5. FIRE PROCEDURES

5.1.1 Contents:

FIRE EXTINGUISHERS AND TACKLING SMALL FIRES	
Aim	5.35.1
Actions to be taken in the event of a fire alarm sounding	5.36.1
FURTHER INFORMATION	
Fire Action Notices	5.37.1
Deaf Alerter system	5.38.1
Fire alarm tests	5.39.1
Fire drills	5.40.1
Arrangements for large-scale meetings *etc*.	5.41.1
Working out-of-hours and lone-working	5.42.1
Flammable reagents and organic solvents, storage of flammable substances, and the Dangerous Substances and Explosive Atmosphere Regulations 2002	5.43.1
Training	5.44.1
Further information	5.45.1
ANNEXES	
"In Case of Emergency"	Annex A
Fire Investigation	Annex B

5.2.1 Aim: To describe fire safety systems and actions to be taken in the event of a fire affecting University buildings on the Edinburgh bioQuarter campus or any other building on the campus that is occupied by University of Edinburgh staff and students.

5.2.2 In essence, this can be expressed as the following simple guidance to be followed upon hearing a fire alarm *wherever you are within the Edinburgh bioQuarter campus* (including embedded spaces within the Royal Infirmary of Edinburgh, Royal Hospital for Children and Young People (Child Life & Health), and Building NINE):

- **GET UP**
- **GET OUT**
- **STAY OUT**

5.3.1 General Introduction: Fire risks for each of the University of Edinburgh buildings on the Edinburgh bioQuarter campus have been assessed by the University's Fire Safety Unit, and the arrangements described in this Section have been formulated in consultation with the University's Fire Safety Adviser.

5.3.2 Fire risk assessment is founded on the principles of:

- Identifying potential fire hazards;
- Assessing *who* is at risk, and *how* they could potentially be harmed by fire;
- Establishing *what* fire controls already exist, and building upon these from time to time as appropriate; and
- Aiming to lower fire risks even further.

5.3.3 The frequency of fire risk assessments is determined by the risk level identified by the Fire Risk Assessor, and will generally be either High, Medium or Low equating to assessment review frequencies of two, three and four years respectively. The frequency of these assessments can be brought forward at any time if and when deemed necessary by the Fire Safety Unit (*e.g.* change of use, increased risk, material changes to construction, *etc*).

5.3.4 It is a role for the University's Fire Safety Unit to advise Building Managers how best to achieve these objectives, and to carry out both pre-planned and reactive fire risk assessment inspections. The Fire Safety Unit will also advise as required on general fire safety issues, management of fire safety, training support, *etc*.

5.3.5 There are some important differences between fire safety and response arrangements for each of the University buildings on the Edinburgh bioQuarter campus. The following paragraphs describe arrangements within and for each of the buildings accommodating University of Edinburgh staff and students (Chancellor's Building, Queen's Medical Research Institute, Institute for Regeneration and Repair, Usher Building, and University-occupied areas of other buildings on the Edinburgh bioQuarter campus, including the embedded spaces within the Royal Infirmary of Edinburgh, Royal Hospital for Children and Young People (Child Life & Health), and Building NINE, and should be read carefully by people working within or visiting any one or more of these buildings as appropriate.

5.3.6 It should be noted that throughout the area served by Scottish Fire & Rescue Service (SF&RS), due to the number of unwanted false alarm signals (UFAS) associated with automatic fire/smoke detectors and malicious use of Fire Alarm Manual Call Points, the ***SF&RS will not* respond to an alarm initiated by an automatic detector *unless confirmed by a telephone call***. Occupiers within each building, who have received special training in fire investigation, but more usually UofE Security Officers (see Paragraph 5.13.1) will monitor the situation and update the SF&RS accordingly.

5.3.7 Where a call is made to the SF&RS Control (by dialling **(9)999** from a place of safety) to notify a genuine fire/incident (*e.g.* "I saw flames", or "I could smell smoke", or "I could feel heat radiating through the wall between me and the room next door"), deployment of SF&RS resources will be based on an assessment of the situation, informed by local intelligence. An initial **999** call (and a subsequent **2222** call) can be made by any person. It is most important that any communication with SF&RS includes as much relevant information as possible (*i.e.* confirmation of the existence of a genuine fire emergency, correct address and postcode, building name, nature/extent of incident, whether persons are involved, and whether an evacuation has been completed or is still underway).

5.3.8 **(9)999** and **2222** calls should also be made if people are in possession of other information that they realise the SF&RS will wish to know (*e.g.* "There are several compressed gas cylinders in the area where fire has broken out").

5.3.9 A **(9)999** (and follow-up **2222** call) should not be delayed by the belief that another person may already have made a similar call; it is perfectly acceptable, and

switchboard operators and the Fire & Rescue Service are wholly prepared, for multiple calls to be made.

5.3.10 SF&RS Fire Control Officers are prepared to cope with multiple messages all saying essentially the same thing, and will relay the key information to attending firefighters in order for them to deploy and coordinate their resources.

5.3.11 Further **(9)999** calls should be made by an Incident Coordinator (see Paragraph 5.11.1 *et seq*) as soon as possible after alarms begin to sound within the building to update the SF&RS before they arrive.

5.3.12 In all cases, a **2222** call must be made also to University of Edinburgh Security Officers on the Edinburgh BioQuarter campus to inform them of the occurrence and to request their attendance.

5.4.1 **Arrangements related to the Royal Infirmary of Edinburgh (Embedded Spaces), Royal Hospital for Children and Young People (Child Life & Health), and Building NINE, Edinburgh bioQuarter:** Separate arrangements apply for embedded spaces within the Royal Infirmary of Edinburgh, Royal Hospital for Children and Young People (Child Life & Health), and Building NINE. University staff working in any of these buildings (whether permanently or on a temporary basis) must familiarise themselves with arrangements for whatever building(s) they may be working in as a matter of the highest priority *before* commencing work, although the guidance upon hearing a fire alarm sounding is usually precisely the same (*i.e.* **Get Up, Get Out, and Stay Out**).

5.5.1 **Arrangements When Working at Other Locations**: By the same token, University staff may be required from time to time to visit another place of work away from the Edinburgh bioQuarter campus (whether within the UK or overseas). In all such cases, deployed staff should familiarise themselves with arrangements for whatever building they may be working in as a matter of the highest priority *before* commencing work. Do not depend on receiving an adequate briefing being provided at another place of work.

5.6.1 **Arrangements Related to Mobility Impairment, *etc*:** All staff, students and visitors are strongly encouraged to inform their supervisors or hosts of any physical/cognitive illness or condition (*e.g.* mobility impairment, impaired sight or hearing, pregnancy, epilepsy, diabetes, any other known susceptibility to collapse, mental health problems, *etc*) that might have a bearing on their ability either to perceive a building emergency or react promptly by evacuating to a place of safety. Consideration must be given to preparing a Personal Emergency Evacuation Plan (PEEP) - Sometimes known as a Personal Emergency Assistance Plan (PEAP) - for persons with physical/cognitive impairments (see Section 6 of this Manual for further information relating to PEEP/PEAPs).

5.6.2 Section 6 of this Manual (Mobility Impairment and Buildings Emergencies) describes arrangements for people with mobility impairments *etc* in the event of buildings, emergencies, and also arrangements for people with impaired cognition, hearing and sight, *etc*.

5.7.1 **Late and Lone Working Arrangements**: Members of staff who are present within any of the buildings on the Edinburgh bioQuarter campus *outside of hours of expected building occupancy* (see Section 9 of this Manual for definitions and further details regarding out-of-hours arrangements) should evacuate precisely as they would during conventional working hours (see Section 6 of this Manual for further details regarding special arrangements for people with mobility, sight and hearing impairments, *etc*). Security Officers will use the log books and/or QR codes *etc* referred to in Section 9 of this Manual to inform attending SF&RS firefighters regarding the population of the building (*outside of hours of expected building occupancy*) prior to a fire emergency. Further information regarding the fire safety implications of late and lone working is presented also at Paragraph 5.42.1 *et seq*. **Colleagues are reminded that they are individually responsible for logging in and out of the buildings when operating outside hours of expected buildings occupancy**.

5.8.1 **Arrangement for Visitors**: Those who invite people into University buildings on the Edinburgh bioQuarter campus are wholly responsible for ensuring that their visitors are aware of what to do in the event of an emergency and, wherever necessary, to make arrangements for them to be led to a place of safety in the event of an emergency.

