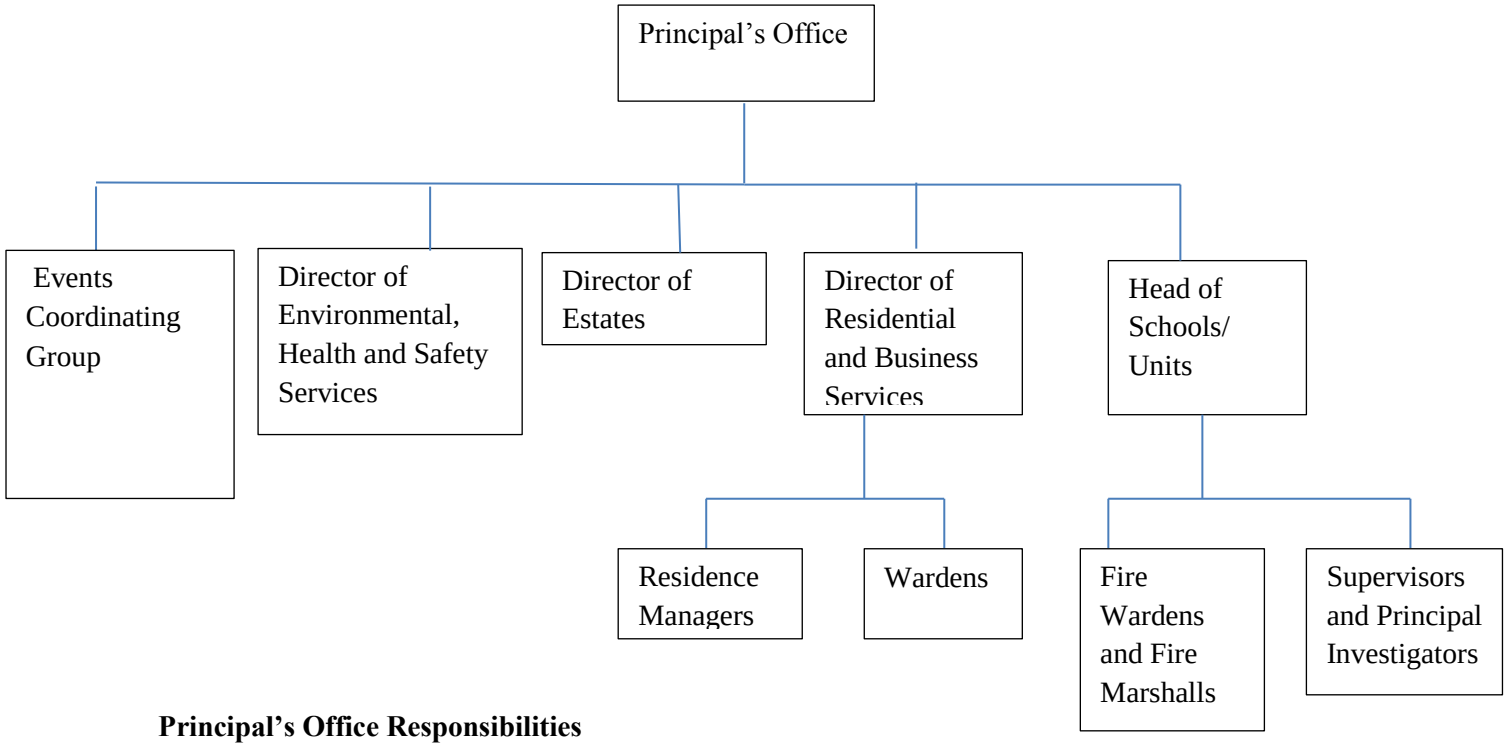
Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

The aim of this policy and relevant guidance is therefore to provide a fire safety framework which will be implemented to protect lives and protect University assets. To achieve this aim the University hereby makes the following commitments:

- To create and maintain suitable and sufficient fire risk assessments of all premises and activities within premises;
- To identify and implement reasonably practicable control measures to control risks from fire;
- To provide suitable and sufficient information, instruction and training in fire safety to all staff and to provide training in the use of fire extinguishers where appropriate;
- To specify from which of its buildings emergency evacuation must be managed/supervised, and to provide a mechanism for developing, implementing and maintaining managed evacuation procedures;
- To regularly test evacuation and other emergency procedures and to maintain all emergency and precautionary equipment;
- To conduct regular fire safety inspections.
- To ensure effective liaison with the local fire authority where appropriate.

Fire Safety Arrangements

Organisation - Responsibilities



Principal's Office Responsibilities

The Vice Principal for Governance and Planning is the officer delegated by the Principal to co-ordinate the management of health and safety, including fire safety, within the University. The Vice Principal for Governance and Planning is responsible for ensuring that:

- Robust fire safety arrangements are put in place and that this Policy is implemented;
- A procedure for assessing the risk of fire occurring is produced and implemented in all University premises;
- Ensuring there is adequate funding for appropriate fire systems and fire safety training

The Director of Environmental, Health and Safety Services (EHSS)

The Director is responsible for ensuring that:

- relevant fire incidents are reported to the Health and Safety Executive and
- relevant fire safety matters are reported to the Vice Principal for Governance and Planning;
- the University Fire Safety Service is managed and competent fire safety advice is provided to managers, staff and students;
- annual maintenance of University fire-fighting equipment is carried out;
- fire risk assessments are conducted in all University premises and communicated as necessary in an efficient and transparent manner;
- a process is in place to monitor fire safety in Schools/Units at least annually;
- the management of fire safety is included as part of the routine health and safety audits of Schools/Units;

The Director of Estates

The Director is responsible for ensuring that:

- new buildings and refurbished buildings comply with current fire safety legislation so far as is reasonably practicable;
- premises are constructed and maintained in such a way as to minimise the risk of a fire starting undetected and spreading;

- there is liaison with the building occupier before any work commences and that contractors and employed staff alike are made aware of and comply with all relevant local fire safety rules, including use of hot work permits;
- all recommendations in the building Fire Risk Assessment report for action by Estates are implemented and a record of this is maintained and communicated to the Director of EHSS
- fire safety systems are maintained, inspected and tested in line with accepted good practice or manufacturer's recommendations;
- appropriate fire safety signage is in place throughout the estate;
- Fixed systems giving rise to fire hazards (eg gas and electrical systems) are maintained.