5.9.1 **Arrangement for Contractors**: Contractors must be made aware of fire safety arrangements and requirements prior to commencement of work activities The presence of contractors within the building must be recorded in registers kept at Reception in each of our buildings, which will be consulted in the event of a need to evacuate premises. Those who arrange for contractors to undertake work within University buildings on the Edinburgh bioQuarter campus are responsible for ensuring that workers are aware of what to do in the event of an emergency. Fire Stewards (see Paragraphs 5.10.1 *et seq*) will take note of the presence of contractors in their respective areas and, in the event of an emergency, direct them to evacuate the building.

5.10.1 Fire Stewards: Fire Stewards (sometimes known as Fire Wardens) have a two-fold role, summarised on *Instructions for Fire Stewards and Deputy Fire Stewards* notices displayed at various locations throughout the buildings: one element (*Proactive*) is to help ensure that the area for which a Fire Steward has been assigned responsibility is kept free from uncontrolled fire risks; the other (*Reactive*) is to help ensure a prompt and safe evacuation of the area in the event of a building emergency and then to report to the Incident Coordinator (see Paragraph 5.11.1 *et seq*).

5.10.2 The ***Proactive*** element of a Fire Steward's role is achieved by that person undertaking regular visual inspections of his or her area with a view to identifying fire safety faults and potential problems. It is recommended that weekly inspections are completed, possibly undertaken at the same time as the weekly fire alarm test for the building (see Paragraph 5.39.1). A weekly inspection checklist, reproduced at Appendix 1 to this Manual (not accessible to those viewing the Manual using Internet connections, since personal information is included in lists of staff with fire safety roles), represents the basis of carrying out and recording the outcome of an inspection of the workplace, although local circumstances, and the specific requirements of locally-based Health & Safety Committees, may dictate variations and additions to the items being checked, as well as the frequency of checks. Completed checklists form

part of the Fire Plan for each building, and should be maintained on-file by each Fire Steward, as these might be requested for review by visiting SF&RS Officers.

5.10.3 Faults and problems discovered by Fire Stewards during weekly inspections should be reported, as a matter or urgency, to the relevant Building Manager(s). Issues identified outwith the routine inspection should be reported in exactly the same manner and without delay. It should be borne in mind that Fire Stewards may be able to resolve a simple issue at the time and then report this (*e.g.* wedged-open fire door). All staff have a responsibility to report on any issues that they find regardless of being a Fire Steward or not.

5.10.4 The ***Reactive*** role for Fire Stewards, in the event of a building emergency/evacuation, is to sweep through their respective designated areas and ensure that all people there are aware that a fire alarm state exists and are taking appropriate steps to leave the building when a continuously sounding (🔊:) alarm is heard (*i.e.* the alarm tone may oscillate in frequency, but there is no break in the generation of sound) or, in the case of the IRR(N) building, when a voice message is broadcast over the public address system indicating that evacuation should commence. Fire Stewards should not, however, place themselves at risk; if circumstances dictate that a Fire Steward has to leave a building without completing a check of their designated area, they should report that fact to the Incident Coordinator (see Paragraph 5.11.1) who will, in turn, inform responding fire-fighters. Conspicuous absences from the staff, student and visitor complement should be reported by the Fire Steward to the Incident Coordinator, who will (in turn) inform attending fire-fighters. It is imperative that Fire Stewards report the status of their particular area to the Incident Coordinator as this information will be requested by the SF&RS. Providing incorrect or incomplete information can be detrimental to the SF&RS and their operational plans to deal with any incident.

5.10.5 Special aspects of Fire Stewards responsibilities to support people with mobility impairment *etc* are described in Section 6 (Mobility Impairment and Buildings Emergencies) of this Manual.

5.10.6 The role of Fire Steward is voluntary, and no liability attaches to execution of the role, but training is provided, including hands-on training with fire extinguishers (see Paragraphs 5.35.1 *et seq* and 5.44.1 *et seq*). Nominated individuals are listed at Appendix 1 to this Manual, where a checklist for regular inspections of their respective areas will also be found (not accessible to those viewing the Manual using Internet connections, since personal information is included in those lists).

5.11.1 Incident Coordinators: The principal role of Incident Coordinators is to ensure that their building is safely and effectively evacuated promptly when alarms begin to sound and to report the status of the evacuation to attending fire-fighters, In addition, the Incident Coordinator will be required to assist attending Scottish Fire & Rescue Service Officer in Charge (SF&RS OiC) to interpret information gathered from the fire alarm control panel. Use should be made of Evacuation Checklists located alongside fire alarm control panels in each of the University buildings on the Edinburgh bioQuarter campus, listing each sector within the building, so that reports from responding Fire Stewards (see Paragraph 5.10.1 *et seq*) may be recorded as they are received. It is imperative that Incident Coordinators ensure that they make

themselves known to the attending SF&RS OiC and that they ensure good and effective communications links with the Fire Stewards.

5.11.2 Due to the numbers involved, and the variable nature of attendance within these buildings on any given day, a full roll-call will not be done for an affected building, but each Fire Steward will report to an Incident Coordinator - who will be present at the affected building's fire alarm control panel (the main panel is located close alongside Reception in each of the University buildings on the Edinburgh bioQuarter campus) - that their respective area has been cleared, or whether any problem exists in stating with confidence that a specific area has definitely been cleared or not. The use of area-specific roll-calls will be at the discretion of each area's Health & Safety Committee, but any conspicuous absences of people known to have been in the building prior to the evacuation must be reported to the relevant n. It is imperative that correct and relevant information is passed to the Incident Coordinator without undue delay as this will be relayed to the attending SF&RS OiC.

5.11.3 One or two people trained to act as an Incident Coordinator will remain in the vicinity of the fire alarm control panel, if it is safe to do so, to assist attending fire-fighters interpret the information being presented on the addressable panel, and also to speak with persons with mobility impairment who have relocated to a Temporary Waiting Area/Space (formerly known as a Refuge) - see Section 6 (Mobility Impairment and Buildings Emergencies) of this Manual; intercom or mobile phone communications will be used by Incident Coordinators to speak with people present in Temporary Waiting Areas/Spaces (formerly known as Refuges).

5.11.4 A **2222** call should be made (using any extension at a safe location) by an Incident Coordinator as soon as possible after alarms begin to sound within the building, to notify and confirm the occurrence of a fire emergency/fire alarm, and subsequently as necessary to ensure that updated information is passed rapidly to the SF&RS (see also Paragraphs 5.15.1 *et seq*).

5.11.5 If Incident Coordinators discover that an alarm is the result of activation of a smoke or heat sensor for reasons unconnected with fire, or inappropriate activation of a Manual Fire Alarm Call Point, *prior* to arrival of the SF&RS, a second **2222** call will be made to the switchboard, from where staff will contact the SF&RS's control centre advising that it has been a false alarm; the SF&RS may, however, still attend to investigate.

5.11.6 Out-of-hours, or until an Incident Coordinator (see Appendix 1 of this Manual) arrives at the fire alarm panel, Security Officers will assume the roles of the Incident Coordinator.

5.11.7 The role of Incident Coordinator is voluntary, but training is provided. Nominated individuals are listed at Appendix 1 to this Manual (not accessible to those viewing the Manual using Internet connections, since personal information is included in those lists).

5.12.1 Evacuation Assembly Point Controllers: The principal role of Evacuation Assembly Point Controllers is to marshal building evacuees and direct them to the correct Evacuation Assembly Point (see Paragraphs 5.20.1 *et seq* for the Chancellor's

Building, Paragraphs 5.24.1 *et seq* for the QMRI, Paragraphs 5.28.1 *et seq* for the IRR buildings, Paragraphs 5.32.1 et seq for the Usher Building). Thereafter, Evacuation Assembly Point Controllers will relay information to assembled evacuees as it becomes available.

5.12.2 Each building has a number of designated and trained Incident Coordinators (see Paragraph 5.11.1 *et seq* and Appendix 1 to this Manual), but only one or two will be needed to remain in the vicinity of the fire alarm control panel. Those others listed in Appendix 1 to this Manual as designated Incident Coordinators, and not required to remain in the vicinity of the fire alarm control panel, will act as Evacuation Assembly Point Controllers, drawing upon other suitably able and willing evacuees to assist them as required. Fluorescent tabards, hard hats and loudhailers are available at Reception in some University buildings for use by Evacuation Assembly Point Controllers.