Heads of Schools/Units

Heads of Schools/Units are responsible for ensuring that:

- their School/Unit ensures staff and students comply with the University's procedures and arrangements for fire safety;
- all staff/students/visitors/others in their School/Unit are made aware of the local fire safety procedures and arrangements;
- appropriate fire systems and equipment are in place for the safety of staff and others working in/visiting University buildings;
- all staff attend appropriate fire safety training, including induction and refresher training;
- fire alarm is tested weekly and fire drills are held at least once per year and recorded along with any remedial actions required;
- all recommendations in the building Fire Risk Assessment report for action by the School/Unit are implemented and a record of this is maintained and communicated to EHSS;
- the building Fire Log Book is kept up to date;
- there is a robust process for developing and maintaining robust emergency procedures in all buildings, including Personal Emergency Evacuation Plans (PEEPs);
- there is a regular fire safety inspection and Estates are notified of all known structural failings or failings to fire doors / signs
- all known faults in items of equipment provided for fire safety are reported, as soon as is reasonably practicable, to Estates.
- there is an up-to-date local business continuity plan

Staff, Students and Users of University Property & Facilities

All people, whilst on University premises:

- must not, so far as is reasonably practicable, put themselves or others at risk of fire by their actions or omissions;
- should know what actions to take in the event of discovering a fire;
- must, on hearing the fire alarm, evacuate the building by the nearest emergency exit;
- must comply with all fire safety instructions provided by the University or by a fire warden or fire marshal;
- must not tamper with any fire safety equipment provided by the University

Organisers of Events

Any person organising events in University owned areas, including residences, must:

- Produce a written structure for an organising Committee or a list of named individuals who will take responsibility for the event;
- Notify Residential and Business Services (if the event is in a Residence) or the Events Co-ordinating Group (if the event is on University land) with details of the event at least 6 weeks in advance of the event;
- The Organising Committee should put in place appropriate measures for ensuring, so far is practicable, the good behaviour of attendees of the relevant event.
- The Organising Committee should comply with any fire safety guidance provided;
- Ensure there is adequate fire safety equipment provided (NB EHSS may assist and advise but the responsibility for provision rests with the organisers)

Organisation - Delegated Fire Safety Duties

Residence Wardennial Staff

Outwith the normal day-time hours of Residence staff, the Residence Wardens and their assistants within residences will be appointed and are required to act as Fire Wardens or Fire Marshals.

Outwith normal working hours of RBS staff, the fire safety duties required of Wardennial staff will be *inter alia* to:

- where practicable, ensure the residence has been evacuated in the event of a fire alarm activation;
- determine from the fire alarm system where the fire alarm has been activated and to try and determine from staff / students from that area if a fire caused the activation;
- if a fire can be identified, then to call the Fife Fire and Rescue Service reporting an identified fire;
- to liaise with the Fife Fire and Rescue Service when they arrive;
- in the event of a malicious activation of the fire alarm, then to try to identify the person causing the malicious activation of the system;
- to report all fire alarm activations (either due to fires, faulty equipment, accidental activations or to malicious activations) to the Residence Manager at the first opportunity.

Full procedures detailing precise duties will be produced for each residence.

The Wardennial staff should liaise with the Residence Manager and report all fire safety related events to the Residence Manager and to Student Services for onward reporting to EHSS.

Fire Wardens and Fire Marshals

Where identified as necessary\by fire risk assessment, audit or inspection, Heads of Schools/Units should appoint staff to undertake the duties of Fire Warden and Fire Marshal. During an emergency evacuation Fire Marshals and Fire Wardens will wear a high visibility jacket and carry out the following duties, *inter alia*:

Fire Wardens

- check designated areas on their way out of a building to ensure that all persons are leaving;
- encourage and assist persons to evacuate the building;
- check disabled refuges in escape stairways and make arrangements for evacuation of persons therein
- report to the Fire Marshal at the designated assembly point
- monitor the doors in order to ensure that there is no unauthorised entry during the incident;
- where it is safe to do so, manage pedestrians and traffic until Fife Constabulary arrive. In particular, Wardens should ensure there is a clear access to the building for Fife Fire and Rescue Service.

Fire Marshals

- collate the information provided by Fire Wardens and others;
- verify that the Fire Brigade has been called and if not nominate a person to telephone the Fire Brigade (Tel: 9999);
- liaise with the Officers from the Fife Fire and Rescue Service attending the emergency*;*

Fire Warden and Fire Marshal training will be provided by or sourced by Environmental, Health and Safety Services.

Buildings with Multiple Occupancy by Schools / Units

There are many buildings owned by the University which have several Schools/Units located in them. In such buildings there should be an agreed Building Health and Safety Policy where the Heads of each School / Unit in the Building which should include the management of fire safety measures and other common or shared health and safety issues including the appointment of one Head who will take the lead responsibility for fire safety. This document should then be signed and dated by all the Heads of Schools/Units in that Building. The relevant 'Lead Head' will then be responsible for ensuring that appropriate fire safety arrangements are put in place.

When a new Head of School/Unit is appointed, the Building Health and Safety Policy should be reviewed.

Where a building is used for public events, then it is vital that a suitable fire safety policy has been implemented which defines the person/group responsible for that building or hall. Where that building requires a Theatre Licence under the Theatre Licensing Act 1968, the person who applies for the licence will be deemed responsible for ensuring that appropriate fire safety measures are implemented by those hiring the Hall.

The 'Lead Head' for such shared facilities will be responsible for ensuring that appropriate Fire Marshalls and Fire Wardens are appointed and should ensure that they receive appropriate training.

Crisis Management and Business Continuity Plans

Those members of staff who have responsibilities and duties in the event of a fire should be aware of the actions that they should take in the event of a fire. This will include the people who should be contacted in the event of a fire within their School / Unit and members of staff who need to contacted in other Units depending on the seriousness of the fire, for example Estates, Director of Communications, and members of the Principal's Office. It is strongly recommended that such contact details are kept with any other equipment issued eg high visibility vests for Fire Marshals etc.

Fire Safety Guidance

1. Fire Prevention

Fire kills and thus it is vital that people are aware of the serious consequences of fires.

Fires require an ignition source, a fuel and oxygen - Removal of any one of these will stop a fire. The fire safety precautions are all based on removal of some part of these requirements for a fire.

It is vital that all workers and students, where it is reasonably practicable, actively try to remove either ignition sources or fuel for fires by good housekeeping procedures. Many activities at the University have an inherent high risk of fire, thus we ask that workers in these areas take extra care to reduce the risk of a fire starting and spreading.

2. Fire Detection and Raising the Alarm

Fire Action Notice / Discovering a Fire

Actions to be taken in the event of a fire are detailed on the Fire Action Notice (see Appendix 2). These notices should be posted at every break-glass fire alarm call point

On discovering a fire, you should follow the instructions given in the Fire Action Notice (see Appendix 2). This is:

1. Sound the Alarm either by activating a 'Break Glass' point or shouting 'Fire';
2. Dial 9-999 and call the fire brigade;
3. If it is safe to do so then, tackle the fire using the fire extinguishers provided (do not endanger yourself or others in doing so)

On hearing the fire alarm:

1. Leave the building by the nearest available exit
2. Close all doors behind you;
3. Report to the person in charge at the Assembly Point
4. Lifts must not be used

If you are unsure what fire extinguishers to use or how to use them, do not try to fight the fire, leave the building after sounding the alarm.

Fire Detection Systems

Estates will arrange for appropriate automatic fire detection systems linked to the fire alarm systems where they are deemed necessary by Fire Risk Assessments. Fire detection systems will be maintained by the manufacturer and arranged through Estates.

Fire Alarm Test and Fire Drills

The Head of School / Unit responsible will ensure that the fire alarm for their building is tested weekly using a different break glass call point each week. This can be done by other staff in the building or the janitorial staff. The purpose of this test is to ensure that all staff can hear the fire alarm in all parts of the building as well as staff being able to identify what the alarm sounds like. It is therefore vital that the test should take place at a time when staff are in the building.

A fire drill should be carried out for a building at least once a year. Buildings should be completely evacuated within 3-4 minutes in a fire drill. If the evacuation time is longer than this, then it is vital to determine why it has taken so long and try to rectify this. Where significant delays in evacuating a building have been identified and rectified, then the test should be repeated.

To ensure staff are made aware of alternative exits, the main entrance and/or other exits to the building may be temporarily closed off during the fire drill.

All fire alarm tests and fire drills must be recorded in the Fire Safety Log Book.

Emergency Lighting and Fire Detector Tests

Estates will arrange for the emergency lighting in a building to be tested and for the fire detector heads to be maintained and tested.

When these tests have been done, Estates will ensure that the relevant fire safety log book is suitably updated.

Covering Fire Detectors

Fire detectors are a vital part of warning staff and students of the potential risk of a fire thus should never be covered over.

There are certain circumstances where it may be necessary to cover fire detectors (eg refurbishment construction where there is a lot of dust being generated which activates the detector). In these cases, a 'Permit to Work' should be obtained from Estates to cover the detector during the relevant work period. The cover must be removed at the end of work every day to ensure suitable warning of a fire outside normal working hours and the 'Permit to Work' cancelled.

3. Fire Extinguisher and Suppression Systems

Fire Fighting Equipment

All new extinguishers must now conform to the British Standard BS EN 3, which means that they will have a red body and icons to indicate the types of fire they can be used on. Some older extinguishers are colour coded and have instructions for use written on the label.

The colour coding for fire extinguishers is - RED - water, BLACK - CO_2, CREAM - foam, BLUE - dry powder, YELLOW - for wet chemical for dealing with fat/oil fires in kitchens.

Each type of extinguisher has an icon showing what type of fire it can be used:

Indicates the extinguisher is suitable for use on Class A fires e.g. wood, paper etc., known as carbonaceous materials.

Indicates the extinguisher is suitable for use on Class B fires e.g. flammable liquids.

Indicates the extinguisher is suitable for use on Class C fires e.g. flammable gases **(Do NOT use an extinguisher on a flammable gas fire until the gas supply has been switched off).**


Indicates the extinguisher is suitable for use on **Electrical Fires.**

 Indicates the extinguisher is suitable for extinguishing fat/oil fires in kitchens

Water - Completely RED body. Use on paper, cardboard, wood and clothes
BUT NEVER ON ELECTRICAL EQUIPMENT OR FLAMMABLE LIQUIDS. Can hit a target up to 6 metres distant.

Dry Powder - Red body (possibly with blue somewhere on the upper half of the extinguisher). Effective on most types of fire but have a good VACUUM CLEANER handy after use. Particularly effective on flammable liquid and metal fires.

Carbon Dioxide - Red body (possibly with black somewhere on the upper half of the extinguisher). Effective on flammable liquid and particularly effective on electrical fires. Very noisy when in use and do not hold the discharge horn as it will freeze during use and will burn your hand. Can hit a target up to 2 metres distant.

Foam - Red body (possibly with cream somewhere on the upper half of the extinguisher). Specialist use on flammable liquids and also effective on carbonaceous fires. Some training required to use effectively. Can hit a target up to 4 metres distant.