5.12.3 Insofar as resources may permit, one person should be assigned to control access to the service road behind the Queen's Medical Research Institute during a building emergency affecting the Institute in order to ensure unrestricted access to the rear of the building for attending fire-fighters (There is an alternate fire alarm control panel at the Stores entrance to the QMRI).

5.12.4 The role of Evacuation Assembly Point Controller is voluntary. Nominated individuals are listed at Appendix 1 to this Manual (not accessible to those viewing the Manual using Internet connections, since personal information is included in those lists).

5.13.1 University of Edinburgh Buildings Receptionists and Security Officers (Edinburgh bioQuarter Campus): Amongst their many other roles and duties, Reception staff and/or Security Officers based in University buildings on the Edinburgh bioQuarter campus will issue fire safety instructions to contractors entering a University building (based on information contained in relevant paragraphs of this Section of the Safety Manual). Contractors must be made fully aware of all fire safety arrangements and requirements prior to commencement of work activities The presence of contractors within the building must always be recorded in registers kept at Reception in each of our buildings, which will be consulted in the event of any need to evacuate premises.

5.13.2 On activation of fire alarms, after investigation to confirm that a fire emergency actually exists, University of Edinburgh Security Officers based on the Edinburgh bioQuarter campus (or, when present, the affected building's Duty Receptionist) will make a **(9)999** call (from any extension at a safe locationin order to contact SF&RS and confirm details and provide update reports. A call will also be made by University Security Officers to their own central operations base (Tel: 650 2257).

5.13.3 If University Security Officers discover that an alarm is the result of inappropriate activation of a smoke or heat sensor, or malicious activation of a Manual Fire Alarm Call Point, *prior* to arrival of the SF&RS, a second **(9)999** call will be made to SF&RS, from where staff will contact the SF&RS Operations Control Centre advising that it has been a false alarm; the SF&RS may, however, still attend

to investigate. A call will also be made by University Security Officers to their own central operations base (650 2257).

5.13.4 During out-of-hours periods (see Section 9 of this Manual), or until an Incident Coordinator (see Appendix 1 of this Manual) reports to the fire alarm panel, University Security Officers will assume the roles of the Incident Coordinator (see Paragraph 5.11.1 *et seq*).

5.13.5 If interpretation of information displayed on an addressable fire detection and alarm system control panel (usually located at Reception, though there may be other such panels at other locations within premises) indicates that only one device has been activated (known as a "single knock" of no more than one device such as a smoke detector), security officers will investigate following a protocol designed to elicit further information without exposing anyone to unacceptable risk. Where more than one device is activated (a "double knock"), or where there has been confirmation from building occupiers that a fire emergency exists, the SF&RS must be notified by the person discovering fire making a **(9)999** call form any extension at a safe location. UofE Security should also be informed be made by dialling **2222** from any extension at a safe location. Further information concerning fire investigation is set out in Annex B to this Section.

5.13.6 After resolution of a building's emergency, arising in any University of Edinburgh building, University Security Officers will contact their central operations base (650 2257) to report full details of the incident. University Security Officers will contact other University personnel as required.

5.14.1 EQUANS Security Officers, *etc*: For the Chancellor's Building (only), outside of normal working hours (during which a University member of staff will be acting as Incident Coordinator for the Chancellor's Building), subsequent to confirmation that there is an actual fire emergency affecting the Chancellor's Building, EQUANS Security Officers will meet attending SF&RS firefighters at the main entrance to the Chancellor's Building to assist with information concerning the location of a fire and provide information related also to fire detection and alarm systems and the status of an evacuation.

5.14.2 If EQUANS Security Officers discover that an alarm is the result of inappropriate activation of a smoke or heat sensor or malicious activation of a Manual Fire Alarm Call Point prior to arrival of the SF&RS, a second **(9)999** call will be made to the SF&RS's Operations Control Centre advising that it has been a false alarm; the SF&RS may still attend to investigate. A call will also be made by EQUANS Security Officers to University Security on 650 2257.

5.14.3 EQUANS Security Officers will record the circumstances and outcome of the event in a Fire Log Book and fax a copy of their report to the University's Fire Safety Adviser no later than the following day.

5.14.4 EQUANS will provide fire safety training for EQUANS personnel working in the Chancellor's Building.

5.14.5 Similar arrangements will apply for security teams supporting other non-University/non-NHS Lothian buildings on the Edinburgh bioQuarter campus.

5.15.1 Scottish Fire & Rescue Service (SF&RS): SF&RS will exercise overall responsibility for management of the situation upon their arrival, and they will advise on fire alarm system resetting and a general "all clear" indicating that the building may be safely re-entered. Responsibility for re-setting the fire alarm system lies wholly with building managers and not SF&RS. In the event of an actual fire to which the SF&RS have attended, the fire alarm system should only be reset with agreement with SF&RS personal on-scene.

5.16.1 University of Edinburgh's Fire Safety Unit: Amongst many other roles and duties, the University's Fire Safety Unit carries out periodic/pre-planned fire risk assessment inspections, advises building managers on fire safety arrangements, and provides some fire safety training for University staff and students working in the Edinburgh bioQuarter campus (Fire Stewards and Extinguishers, Incident Coordinators, *etc*).

CHANCELLOR'S BUILDING

5.17.1 Introduction: The fire alarm system serving the Chancellor's Building is divided into zones to allow specific areas to be evacuated as necessary, aiming to avoid any unnecessary disruption to the whole building.

5.17.2 Special arrangements for people with mobility, cognition, hearing and visual impairments *etc* are described in Section 6 of this Manual

5.18.1 Alarm System: The Chancellor's Building is controlled by an addressable fire detection and alarm system that incorporates both automatic smoke and heat detectors mounted at ceiling level, and "break glass" Fire Alarm Manual Call Points. The alarm system is divided into four areas, corresponding to the internal compartmentation of the building:

- Bioresearch & Veterinary Services (B&VS)-occupied areas;
- areas occupied by academic and support staff;
- research laboratories; and
- the Anne Rowling Regenerative Neurology Clinic.

5.19.1 Actions to be Taken in the Event of a Fire Alarm Sounding (Chancellor's Building): The following steps should be taken on each and every occasion that a fire alarm is heard, other than those occasions where notice has been given that there will be a test of the alarm system (in which case, the sounders will be activated only for a short period of time – see also Paragraph 5.39.1):

- On activation of the fire alarm system, a continuous sound (🔊: ~~~~~) will be heard in the area where the alarm is raised (*i.e.* the alarm tone may oscillate in frequency, but there will be no break in the generation of sound). An intermittent (or pulsed) alarm (🔊: - - - - - - -) will be heard throughout the rest of the building (*i.e.* where there are definite breaks in the generation of sound). If the alarm is not cancelled within approximately fifteen minutes, or if another sensor activation occurs in another compartment of

the building, or if the activation has been caused by someone pressing a Manual Fire Alarm Call Point button (see Figure 1a), a continuous alarm (🔊: ~~~~~~~~~~) will begin to sound throughout the whole building and everyone will be required to evacuate.

Figure 1a: A Fire Alarm Manual Call Point (Coloured red)

- On hearing a continuous alarm (🔊: ~~~~~~~~~~), all building occupiers and visitors must *immediately* evacuate the area within which the alarm is sounding, by means of the nearest available Fire Escape Route to the nearest available Fire Exit, and proceed to the designated Evacuation Assembly Point for the Chancellor's Building (see Paragraph 5.20.1).
- Do not delay to collect personal possessions, or attempt to re-enter an area that has already been evacuated, until told by attending fire-fighters that it is safe to do so.
- The most appropriate Fire Escape Route for any given area is indicated by white-on-green Exit Directional Signs and direction arrows variously suspended from ceilings, fixed above doors, or stuck to walls throughout the building (see Figure 1b). The white arrow points to the location of the Fire Exit closest to where the sign is displayed.

Figure 1b: Exit Directional Fire Escape Route Sign (Coloured white on green)

- In the event that the most direct Fire Escape Route is impassable, or an exit is found to be obstructed (perhaps by fire), the most appropriate alternative route and exit will usually be found very quickly by turning around, going back in the direction from which you have come, and looking for other white-on-green Exit Directional Signs and direction arrows pointing towards the nearest alternative exit from the building (see Figure 1c).

Figure 1c: Fire Exit Sign (Coloured white on green)

- In a very few cases in the building, a route to exit may be obstructed by a door that is normally secured, perhaps for reasons connected to laboratory containment. In such cases, a green-coloured emergency door release box will be located alongside the door (see Figure 1d). Doors fitted with maglock security devices should failsafe to the open position, so there should be no need to break the glass. Only if the failsafe system does not operate as intended should users have to break the glass as an override to the system. These failsafe devices are regularly tested.

Figure 1d: Emergency Door Release (Coloured green)

- On discovering a fire that has not yet activated the smoke/heat detectors, go to the closest Manual Fire Alarm Call Point (see Figure 1a) and manually activate the alarm by pressing against the centre of the panel. Also, call out to people to ensure that everyone in the vicinity is aware and beginning to take the correct action.
- Fire Action Notices are displayed alongside all Fire Alarm Manual Call Points, summarising actions to be taken in the event of a fire (see Figure 7a). Special action notices for people with mobility impairment are also displayed around the building (see Figure 7b).
- An Incident Coordinator (see Paragraph 5.11.1 *et seq*), or a member of University Security staff when no Incident Coordinator is apparently available within the building, will telephone **(9)999** (from a safe location) to ensure that the SF&RS is aware that there is a building emergency. **Update and further information should be provided by any person actually observing evidence of a fire (*e.g.* smoke and/or flames, or to report the presence of compressed gas cylinders in an area where fire has broken out), also by making a further (9)999 call from a safe location.** A SF&RS Fire Control Officer will prompt the caller to report the exact location and nature of the emergency, who is calling, and from what extension. Describing the nature of the emergency, and confirming that there genuinely *is* a fire, is extremely important, as it influences the range and

quantity of equipment and number of fire-fighters that the emergency services will deploy to the site (see also Annex B to this Section of the Safety Manual).

- The correct address to inform the SF&RS of a fire-related emergency affecting or threatening the Chancellor's Building is:

The University of Edinburgh
Chancellor's Building
Edinburgh bioQuarter
49 Little France Crescent
EDINBURGH EH16 4SB

and **It is *Extremely Important* to Remember to Quote the Full Postcode** Any additional relevant information should also be provided *e.g.* Building name, floor/ level within building, confirmation of incident type, *etc* (if known).

- A telephone call must also be made to University Security Officers on the campus to inform them of the occurrence.
- People with mobility impairments must evacuate *immediately* when the alarms begin to sound, regardless of whether they are sounding continuously (🔊: ~~~~~~~~) or intermittently (🔊: - - - - - - -). Evacuation at an early stage, when alarms are sounding only intermittently (🔊: - - - - - - -), may allow a person with mobility impairment an opportunity to use a lift to descend to ground level (See Section 6 of this Manual for further information).
- When alarms begin to sound continuously (🔊: ~~~~~~~~), lifts in that area will descend to ground level and their doors will open, allowing passengers to alight and proceed to the Evacuation Assembly Point (see Paragraph 5.20.1). The lifts will then cease to respond to call-button presses.
- If people with mobility impairments require assistance to evacuate, and it is not possible for them to use a lift located in an area where alarms are silent or sounding only intermittently (🔊: - - - - - - -), they should proceed immediately to the nearest protected Temporary Waiting Area/Space (formerly known as a Refuge) (see Section 6 of this Manual for further information), communicate with an Incident Coordinator, in accordance with arrangements described in their Personal Emergency Evacuation Plan (PEEP) - Sometimes known as a Personal Emergency Assistance Plan (PEAP), - and await assistance at that location. Further details are contained in Section 6 of this Manual
- It may be practical to evacuate from the Chancellor's Building into the adjacent Royal Infirmary of Edinburgh through interconnecting doors and corridors on the ground floor and second floor. Additionally, some Bioresearch & Veterinary Services (BVS)-occupied areas of the Chancellor's Building may be evacuated *via* the link bridge to the QMRI in order to obtain access to a safe and useable stairway or lift within the QMRI.
- Special arrangements for people with hearing and visual impairments *etc* are described in Section 6 of this Manual.
- People in laboratory areas where an intermittent (or pulsed) alarm (🔊: - - - - - - -) is sounding should (providing that it is safe to do so) take steps at that stage to make their workplace safer by:

    - Shutting-off gas supplies;

    - Replacing hazardous chemicals in safe storage (especially flammable substances);
    - Shutting down all non-essential equipment;
    - Returning radioactive substances and micro-organisms to safe and secure containment; and
    - Closing doors and windows.

- People in areas where an intermittent (or pulsed) alarm is sounding (: - - - - - -) should be ready to evacuate the building if the alarm escalates to a continuous sound (:).
- People in areas adjacent to one in which alarms of any type are sounding should be preparing themselves to evacuate the building if the alarms begin to sound also in their area.
- People should be cautious when moving around within the building so as not to stray into an area where alarms are sounding. If they do so, they should withdraw quickly from the area and return to their previous location and monitor the situation from there.
- Insofar as it is safe for them to do so, Fire Stewards will check their designated areas, as they themselves evacuate, to confirm that all are aware that an alarm is sounding and of the need to evacuate the building, and ensure that the areas are completely cleared of people; they will report the status of the evacuation from their respective areas to the Incident Coordinator (see Paragraph 5.11.1). Fire Stewards should only check the area that they were in when the alarms began to sound, if they are sufficiently well familiar with it, and not proceed further into the building to check other areas. Fire Stewards must not be unduly delayed in their own evacuation.
- All people evacuating the building should assemble at the correct Evacuation Assembly Point for the Chancellor's Building (see Paragraph 5.20.1).
- People present in the Chancellor's Building auditoria, seminar and meeting rooms, and other public areas, will be expected to respond to a fire emergency in the same way as other building occupiers. It is incumbent on the person hosting/responsible for visitors to suitably brief them on evacuation and fire alarm arrangements before commencement of a lecture or other meeting (see Paragraph 5.30.1). In addition, Fire Action Notices are displayed in these areas.
- The Incident Coordinator (see Paragraph 5.11.1 *et seq* and Appendix 1 to this Manual) and/or attending Security Officers will consult the registers that are kept at the Chancellor's Building's Reception desk, and attempt to reconcile visitors such as contractors and individual guests of staff known to have been present within the evacuated building with those who have reported to the Evacuation Assembly Point, and advise attending fire-fighters accordingly.
- Arrangements *outside of hours of expected building occupancy* (see Section 9 of this for definitions and further details regarding out-of-hours arrangements) are summarised out at Paragraph 5.42.1 *et seq*.
- Fires should be tackled using the portable fire-fighting equipment provided only after the alarm has been raised and **Only If It Is Safe To Do So** without putting yourself or others at risk (see Paragraph 5.35.1 *et seq* for further information).

5.19.2 These measures, describing actions to take in the event of a fire, or upon hearing a fire alarm, might usefully be summarised in the simple guidance:

- **GET UP**
- **GET OUT**
- **STAY OUT**

5.20.1 Evacuation Assembly Point: Evacuation Assembly Point Controllers will direct people evacuating from the Chancellor's Building to:

Around the totem (sign) for Car Park 1E, to the front of the Chancellor's Building, between the Royal Infirmary of Edinburgh and the Royal Hospital for Children and Young People, standing well clear of the Chancellor's Building and safely distant from moving traffic

5.20.2 Evacuees should stand well clear of the building and surrounding roads and pavements to allow free egress by other building occupiers and ready access by responding emergency services. Maintaining the proper distance from a building that is on fire is advised also to minimise the risk of injuries caused by flying glass if windows burst outwards.

5.20.3 Evacuation Assembly Point Controllers for the Chancellor's Building are listed at Appendix 1 to this Manual (not accessible to those viewing the Manual using Internet connections, since personal information is included in those lists).

QUEEN'S MEDICAL RESEARCH INSTITUTE (QMRI)

5.21.1 Introduction: The fire alarm system serving the QMRI is configured in such a way that activation of a sensor or call point in any one area will result in a need to evacuate the whole building.

5.21.2 Special arrangements for people with mobility, hearing and visual impairments *etc* are described in Section 6 of this Manual.

5.22.1 Alarm System: The QMRI is controlled by an addressable fire detection and alarm system that incorporates both automatic smoke and heat detectors mounted at ceiling level and manual "break glass" Fire Alarm Manual Call Points. The alarm system is divided into four areas, corresponding to the internal compartmentation of the building:

- East block;
- Centre block;
- West block; and
- The Drum (including Reception, the Wellcome Auditorium, The Drum restaurant and Mary Kinross Room and Fyffe Room).