Fire Blanket - Effective at smothering a fire and protecting you from heat and flames. To operate, remove from container and unfold. Ensure you grip the blanket in such a way that your hands are inside the fold. Hold the blanket in front of you and lay it over the burning material, do not throw the blanket.

Do NOT fight a fire if:

1. It is too big with flames reaching the ceiling.
2. Any hazardous materials are involved.
3. There is any risk of your personal safety and/or escape route being cut off either by fire or smoke.
4. You have not received appropriate training and are not confident in the use of fire extinguishers.
5. You have already discharged on extinguisher to no effect on the fire.

Training in practical fire safety awareness and use of fire extinguishers will be provided by staff from Environmental, Health and Safety Services.

Fire extinguisher maintenance will be organised through Environmental, Health and Safety Services

> **NOTE: Please do not try to tackle a fire with a fire extinguisher if you have not had the appropriate training.**

Fire Suppression Systems

Where fire suppression systems (eg sprinkler systems) including any dry and wet risers are installed, they must be tested by the manfacturer or approved contractor according to manufacturers instructions and good practice

4. High Fire Risk Equipment and Activities

Storage in Corridors

Storage in Protected Escape Routes - These are stairs/corridors entered by fire doors leading to the open air.

- **Note: The storage of combustible material within these escape routes is forbidden, however notice-boards may be provided in exceptional circumstances.**

Exceptional circumstances: The use of notice-boards in a protected escape route may be approved providing they are absolutely necessary and all the following conditions are met:

i) the building is fitted with a fire alarm and an automatic fire detection system;

ii) the notice-boards are enclosed and specially constructed to comply with the building standards surface spread of flame rating;

Unprotected Escape Routes - Unprotected escape routes are: normally corridors linking parts of a building and connecting to protected escape routes.

The use of notice-boards and/or storage in unprotected corridors is permitted subject to the following conditions being met.

Notice-boards:

- the notice-board does not exceed 1.2m high x 3.0m long;
- if more than one notice-board is required a 3.0m gap should be employed between adjacent notice-boards (including notice-boards on opposite sides of a corridor);
- all paperwork on the notice-board etc. is securely pinned back at the corners.

Flammable paper decorations for specific events can if necessary be treated with fire retardant which may be obtained from Environmental, Health and Safety Services.

Furniture/storage: The use of furniture and/or storage in unprotected corridors is permitted subject to the following conditions being met:

- no obstruction of the escape route occurs and the required minimum 1.2 metre escape route widths are maintained;
- furniture should be inherently non-combustible i.e. metal or hardwood and should preferably be securely fixed to the wall;
- storage of display leaflets/paper on cabinets must be kept to a minimum;
- where the provision of seating is this should be kept to an absolute minimum.

Note: No seating containing upholstered polyurethane foam (whether treated or not) is acceptable under any circumstances. Where it is proposed to introduce large numbers of units advice should be sought from the Director of EHSS.

Any queries re identification of a protected route, or on any of the above, should be directed to the Director of Environmental, Health and Safety Services (Ext. 2750).

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. 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.

Electrical Equipment in Corridors

Various electrical appliances are being used within corridors and escape routes in University premises. As faulty electrical equipment has a high potential for starting a fire and spreading the fire, it is necessary to ensure a level of proportionate controls which ensure that such equipment is well managed and not likely to start or spread a fire.

The broad term electrical appliances covers a wide variety of apparatus which operate at mains voltage and includes:-

- refrigerators; photocopiers; computers; soft drinks dispensing machines; cookers; heaters; kettles, etc.

Protected escape routes - Protected escape routes are stairs/corridors entered by fire doors and whic lead to the open air. The location of any electrical appliances within protected escape routes shall not be permitted under any circumstances.

Unprotected escape routes - Unprotected escape routes are normally corridors linking parts of a building sometimes connecting to protected escape routes.

The location of electrical appliances in unprotected escape routes is generally highly undesirable.

The location and use of electrical appliances such as refrigerators, photocopiers, soft drinks vending machines, may be approved in these areas providing all the criteria listed in the following risk assessment are met.

- **Does the appliance have to be there? -** Can it be moved to a more suitable location within a room and should not be put in the corridor for the sake of convenience.

- **Escape route obstruction and width -**The appliance must not obstruct the escape route. The minimum escape route width must be maintained (this width varies in different premises, but generally is between 1-2 metres)

- **Automatic Fire Detection (AFD) system -** The premises must be fitted with an AFD system. The appliance should be sited within a distance of 3 metres from the nearest detector head.

Note: High current electrical appliances such as cookers, heaters, kettles are not permitted in these areas.

Electrical Equipment in Offices

All electrical equipment powered by mains electrical supplies must have been PAT tested within the last year and a certificate for this testing must be available for inspection by Estates staff or EHSS staff or RBS staff.

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

Event organisers of events at RBS managed facilities must notify the Deputy Director of RBS at least 8 weeks prior to the event occurring. The organisers must comply with all requirements of RBS which will include appropriate fire safety measures.

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 4 weeks in advance. Where there is a potential fire risk associated with the event, the orgnaisers should also inform the Director of EHSS for advice.

Decorations at Events

Paper decorations at events should be treated with fire retardant. Such fire retardant is available from EHSS. The decorations at events located in facilities owned by the University must comply with the guidance in Appendix 3

High Fire Risk Activities

High risk activities using ignition sources (eg naked flames, lasers etc) and those with high fuel loads (eg areas storing highly flammable materials) must be carefully managed.

Where it is reasonably practicable, naked flames or other potentially high risk ignition sources should be replaced by alternative means which do not pose a risk of fire.

Where this is not practicable, all hot work must be controlled by a 'Permit to Work' system. Contractors and Estates staff must get the appropriate 'Permit to Work' from Estates.