5.22.2 In each case, compartments cover everything from Level 0 (basement) to Level 4 (CL3-capable labs, some meeting rooms, and plant rooms) of the respective compartment. Building design allows for a minimum of one hour of fire resistance across compartment barriers, separating each compartment of the building as described above, so that each atrium represents a resistance to the advancement of fire through the building amounting to two hours *per* atrium.

5.22.3 In contrast to arrangements for the Chancellor's Building, there is no intermittent or pulsed alarm sounds associated with the fire alarm configuration for the QMRI.

5.22.4 In the event that a Fire Alarm Manual Call Point (see Figure 1b) is activated, or automatic detectors are activated, fire alarms will sound continuously throughout the whole building, and **ALL** occupants of the building will be expected immediately to evacuate (*i.e.* **One Out, All Out**).

5.23.1 Actions to be Taken in the Event of a Fire Alarm Sounding (QMRI, including Edinburgh Imaging Facility, QMRI): The following steps should be taken on each and every occasion that a fire alarm is heard, other than those occasions where notice has been given that there will be a test of the alarm system (in which case, the sounders will be activated only for a short period of time – see also Paragraph 5.39.1):

- On activation of a Fire Alarm Manual Call Point or the fire alarm system by detection of smoke or heat by an automatic sensor, or if the activation has been caused by someone activating a Fire Alarm Manual Call Point (see Figure 2a), a continuous sound (🔊: ~~~~~) will be heard (*i.e.* the alarm tone may oscillate in frequency, but there will be no break in the generation of sound) throughout the whole building.

Figure 2a: A Fire Alarm Call Manual Point (Coloured red)

- On hearing a continuous alarm (🔊: ~~~~~), all building occupants and visitors must *immediately* evacuate, by means of the nearest available Fire Escape Route to the nearest available Fire Exit, and proceed to the designated Evacuation Assembly Point for the QMRI (see Paragraph 5.24.1).
- The most appropriate Fire Escape Route for any given area is indicated by white-on-green Exit Directional Signs and direction arrows variously suspended from ceilings, fixed above doors, or stuck to walls throughout the building (see Figure 2b). The white arrow points to the location of the Fire Exit closest to where the sign is displayed.

Figure 2b: Exit Directional Fire Escape Route Sign (Coloured white on green)

- In the event that the most direct Fire Escape Route is impassable, or an exit is found to be obstructed (perhaps by fire), the most appropriate alternative route and exit will usually be found very quickly by turning around, going back in the direction from which you have come, and looking for other white-on-green Exit Directional Signs and direction arrows pointing towards the nearest alternative exit from the building (see Figure 2c).

Figure 2c: Fire Exit Sign (Coloured white on green)

- In a very few cases in the building, a route to exit may be obstructed by a door that is normally kept secured, perhaps for reasons connected to laboratory containment. In such cases, a green-coloured emergency door release box will be located alongside the door (see Figure 2d). Doors fitted with maglock security devices should failsafe to the open position, so there should be no need to break the glass. Only if the failsafe system does not operate as intended should users have to break the glass as an override to the system. These failsafe devices are regularly tested.

Figure 2d: Emergency Door Release (Coloured green)

- On discovering a fire that has not yet activated the fire alarm sounders, go to the closest Manual Fire Alarm Call Point (see Figure 1b) and manually activate the alarm by pressing against the centre of the panel. Also, call out to people to ensure that everyone in the vicinity is aware and beginning to take the correct action.
- Fire Action Notices are displayed alongside all Fire Alarm Manual Call Points summarising actions to be taken in the event of a fire (see Figure 7a). Special action notices for people with mobility impairment are also displayed around the building (see Figure 7b).

- An Incident Coordinator (see Paragraph 5.11.1 *et seq*), or a member of buildings Security staff when no Incident Coordinator is apparently available within the building, will telephone **(9)999** from a safe location and ensure that SF&RS is aware that there is a building emergency. Update information should be provided by any person actually observing evidence of a fire (*e.g.* smoke and/or flames, or to report the presence of compressed gas cylinders in an area where fire has broken out) also by making a further **(9)999** call from a safe location. A SF&RS Fire Control officer will prompt the caller to report the exact location and nature of the emergency, who is calling, and from what extension. Describing the nature of the emergency, and confirming that there genuinely *is* a fire, is extremely important, as it influences the range and quantity of equipment and number of fire-fighters that the emergency services will deploy to the site (see also Annex B to this Section of the Safety Manual).
- The correct address to inform the Fire & Rescue Service of a fire-related emergency affecting or threatening the Queen's Medical Research Institute is:

The University of Edinburgh
Queen's Medical Research Institute
Edinburgh bioQuarter
47 Little France Crescent
EDINBURGH EH16 4TJ

  and **it is *Extremely Important* to remember to quote the Full Postcode**. Any additional relevant information should also be provided, including building name, floor/ level within building, confirmation of incident type, *etc*.
- A call must also be made to University Security Officers on the campus, informing them of the occurrence and circumstances., and requesting their attendance.
- Upon being alerted by activation of a *Deaf Alerter* radio-pager, people with mobility impairments who have been pre-issued with these devices must evacuate *immediately*; these arrangements will have been discussed with them beforehand and formalised as their Personal Emergency Evacuation Plan (PEEP), sometimes known as a Personal Emergency Assistance Plan (PEAP), further details of which are contained in Section 6 of this Manual.
- When alarms begin to sound continuously (), lifts in all areas will descend to ground level and their doors will open, allowing passengers to alight and proceed to the Evacuation Assembly Point (see Paragraph 5.24.1). The lifts will then cease to respond to call-button presses (excepting special arrangements that are described in Section 6 of this Manual in respect of evacuation of people with mobility impairment).
- If people with mobility impairments require assistance to evacuate, and it is not possible for them to use a lift located in a safe area, they should proceed immediately to an area where lifts remain usable or to the nearest protected Temporary Waiting Area/Space (formerly known as a Refuge) (see Section 6 – Mobility Impairment and Buildings Emergencies – of this Manual for further information), communicate with an Incident Coordinator, in accordance with arrangements described in their Personal Emergency Evacuation Plan (PEEP Personal Emergency Evacuation Plan (PEEP) - sometimes known as a Personal Emergency Assistance Plan (PEAP). See Section 6 (Mobility Impairment and

Buildings Emergencies) of this Manual for further details, and await assistance at that location.

- Special arrangements for people with hearing and visual impairments *etc* are described in Section 6 (Mobility Impairment and Buildings Emergencies) of this Manual.
- People in laboratory areas where they are aware of an alarm sounding in an adjacent compartment should take steps at that stage to make their workplace safer by:

    - Shutting-off gas supplies;
    - Replacing hazardous chemicals in safe storage (especially flammable substances);
    - Shutting down all non-essential equipment;
    - Returning radioactive substances and micro-organisms to safe and secure containment; and
    - Closing doors and windows.

- Insofar as it is safe for them to do so, Fire Stewards will check their designated areas, as they themselves evacuate, to confirm that all are aware that an alarm is sounding and of the need to evacuate the building, and ensure that the areas are completely cleared of people; they will report the status of the evacuation from their respective areas to the Incident Coordinator (see Paragraph 5.11.1 *et seq*). Fire Stewards should only check the area that they were in when the alarms began to sound, if they are sufficiently well familiar with it, and not proceed further into the building to check other areas. Fire Stewards must not be unduly delayed in their own evacuation.
- Special assistance may be required for people visiting the Edinburgh Imaging Facility (EIF), QMRI for scanning *etc*, and staff working in that area are aware of that aspect of their roles. Where there are clear indications that a fire is directly threatening EIF, there must be an immediate and complete evacuation of EIF. Otherwise staff will guide patients and visitors to a Temporary Waiting Area/Space to await further instructions, which will be relayed by the Incident Coordinator or other person interpreting information being displayed on the fire alarm control panel at the QMRI's main Reception (that information being displayed also at the Temporary Waiting Area/Space for EIF). Providing that it is safe to do so, patients already undergoing scanning can continue to be scanned, under the direct supervision of EIF staff, until such time as it becomes clear that a full and immediate evacuation of EIF is required. Information will be communicated to EIF by the Incident Coordinator or another person monitoring the panel in EIF's main Temporary Waiting Area/Space by use of dedicated communications resources located within the Temporary Waiting Area/Space and telephones to scanning corridor control rooms.
- All people evacuating the building should assemble at the correct Evacuation Assembly Point for the QMRI (see Paragraph 5.24.1).
- People present in the QMRI auditorium, meeting rooms, and other public areas, will be expected to respond to a building emergency in the same way as other building occupiers, It is incumbent on the person hosting/responsible for visitors to suitably brief them on evacuation and fire alarm arrangements before commencement of a lecture or other meeting (see Paragraph 5.41.1). In addition, Fire Action Notices are displayed in these areas.