All equipment to be used in residences which have the potential to act as an ignition source or contains flammable materials can only be used with the approval of the Director of Residential and Business Services

All other high risk activities which involve ignition risks must be controlled by suitable and sufficient risk assessments and appropriate method statements. All Class 3B and Class 4 laser risk assessments must be approved by the laser safety co-ordinator for that building or the University Laser Safety Adviser.

No more than 50 litres of highly flammable liquids/solids should be stored in a laboratory of work area within the University. Where more than 50 litres of such materials need to be stored, then they must be kept in an appropriately Zoned Store under the Dangerous Substances and Explosive Atmospheres Regulations 2002. These zoned areas should have 'Intrinsically Safe Electrical Systems' which will be maintained through Estates.

Where there is a potential for chemicals to react to initiate a fire (eg work with organic peroxides, solid sodium etc), these reactions must be carefully assessed for the risk of fire and appropriate measures taken to minimise the risk of a fire starting and spreading. Such assessments must be made available to all relevant staff including maintenance and cleaning staff.

Pyrotechnic Displays

Any outdoor pyrotechnic display must be approved by the Events Co-ordinating Committee. Such an event must be kept at a suitable distance from any building (as a minimum of 15 metres) such that it does not pose a significant risk to that building.

Indoor pyrotechnic displays of any size are banned unless specific approval from the University is obtained (through the Events Co-ordinating Committee). Such displays will only be allowed if run by a professional organisation who can show, through a very detailed risk assessment, that the pyrotechnics do not pose a significant risk to the occupants or the building.

If you intend to work with explosive materials, you must notify your Head of School/Unit and comply with the relevant legislation (Manufacture and Storage of Explosives Regulations 2005)

All high risk indoor pyrotechnic activities should be undertaken in areas with appropriate physical fire protection which includes 30 minute fire doors, fire compartmentation and areas where penetrations of compartment walls have been suitably fire stopped.

5. Means of Escape and Fire Compartmentation

Means of Escape

It is essential that all means of escape are kept clear of obstructions and flammable materials. All emergency exit doors must be clearly identified and should open I the direction of travel and should not require a key to open them.

Gas cylinders, portable heating appliances, reams of paper or other sources of fuel or ignition must not be stored in escape routes and especially in 'Protected Escape Routes'.

Fire doors in corridors provide at least 30 minute smoke and fire protection while the doors on Protected Escape routes should provide 60 minute fire and smoke protection. Fire doors have automatic closures to sure they are closed in the event of a fire. It is therefore **vital** that fire doors are not wedged open. Where fire doors are held open by MagLocks, these locks should release the door in the event of a fire alarm activation. This should be checked during the fire alarm test for the building.

It is the responsibility of all occupants to ensure that all means of escape are kept clear and do not pose a fire risk due to poor housekeeping. The general fire safety inspection should ensure this is done through appropriate questions on a checklist. An example of such a checklist is given in Appendix 4.

NOTE: The University does not have any escape lifts thus lifts must **NOT** be used as a means of escape.

Fire Compartmentation

The main control of the spread of fire and smoke is the compartmentation of buildings which include the walls and doors. Fire doors in corridors should provide 30 minute fire protection and fire doors to Protected Escape routes should provide 60 minute fire protection. Such doors should also include intumescent stripes or smoke seals which will stop the spread of smoke.

All walls, floors and ceilings to compartments should be sealed to form protection against the spread of fire and smoke. Where there are penetrations to such compartment walls (eg to run IT cabling or other piping), these should be fire sealed after the work is completed. Staff who notice that such penetrations have not been properly sealed should raise the issue with the contractor before they leave or with the Unit controlling the work (ie Estates, IT Services etc).

6. Occupancy Restrictions

Occupancy Numbers for Events

The maximum occupancy for a room with only one exit is 50 people regardless of the activity. Any reduction in this limit for a room with a single escape would be the size of the room and comfort of the occupants.

Where it is proposed to use a room that has two or more escape routes from it for a specific event, the maximum occupancy of the room will depend on the floor area and the activity. The calculation for such occupancy is from the Scottish Building Standards Technical Handbook for Non-Domestic Properties 2010 and is:

Occupancy = Floor Area (Sq Metres) / Occupancy Load factor

This will give the maximum occupancy for a specific room for a specific activity.

The Occupancy Load Factor is determined by the type of activity proposed in the room and is given in the following table:

Description of Activity in Room	Occupancy load factor
Standing spectators' area	0.3
Amusement arcade, assembly hall (including a general-purpose place of assembly), bar (public area), bingo hall	0.5
Concourse, dance floor, queuing area	0.7
Committee room, common room, conference room, dining room, licensed betting *office* (public area), lounge (other than a lounge bar), meeting room, reading room, restaurant, staff room, waiting room	1.0
Exhibition hall	1.5
Art gallery, dormitory, *factory* production area, museum, workshop	5.0
Office	6.0
Kitchen , library, *shop* sales area	7.0
Bedroom or study bedroom	8.0
Bed-sitting room, billiards room	10.0

7. Fire Safety Monitoring

Fire Safety Inspections

All Schools / Units should undertake fire safety inspections of their properties on a regular basis, at least every quarter. These fire inspections should use an appropriate checklist (See Appendix 4) to ensure:

- There is a good housekeeping;
- Fire escapes including corridors / stairways (inside and outside) are not blocked;
- There is no excessive amounts of highly flammable materials being stored in work areas;
- All significant ignition sources are properly managed;
- All fire doors are in good condition
- All compartments are not breached

Fire Risk Assessments

The Director of EHSS will arrange for fire risk assessments of all buildings within the University. The buildings will be assessed for the risk of fire and also for the fire precautions /warning systems fitted in the building by specialists in this area. Fire risk assessments will be done on a prioritised system whereby:

- Sleeping Accommodation is done first as it poses the highest risk of fatalities;
- Public access and high risk technical buildings, incl science schools, not already in above
- New Buildings or buildings with refurbishment impending;
- Medium risk buildings with high risk aspects, not already in the above groups
- All other, not already in the groups above

A report will be produced with specific recommendations for the improvement of fire safety within the building concerned. These will include actions required to be undertaken by the managers of the building (eg improving housekeeping) as well as actions which will require structural modifications to the buildings which will be organised through Estates. These recommendations will be prioritised in terms of urgency of action.