- People present in the QMRI's catering facility (The Drum) will be expected to respond in the same way as other building occupiers, but visitors will be marshalled out of the building by members of the catering team, who will also aim to make their area safe before leaving the building by switching off cooking equipment *etc*.
- The Incident Coordinator (see Paragraph 5.11.1 *et seq* and Appendix 1 to this Manual) and/or Security Officers will consult the 'Visitor's Book' normally kept at the QMRI Reception desk, and attempt to reconcile other visitors such as contractors and individual guests of staff known to have been present within the evacuated building with those who have reported to the Evacuation Assembly Point, and advise attending fire-fighters accordingly.
- Fires should be tackled using the portable fire-fighting equipment provided only after the alarm has been raised and **Only if it is Safe To Do So** without putting yourself or others at risk (see Paragraph 5.35.1 *et seq* for further information).

5.23.2 Relating specifically to arrangement for Edinburgh Imaging Facilities within the Queen's Medical Research Institute:

- Staff not supervising patients, able-bodied, non-radioactive patients, visitors and volunteers should evacuate the building via the nearest available escape route. Evacuation routes are indicated by the signage indicated above.
- Patients under staff supervision (radioactive patients and those who are unable to self-evacuate) will be directed to the Temporary Waiting Area/Space (formerly known as a Refuge), which is located between the West and Central blocks of Level 0.
- Radioactive patients in the Temporary Waiting Area/Space will be segregated and remain at a safe distance from other patients and staff.
- The Evacuation Assembly Point for Edinburgh Imaging Facilities (QMRI) is the QMRI car park at the west end of the building.
- Special precautions are in place for magnetic resonance imaging as set out in local rules
- Special precautions are in place for radiochemistry as set out in local rules.

5.23.3 These measures of what actions to take in the event of a fire, or hearing an alarm, might usefully be summarised in the simple guidance:

- **GET UP**
- **GET OUT**
- **STAY OUT**

5.24.1 Evacuation Assembly Point: Evacuation Assembly Point Controllers will direct people evacuating from the QMRI to one of the following locations:

Other than for staff and people visiting the Edinburgh Imaging Facility (QMRI), the correct Evacuation Assembly Point for the QMRI is within the car park adjacent to the Old Dalkeith Road, assembling at the edge of the car park adjacent to the Old Dalkeith Road. Care should be taken when walking through and assembling within a live car park to avoid conflict with moving vehicles
For staff and people visiting the Edinburgh Imaging Facility (QMRI), the correct Evacuation Assembly Point is in the QMRI's own car park, which is located to the west of the building, from where non-ambulant patients/visitors may be uplifted in suitable vehicles.

5.24.2 Evacuees should stand well clear of the building and surrounding roads and pavements to allow free egress by other building occupiers and ready access by responding emergency services. Maintaining the proper distance from a building that is on fire is advised also to minimise the risk of injuries caused by flying glass if windows burst outwards.

5.24.3 Evacuation Assembly Point Controllers for the QMRI are listed at Appendix 1 to this Manual (not accessible to those viewing the Manual using Internet connections, since personal information is included in those lists).

INSTITUTE FOR REGENERATION AND REPAIR (IRR)

5.25.1 Introduction: The fire alarm system serving the IRR(N) building is divided into zones to allow specific areas to be evacuated as necessary, aiming if possible to avoid disruption to the whole building.

5.25.2 The fire alarm system for IRR(N) is configured so that there are a number of different evacuation phases, each corresponding to the internal compartmentation of the building.

5.25.3 The fire alarm system serving the IRR(S) is configured in such a way that activation of a sensor or call point in any one area will result in a need to evacuate the entire building.

5.25.4 Special arrangements for people with mobility, hearing and visual impairments *etc* are described in Section 6 of this Manual.

5.28.1 Alarm System: The two IRR buildings (IRR North and IRR Souyth) are each controlled by an addressable automatic fire detection and manual alarm system that incorporates both automatic smoke and heat detectors mounted at ceiling level, and manual ("break glass") Fire Alarm Manual Call Points.

5.28.2 The alarm system for IRR(N) is divided into two zones, each corresponding to the internal compartmentation of the building:

- Main IRR(N)-occupied area; and
- Bioresearch & Veterinary Services (B&VS)-occupied areas of IRR(N).

5.28.3 Building design for IRR(N) allows for a minimum of one hour of fire resistance across compartment barriers, separating each compartment of the building as described above.

5.28.4 In the event that a Fire Alarm Manual Call Point (see Figure 3a) is activated, or automatic detectors are activated, fire alarms will sound continuously throughout either IRR(N) or IRR(S), and all occupants of the building will be expected to evacuate (*i.e.* **One Out, All Out**).

5.27.1 Actions to be Taken in the Event of a Fire Alarm Sounding (IRR Buildings): The following steps should be taken on each and every occasion that a fire alarm is heard, other than those occasions where notice has been given that there will be a test of the alarm system (in which case, the sounders will be activated only for a short period of time – see also Paragraph 5.40.1).

- On activation of a fire alarm call manual point or the fire alarm system by detection of smoke or heat by an automatic sensor, or if the activation has been caused by someone operating a Fire Alarm Manual Call Point (see Figure 3a) a pre-recorded voice message will be broadcast (in IRR North only), or a continuously sounding alarm (in IRR South), advising people that there is a building emergency and instructing them immediately to evacuate.

Figure 3a: A Fire Alarm Manual Call Point (Coloured red)

- On hearing the alarm, all building occupiers and visitors must *immediately* evacuate the area within which the alarm is sounding, by means of the nearest available Fire Escape Route to the nearest available Fire Exit, and proceed to the correct Evacuation Assembly Point for the IRR building within which alarms are sounding (see Paragraph 5.28.1).
- The most appropriate Fire Escape Route for any given area is indicated by white-on-green Exit Directional Signs and direction arrows variously suspended from ceilings, fixed above doors, or stuck to walls throughout the building (see Figure 3b). The white arrow points to the location of the Fire Exit closest to where the sign is displayed.

Figure 3b: Exit Directional Fire Escape Route Sign (Coloured white on green)

- In the event that the most direct Fire Escape Route is impassable, or an exit is found to be obstructed (perhaps by fire), the most appropriate alternative route and exit will usually be found very quickly by turning around, going back in the direction from which you have come, and looking for other white-on-green Exit Directional Signs and direction arrows pointing towards the nearest alternative exit from the building (see Figure 3c).

Figure 3c: Fire Exit Sign (Coloured white on green)

- In a very few cases in the building, a route to exit may be obstructed by a door that is normally kept secured, perhaps for reasons connected with laboratory containment. In such cases, a green-coloured emergency door release box will be located alongside the door (see Figure 3d). Doors fitted with maglock security devices should failsafe to the open position, so there should be no need to break the glass. Only if the failsafe system does not operate as intended should users have to break the glass as an override to the system. These failsafe devices are regularly tested.

Figure 3d: Emergency Door Release (Coloured green)

- On discovering a fire that has not yet activated the smoke/heat detectors, go to the closest Manual Fire Alarm Call Point (see Figure 3c) and manually activate the alarm by pressing against the centre of the panel. Also, call out to people to

ensure that everyone in the vicinity is aware and beginning to take the correct action.

- Fire Action Notices are displayed alongside all Fire Alarm Manual Call Points summarising actions to be taken in the event of a fire (see Figure 7a). Special action notices for people with mobility impairment are also displayed around both buildings (such as those illustrated at Figure 7b).
- An Incident Coordinator (see Paragraph 5.11.1 *et seq*), or a member of UofE Security staff when no Incident Coordinator is apparently available within the building, will telephone **(9)999** from a place of safety and then ensure that University of Edinburgh Security Officers are also made aware that there is a building emergency Update information should be provided by any person actually observing evidence of a fire (*e.g.* smoke and/or flames, or to report the presence of compressed gas cylinders in an area where fire has broken out) also by making further **(9)999** calls from a safe location. The University's Security team will prompt the caller to report the exact location and nature of the emergency, who is calling, and from what extension. The University's Security team will then relay that information to SF&RS. Describing the nature of the emergency, and confirming that there genuinely *is* a fire, is extremely important, as it influences the range and quantity of equipment and number of fire-fighters that the emergency services will deploy to the site (see also Annex B to this Section of the Safety Manual).
- The correct address to inform the Fire & Rescue Service of a fire-related emergency affecting or threatening either of the two IRR buildings is:

The University of Edinburgh
Institute for Regeneration and Repair
Edinburgh bioQuarter
Little France Drive
EDINBURGH EH16 4UU

and **it is *Extremely Important* to remember to quote the Full Postcode**. Any additional relevant information should also be provided *e.g* Building name, floor/ level within building, confirmation of incident type, *etc* (if known).