A copy of the fire risk assessment for every building should be held in the Fire Safety Log Book (see Fire Safety Log Book) and be available for viewing by any appropriate person.

Fife Fire and Rescue may inspect any building and will ask to see the Fire Risk Assessment. If you have been notified of a fire inspection by Fife Fire and Rescue, you should notify staff at Environmental,

Health and Safety Services as soon as practicable so that a member of staff from this office can attend the inspection.

8. Emergency Egress Procedures for Staff / Students / Public with Impairments

It is a requirement of Fife Fire and Rescue that the University must put in place appropriate management plans to evacuate all staff including those with impairments from a building in the event of a fire alarm being activated. All Schools/Units and Residences should therefore have an appropriate egress plan for all potential occupants.

In preparing a building egress plan, consideration must be given to the needs of disabled people. If people use a wheelchair, or can only move with the use of walking aids, their disability is obvious. Many disabilities are often less obvious than this and staff should be vigilant in an emergency, so that help can be given to those individuals who need it most. Provision for people with a temporary disability that may affect their mobility (e.g. broken limbs) should also be considered and incorporated into building egress plans.

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.

8.1 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 and Training adviser from Environmental, Health and Safety Services. A form for undertaking PEEPs is given in Appendix 5.

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 and Training adviser from Environmental, Health and Safety Services.

8.2 People with Restricted Vision

Fire Safety Signs:
People with restricted vision or colour perception may experience difficulty in seeing or recognising fire safety signs which will include fire exit signs. Additional fire safety signs may be required that are sufficiently large and well designed with a good, clear typeface and sited so that they can be seen easily and can be readily distinguishable. If such signs are required then these should be requested from Estates

Familiarity with Escape Routes:
Staff from the School/Unit/Residence should take time with a person who has restricted vision to familiarise the person with all possible escape routes, especially those that are not in general use.

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. Similar assistance should be offered to guide dog owners, with the owner retaining control of their dog. A sighted person should remain with staff with restricted vision at the assembly point until the emergency is over.

Lighting an Colour Contrast
Good lighting and the use of simple colour contrasts can also help visually impaired people find their way around. Further advice can be obtained from Disability Services (http://www.dundee.ac.uk/disabilityservices/), the Royal National Institute for the Blind (http://www.rnib.org.uk/Pages/Home.aspx), and the National Federation of the Blind of the United Kingdom (http://www.nfbuk.org/).

8.3 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?

Further advice can be obtained from Disability Services (http://www.dundee.ac.uk/disabilityservices/) and the Royal National Institute for Deaf People (http://www.rnid.org.uk/).

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.

Many public areas of the buildings have hearing loops which allow those who have suitable hearing aids to allow these people to listen to lectures. Such loops can also be used to inform people with hearing impairments that the fire alarm has been activated and that they should go to the assembly point.

Buildings which have hearing loops should ensure that they are suitably maintained and should provide instruction on their use to all those using these facilities.

8.4 People with Restricted Mobility

8.4.1 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.

8.4.2 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.

8.5 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. The University does not have any lifts which meet the necessary standards to act as an evacuation lift

8.6 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.

8.7 Refuges

A refuge is a purposely built fire resisting enclosure on upper or lower floors of a building for the sole use of mobility restricted persons (or others with this identified need) in the event of fire alarm activation/emergency egress situation. Refuges should also comply with the following:

- Totally enclosed in fire resisting structure.
- Provision of communications for any person in the refuge.
- Accessible to and from the outside via a protected escape route.
- Provision of emergency lighting.
- Provision of Fire Action Notices, emergency numbers and egress procedure.
- Sole use for egress purposes for individuals with identified special egress needs.
- Refuge areas should only be used as a temporary haven whilst awaiting egress.

8.8 Safe area

In many existing University buildings construction and provision of refuges is not practically possible. In these circumstances, safe areas must be provided in appropriate locations usually staircase landing enclosures. These areas should comply with the physical provisions detailed below:

- A monitored automatic fire alarm system must be provided.
- Fire compartmentation of the building and separation within the compartment must be of a high standard. This will be confirmed by asking Estates or Environmental, Health and Safety Services.
- Communications systems provided in safe area.
- Safe areas should be within a 30 minute fire resisting enclosure, ideally within a staircase enclosure.
- Provision of appropriate signage.
- Provision of Fire Action Notices.
- Provision of emergency contact numbers.
- Provision of Evac-Chairs in appropriate location.

Appendix 1

Definitions

1. **Protected Escape Route –** A protected escape route consists of a corridor or stair enclosure which, once entered, will have 60 minute fire resistant construction and will lead directly to a place of safety via an emergency exit. Access to escape routes will be by 'Fire Doors' which provide a minimum fire resistance of 30 minutes. These doors will be fitted with self-closing devices and will have intumescent strips which will stop the spread of smoke between compartments.

2. **Refuges –** A refuge is an area normally sited within an enclosure such as a protected escape route which provides a temporary safe area for people who will not be able to use stairways without assistance.

   The refuge normally needs to be big enough to allow wheelchair use and to allow the user to manoeuvre into the wheelchair space without undue difficulty.

   A means of communication must be provided so that the person requiring assistance can make contact with those people designated t provide assistance. This could be a fixed telephone at the refuge point, a mobile phone or two way radio.