- A call must be made also to UofE Security officers on the campus to inform them of the occurrence and circumstances, and of the need to report to the buildings)
- When fire alarms begin to sound, lifts will descend to ground level and their doors will open, allowing passengers to alight and head off to the correct Evacuation Assembly Point for the building (see Paragraph 5.28.1), and the lifts will then cease to respond to call-button presses.
- If people with mobility impairments require assistance to evacuate, they should proceed immediately to the nearest protected Temporary Waiting Place/Area (formerly known as a Refuge; see Section 6 – Mobility Impairment and Buildings Emergencies – of this Manual for further information), communicate with an Incident Coordinator, in accordance with arrangements described in their Personal Emergency Evacuation Plan (PEEP) - sometimes known as a Personal Emergency Assistance Plan (PEAP) - and await further guidance at that location. Further guidance regarding PEEPs/PEAPs is contained in section 6 of this Safety Manual.

- Special arrangements for people with cognitive, hearing and visual impairments *etc* are described in Section 6 (Mobility Impairment and Buildings Emergencies) of this Manual.
- If it is safe to do so, people in laboratory areas may take steps to make their workplace safer as the begin to evacuate by:

    - Shutting-off gas supplies;
    - Replacing hazardous chemicals in safe storage (especially flammable substances);
    - Shutting down all non-essential equipment;
    - Returning radioactive substances and micro-organisms to safe and secure containment; and
    - Closing doors and windows.
- Insofar as it is safe for them to do so, Fire Stewards will check their designated areas, as they themselves evacuate, to confirm that all are aware that an alarm is sounding and of the need to evacuate the building, and ensure that the areas are completely cleared of people; they will report the status of the evacuation from their respective areas to the Incident Coordinator (see Paragraph 5.11.1 *et seq*). Fire Stewards should only check the area that they were in when the alarms began to sound, if they are sufficiently well familiar with it, and not proceed further into the building to check other areas. Fire Stewards must not be unduly delayed in their own evacuation.
- All people evacuating the building should assemble at the correct Evacuation Assembly Points for the two IRR buildings (see Paragraph 5.28.1).
- People present in public areas of either IRR building will be expected to respond to a fire emergency in the same way as other building occupiers, but visitors should have been briefed on building evacuation arrangements by a member of staff before commencement of a lecture or other meeting (see Paragraph 5.31.1). Fire Action Notices are displayed in these areas.
- The Incident Coordinator (see Paragraph 5.11.1 *et seq* and Appendix 1 to this Manual) and/or Security Officers will consult the registers normally kept at each of the two IRR Reception Desks, and attempt to reconcile other visitors such as contractors and individual guests of staff known to have been present within the evacuated building with those who have reported to the Evacuation Assembly Points, and advise attending fire-fighters accordingly.
- Fires should be tackled using the fire-fighting equipment provided only after the alarm has been raised and only if it is safe to do so without putting yourself or others at risk (see Paragraph 5.35.1 *et seq* for further information).

5.27.2 These measures, describing actions to take in the event of a fire, or upon hearing a fire alarm, might usefully be summarised in the simple guidance:

- **GET UP**
- **GET OUT**
- **STAY OUT**

5.28.1 Evacuation Assembly Points: Incident Coordinators will direct people evacuating from either of the two IRR buildings to:

IRR(N): The grassed area in front of the building on Little France Drive
IRR(S): Fairfield Walk

5.28.2 Evacuees should stand well clear of the building(s) and surrounding roads and pavements to allow free egress by other building occupiers and ready access by responding emergency services. Maintaining the proper distance from a building that is on fire is advised also to minimise the risk of injuries caused by flying glass if windows burst outwards.

5.28.3 Evacuation Assembly Point Controllers for the IRR buildings are listed at Appendix 1 to this Manual (not accessible to those viewing the Manual using Internet connections, since personal information is included in those lists).

USHER BUILDING

5.29.1 Introduction: The fire alarm system serving the Usher Building is configured in such a way that activation of a sensor or call point in any one area will result in a need to evacuate the whole building.

5.29.2 Special arrangements for people with mobility, hearing and visual impairments *etc* are described in Section 6 of this Manual.

5.30.1 Alarm System: The Usher Buildings is controlled by an addressable automatic fire detection and manual alarm system that incorporates both automatic smoke and heat detectors mounted at ceiling level, and manual ("break glass") Fire Alarm Manual Call Points.

5.30.2 In contrast to arrangements for the Chancellor's Building, there is no intermittent or pulsed alarm sounds associated with the fire alarm configuration for the Usher Building.

5.30.3 In the event that a Fire Alarm Manual Call Point (see Figure 1c) is activated, or automatic detectors are activated, fire alarms will sound continuously throughout the Usher Building, and all occupants of the building will be expected to evacuate (*i.e.* **One Out, All Out**).

5.31.1 Actions to be Taken in the Event of a Fire Alarm Sounding (Usher Building): The following steps should be taken on each and every occasion that a fire alarm is heard, other than those occasions where notice has been given that there will be a test of the alarm system (in which case, the sounders will be activated only for a short period of time – see also Paragraph 5.39.1).

- On activation of a fire alarm call manual point or the fire alarm system by detection of smoke or heat by an automatic sensor, or if the activation has been caused by someone operating a Fire Alarm Manual Call Point (see Figure 4a) a continuous sound will be heard in the area where the alarm is raised (i.e. the alarm tone may oscillate in frequency, but there will be no break in the generation

of sound)., advising people that there is a building emergency and instructing them immediately to evacuate.

Figure 4a: A Fire Alarm Manual Call Point (Coloured red)

- On hearing the alarm, all building occupiers and visitors must *immediately* evacuate the area within which the alarm is sounding, by means of the nearest available Fire Escape Route to the nearest available Fire Exit, and proceed to the correct Evacuation Assembly Point for the Usher Building within which alarms are sounding (see Paragraph 5.32.1).
- The most appropriate Fire Escape Route for any given area is indicated by white-on-green Exit Directional Signs and direction arrows variously suspended from ceilings, fixed above doors, or stuck to walls throughout the building (see Figure 4b). The white arrow points to the location of the Fire Exit closest to where the sign is displayed.

Figure 4b: Exit Directional Fire Escape Route Sign (Coloured white on green)

- In the event that the most direct Fire Escape Route is impassable, or an exit is found to be obstructed (perhaps by fire), the most appropriate alternative route and exit will usually be found very quickly by turning around, going back in the direction from which you have come, and looking for other white-on-green Exit Directional Signs and direction arrows pointing towards the nearest alternative exit from the building (see Figure 4c).

Figure 4c: Fire Exit Sign (Coloured white on green)

- In a very few cases in the building, a route to exit may be obstructed by a door that is normally kept secured, perhaps for reasons connected to security. In such cases, a green-coloured emergency door release box will be located alongside the door (see Figure 4d). Doors fitted with maglock security devices should failsafe to the open position, so there should be no need to break the glass. Only if the failsafe system does not operate as intended should users have to break the glass as an override to the system. These failsafe devices are regularly tested.