   It is essential that the location of any wheelchair spaces within a corridor or stair enclosure does not adversely affect the means of escape for other people by narrowing the escape route width.

   In circumstances where the refuge area identified for a wheelchair user may restrict the free passage of others trying to evacuate the building, the area may still be suitable for use as a refuge providing that the wheelchair is manoeuvred into position after other persons have left that part of the building.

3. **Evacuation Chairs –** Evacuation chairs are specially designed for the evacuation of persons down a stair enclosure in a controlled and safe manner

4. **Buddy System -** The Buddy System is a procedure whereby a friend or staff member is allocated the responsibility of ensuring that the person who may require assistance is alerted of the need to evacuate the building and may assist that person in the evacuation.

   Normally the person allocated this responsibility will be employed within the vicinity or work area of the person requiring assistance.

   In order to maintain the continuity of the evacuation procedures, persons should be nominated to deputise for those allocated the responsibility in their absence

Appendix 2

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 3

DECORATIONS GUIDELINES – HALL BALLS

1. The Ball Convener should liaise fully with the Residence Manager – he / she should also inform the Safety Office approximately 6 weeks prior to the date of the Ball.

2. Generally the Fire Prevention Authorities frown upon paper decorations being suspended from walls, especially on fire exit routes and main circulation areas. However, it has been tacitly agreed that if certain precautions are taken a limited number of decorations will be allowed.

3. Wall Hangings (Paper) – Panels must be separated by a minimum of 2 metres and the clearance between the bottom of the panel and the skirting board should be a minimum of 23 cm. All panels over 1 sq. m. should be treated as indicated below with any one panel restricted to a maximum size of 9 sq. m.

   All such panels must be backed with hardboard and edges sealed.

   In addition the decorations must be treated with flame-retardant spray, which has been approved by the Fire Authority, available from the Safety Office. The method of treatment must be in strict accordance with the Fire Authority Guidelines, i.e. **3 applications on each side.**

4. Light Fittings – **No** decorations should be placed over light fittings. Any loose hanging decorations e.g. incorridors etc must be of non-flammable foil.

5. Exits – **No** decorations must be put over fire exits and entrance doors must be kept clear. While windows may be covered, windows which act as Fire Exits must **not** be covered.

6. Electrical cables, etc – Extension cables providing additional sockets and also equipment cables should be kept, wherever possible, above floor level, be securely fixed and kept as short as possible. It is recommended that residual current circuit breakers (RCCB's) are used.

   Note – cables partly wound on drums must be de-rated to avoid overheating.

7. Hall events – Where electrical equipment is used at an organised event, it must conform to the rating of the output socket and it is recommended that RCCB's are used. It is also recommended that a CO2 extinguisher be provided at the site of the equipment.

   Arrangements must be made to ensure that all music ceases when the Fire Alarm actuates.

8. Smoke effect machines, of any description or smoke filled balloons are **not** permitted.

9. Where infra-red beam detectors are fitted balloons containing helium, or lighter than air gas, are **not** permitted.

10. Stewards should be appointed who have been specifically instructed as to their essential responsibilities in the event of Fire or other Emergency.

    1 Steward or Attendant should be appointed for every 250 persons or part thereof.

    Account should also be taken of the additional responsibility caused by the attendance of disabled persons.

DECORATIONS – YOUNGER HALL

1. Generally the Fire Prevention Authorities frown upon paper decorations being suspended from walls, especially on fire exit routes and main circulation areas. However, it has been tacitly agreed that if certain precautions are taken a limited number of decorations will be allowed.

2. Wall Hangings (Paper) – Panels must be separated by a minimum of 2 metres and the clearance between the bottom of the panel and the skirting board should be a minimum of 23 cm. All panels over 1 sq. m. should be treated as indicated below with any one panel restricted to a maximum size of 9 sq. m.

   All such panels must be backed with hardboard and edges sealed.

   In addition the decorations must be treated with flame-retardant spray, which has been approved by the Fire Authority, available from the Safety Office. The method of treatment must be in strict accordance with the Fire Authority Guidelines, i.e. **3 applications on each side.**

3. Light Fittings – **No** decorations should be placed over light fittings. Any loose hanging decorations e.g. in corridors etc must be of non-flammable foil.

4. Exits – **No** decorations must be put over fire exits and entrance doors must be kept clear. While windows may be covered, windows which act as Fire Exits must **not** be covered.

5. Electrical cables, etc – Extension cables providing additional sockets and also equipment cables should be kept, wherever possible, above floor level, be securely fixed and kept as short as possible. It is recommended that residual current circuit breakers (RCCB's) are used. Arrangements must be made to ensure that all music ceases when the fire alarm is activated.

   Note – cables partly wound on drums must be de-rated to avoid overheating.

6. Balloons which contain helium or any other gas lighter than air, are **not** permitted.

7. Smoke effect machines, of any description or smoke filled balloons are **not** permitted.

8. **Please note that the use of any decorations is a privilege and if abused could well result in far more stringent measures being imposed.**

9. Stewards should be appointed who have been specifically instructed as to their essential responsibilities in the event of Fire or other Emergency.

   1 Steward or Attendant should be appointed for every 250 persons or part thereof.

   Account should also be taken of the additional responsibility caused by the attendance of disabled persons.

Appendix 4

University of St. Andrew

Fire Safety Self Inspection Form

Building/Area Inspected:	

Inspection carried out by:		
Name: _____	Position: _____	Date: _____

	1. ALARM			
	Yes	**No**	**Remedial Actions/ Guidance**	**Comments**
1. Are call points clearly visible and suitably signed			Ensure there are no obstructions over call points and adequate signs in place	
2. Is the alarm tested weekly, using a rotating schedule of call points			Ensure the fire alarm is tested weekly	
3. Is the control panel clearly visible			School / Unit should ensure there is no obstruction over control panel	
4. Is there a zone plan displayed adjacent to the alarm panel			A zone plan may be obtained from Estates and retained beside alarm panel	
5. Have there been any problems with false fire alarm activations since last inspection			Find out the reasons, where known, then refer to Estates and EHSS	
6. Have all fires and fire alarm activations been reported to Estates and EHSS			Review incident reporting system	
	2. ESCAPE ROUTES AND FIRE DOORS			
	Yes	**No**	**Remedial Actions / Guidance**	**Comments**
1. Are all corridors and stairwells kept clear and free of obstruction			School / Unit should ensure that corridors are kept clear of obstructions and flammable materials	
2. Are all fire exit routes signs in place and clearly visible			New fire exit signs can be obtained from Estates. Advice on siting of such signs can be obtained from EHSS	
3. Are all stairwell doors and corridor doors ('Fire Doors') marked **'Fire door keep shut'**			New 'Fire Door - Keep Shut' can be obtained and fixed by Estates	
4. Are all final exit doors doors in good working order, have easy to open locking systems.			Emergency exit doors to the outside should be easy to open. If not, Estates should be requested to investigate	
5. Do automatic closing fire doors form a tight fit and do they have intumescent strips and smoke seals			Ask Estates to investigate fire door fit.	
6. Is the assembly area identified on fire action notices			Amend fire action notices	

3. FIRE FIGHTING APPLIANCES

	Yes	No	Remedial Actions / Guidance	Comments
1. Are there sufficient and suitable (for the activities in a building) portable fire extinguishers and fire blankets on site			If there are not, please notify EHSS	
2. Are the locations and types of extinguisher suitably indicated			Fire extinguishers should be clearly visible and not obstructed by storage etc	
3. Are pins in place within all fire-extinguishers			Contact EHSS for a replacement	
4. If there are sprinklers or gas suppression systems are they tested and serviced in accordance with manufacturers' instructions.			Contact Estates to discuss	

4. FIRE PREVENTION

	Yes	No	Remedial Actions/ Guidance	Comments
1. Are Fire Action Notices posted on each level of the building at escape routes			Obtain more notices from EHSS	
2. Are fire doors being wedged open			Remove all wedges and ask Head of School to prohibit this practice	
3. Is general housekeeping satisfactory and refuse areas kept tidy			Resolve immediate issue and investigate underlying problems	
4. Are exit stairs free of obstructions, refuse and in a safe condition			Escape stairway lobbies must not be used for storage and final exit doors should be free of obstructions, both inside and outside	
5. Are flammable stores kept tidy and secure			Retain minimum required Highly flammable solvents in flame resistant cabinets	
6. Are unattended experiment notices in place			Reinforce procedural good practice	
7. Are any unauthorised electric bar heaters or space heaters or cube adapters used			These items should be immediately removed by School/Unit	
8 Are notice boards, walls and foyer area excessively covered with posters			Noticeboards in Protected Escape routes should be covered and fire resistant	
9. Is all maintenance or contracting 'Hot Work' controlled by 'Hot Work Permits'			Speak to Estates to reinforce Hot Work permit procedures	

5. CLOSING DOWN PROCEDURES				
	Yes	**No**	**Remedial Actions / Guidance**	**Comments**
1. Are all non-essential electrical appliances switched off.				
2. Is all naked flame equipment switched off at the end of the day				
2. Are all flammable substances stored in the appropriate containers				
3. Is combustible waste, including oily rags, removed from the building at the end of the day				
4. Are departments securely locked to prevent unauthorised entry				

6. EMERGENCY LIGHTING				
	Yes	**No**		**Comments**
1. Are all permanently maintained emergency lights operating satisfactorily			Emergency lighting is tested 6 monthly through Estates. Records of such tests should be kept in the Fire safety log book	
2. Are any light fittings obscured by equipment etc			School / Unit should ensure that emergency lighting is not obscured	

7. FIRE SAFETY LOG BOOK				
	Yes	**No**		
1. Are records of the most recent fire risk assessment, weekly fire alarm testing, fire drills, emergency light testing, fire alarm maintenance, fire extinguisher maintenance and fire safety training are up to date and being kept in a Fire Safety log book			If not, information on emergency lighting and fire alarm maintenance can be obtained from Estates and information on fire risk assessments, fire safety training and fire extinguisher maintenance can be obtained from EHSS	

Appendix 5

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 Co-ordinator 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. 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

Location

2. Where are you based for most of the time (list in order of time spent in a particular School/Unit/ Building)	

Awareness of Emergency Egress procedures

	Yes	No	Comments
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?			If you do, please could you give details. • Do you need a personalised emergency evacuation plan in Braille? **YES** ☐ **NO** ☐ • Do you require the emergency egress procedure on a tape? **YES** ☐ **NO** ☐ • Do you require the emergency egress procedures in large print? **YES** ☐ **NO** ☐
5. Are emergency signs which identify emergency escape routes and exits clearly visible to you?			Do you require such emergency signs in Braille? **YES** ☐ **NO** ☐

Emergency Alarm

	Yes	No	Comments
6. Can you hear the fire alarm in 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?			

Assistance to Evacuate the Building

	Yes	No	Comments
9. Do you assistance to get out of your place of work or residence in an emergency?			• Is anybody designated to assist you in evacuating a building? If so, please could you name those designated to help you. **YES** ☐ **NO** ☐ • Is the arrangement with your assistant a formal agreement organised by the School / Unit/ Residence? **YES** ☐ **NO** ☐ • Are you always in contact with those designated to help evacuate a building in an emergency. **YES** ☐ **NO** ☐

Evacuating a Building

	Yes	No	Comments
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?)

Any other relevant information

Any other information which may be relevant to produce a Personal Emergency Evacuation Plan.

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

Name .....

Job Title / Student Status .....

School / Unit .....

Residence .....

Brief Description of duties or studies .....

.....

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

.....

.....

.....

.....