Figure 4d: Emergency Door Release (Coloured green)

- On discovering a fire that has not yet activated the smoke/heat detectors, go to the closest Manual Fire Alarm Call Point (see Figure 4a) and manually activate the alarm by pressing against the centre of the panel. Also, call out to people to ensure that everyone in the vicinity is aware and beginning to take the correct action.
- Fire Action Notices are displayed alongside all Fire Alarm Manual Call Points summarising actions to be taken in the event of a fire (see Figure 7a). Special action notices for people with mobility impairment are also displayed around both buildings (see Figure 7b).
- An Incident Coordinator (see Paragraph 5.11.1 *et seq*), or a member of UofE Security staff when no Incident Coordinator is apparently available within the building, will telephone **(9)999** from a safe location and ensure that University of Edinburgh Security Officers are also aware that there is a building emergency. Update information should be provided by any person actually observing evidence of a fire (*e.g.* smoke and/or flames) also by making further **(9)999** calls from a safe location. The University's Security team will prompt the caller to report the exact location and nature of the emergency, who is calling, and from what extension. The University's Security team will then relay that information to SF&RS. Describing the nature of the emergency, and confirming that there genuinely *is* a fire, is extremely important, as it influences the range and quantity of equipment and number of fire-fighters that the emergency services will deploy to the site (see also Annex B to this Section of the Safety Manual).
- The correct address to inform the Fire & Rescue Service of a fire-related emergency affecting or threatening Usher Building is:

The University of Edinburgh
Usher building
Edinburgh bioQuarter
5–7 Little France Road
EDINBURGH EH16 4UX

and **it is *Extremely Important* to remember to quote the Full Postcode**. Any additional relevant information should also be provided *e.g* Building name, floor/ level within building, confirmation of incident type, *etc* (if known).

- A call must be made also to UofE Security Officers on the campus, informing them of the occurrence and circumstances, and requesting their attendance at the scene.
- If people with mobility impairments require assistance to evacuate, and it is not possible for them to use a lift located in a safe area, they should proceed immediately to the nearest protected Temporary Waiting Area (TWA, formerly known as a Refuge; see Section 6 – Mobility Impairment and Buildings Emergencies – of this Manual for further information), communicate with an Incident Coordinator, in accordance with arrangements described in their Personal Emergency Evacuation Plan (PEEP), sometimes known as a Personal Emergency Assistance Plan (PEAP). See Section 6 (Mobility Impairment and Buildings Emergencies) of this Manual for further information, and await further guidance at that location.
- Special arrangements for people with cognitive, hearing and visual impairments *etc* are described in Section 6 (Mobility Impairment and Buildings Emergencies) of this Manual.
- Insofar as it is safe for them to do so, Fire Stewards will check their designated areas, as they themselves evacuate, to confirm that all are aware that an alarm is sounding and of the need to evacuate the building, and ensure that the areas are completely cleared of people; they will report the status of the evacuation from their respective areas to the Incident Coordinator (see Paragraph 5.11.1 *et seq*). Fire Stewards should only check the area that they were in when the alarms began to sound, if they are sufficiently well familiar with it, and not proceed further into the building to check other areas. Fire Stewards must not be unduly delayed in their own evacuation.
- All people evacuating the building should assemble at the correct Evacuation Assembly Point for the Usher Building (see Paragraph 5.32.1).
- People present in public areas of the Usher Building will be expected to respond to a fire emergency in the same way as other building occupiers, but visitors should have been briefed on building evacuation arrangements by a member of staff before commencement of a lecture or other meeting (see Paragraph 5.41.1). Fire Action Notices are displayed in these areas.
- The Incident Coordinator (see Paragraph 5.11.1 *et seq* and Appendix 1 to this Manual) and/or Security Officers will consult the registers normally kept at the Usher Building Reception Desk, and attempt to reconcile other visitors such as contractors and individual guests of staff known to have been present within the evacuated building with those who have reported to the Evacuation Assembly Points, and advise attending fire-fighters accordingly.

- Fires should be tackled using the fire-fighting equipment provided only after the alarm has been raised and only if it is safe to do so without putting yourself or others at risk (see Paragraph 5.35.1 *et seq* for further information).

5.13.2 These measures, describing actions to take in the event of a fire, or upon hearing a fire alarm, might usefully be summarised in the simple guidance:

- **GET UP**
- **GET OUT**
- **STAY OUT**

5.32.1 Evacuation Assembly Points: Incident Coordinators will direct people evacuating from the Usher Building to:

Fairfield Walk

5.32.2 Evacuees should stand well clear of the building and surrounding roads and pavements to allow free egress by other building occupiers and ready access by responding emergency services. Maintaining the proper distance from a building that is on fire is advised also to minimise the risk of injuries caused by flying glass if windows burst outwards.

5.32.3 Evacuation Assembly Point Controllers for the Usher Buildings are listed at Appendix 1 to this Manual (Not accessible to those viewing the Manual using Internet connections, since personal information is included in those lists).

UNIVERSITY-OCCUPIED AREAS OF OTHER BUILDINGS ON THE EDINBURGH BIOQUARTER CAMPUS

5.33.1 Introduction: Arrangements within non-University premises on the Edinburgh bioQuarter campus, including embedded spaces within the Royal Infirmary of Edinburgh, Royal Hospital for Children and Young People (Child Life & Health), and Building NINE, may vary in some details, but are broadly the same as for University premises, and steps to be taken in the event of a fire emergency are not substantially different. Occupiers of these premises must familiarise themselves with local arrangements so that they are entirely confident that they know how to respond to the sounding of fire alarms. It should be noted that alarms may be different to those that people will be familiar with in University of Edinburgh buildings.

5.33.2 Special arrangements may exist for people with mobility, hearing and visual impairments *etc* and these should be made known to occupiers and visitors with special needs.

5.34.1 Actions to be Taken in the Event of a Fire Alarm Sounding: The following steps should be taken on each and every occasion that a fire alarm is heard, other than those occasions where notice has been given that there will be a test of the alarm system (in which case, the sounders will be activated only for a short period of time):

- On activation of a Fire Alarm Manual Call Point or the fire alarm system by detection of smoke or heat by an automatic sensor, or activation of a Fire Alarm Manual Call Point (see Figure 5a), a signal will be broadcast, advising people that there is a building emergency and a corresponding need for them to evacuate.

Figure 5a: A Fire Alarm Manual Call Point (Coloured red)

- On hearing the signal, all building occupiers and visitors must *immediately* evacuate the building, by means of the nearest available Fire Escape Route to the nearest available Fire Exit, and proceed to the designated Evacuation Assembly Point (the location of which will be signposted).
- The most appropriate Fire Escape Route for any given area is indicated by white-on-green Exit Directional Signs and direction arrows variously suspended from ceilings, fixed above doors, or stuck to walls throughout the building (see Figure 5b). The white arrow points to the location of the Fire Exit closest to where the sign is displayed.

Figure 5b: Exit Directional Fire Escape Route Sign (Coloured white on green)

- In the event that the most direct Fire Escape Route is impassable, or an exit is found to be obstructed (perhaps by fire), the most appropriate alternative route and exit will usually be found very quickly by turning around, going back in the direction from which you have come, and looking for other white-on-green Exit

Directional Signs and direction arrows pointing towards the nearest alternative exit from the building (see Figure 5c).

Figure 5c: Fire Exit Sign (Coloured white on green)

- In a very few cases in a building, a route to exit may be obstructed by a door that is normally kept secured, perhaps for reasons connected with safety or security. In such cases, a green-coloured emergency door release box will be located alongside the door (see Figure 5d). Only if the failsafe system does not operate as intended should users have to break the glass as an override to the system. These failsafe devices are regularly tested.

Figure 5d: Emergency Door Release (Coloured green)

- On discovering a fire that has not yet activated the fire alarm sounders, go to the closest Manual Fire Alarm Call Point (see Figure 5a) and manually activate the alarm by pressing against the centre of the panel. Also, call out to people to ensure that everyone in the vicinity is aware and beginning to take the correct action.
- Fire action notices are displayed alongside al Fire Alarm Manual Call Points summarising actions to be taken in the event of a fire (see Figure 6). Special action notices for people with mobility impairment are also displayed around the building (see Figures 7a and 7b).
- An Incident Coordinator (see Paragraph 5.11.1 *et seq*), or a member of the relevant Security team when no Incident Coordinator is apparently available within the building, will telephone **(9)999** from a safe location and ensure that EUANS Security Officers are aware that there is a building emergency Update information should be provided by any person actually observing evidence of a fire (*e.g.* smoke and/or flames, or to report the presence of compressed gas cylinders in an area where fire has broken out) also by making further **(9)999** calls from a safe location. The relevant security team will prompt the caller to report the exact location and nature of the emergency, who is calling, and from

what extension. The relevant security team will then relay that information to the SF&RS. Describing the nature of the emergency, and confirming that there genuinely *is* a fire, is extremely important, as it influences the range and quantity of equipment and number of fire-fighters that the emergency services will deploy to the site (see also Annex B to this Section of the Safety Manual).

- **The correct address should be used to inform the SF&RS of a fire-related emergency affecting or threatening the premises, and it is *Extremely Important* to remember to quote the Full Postcode.**
- If people with mobility impairments *etc* require assistance to evacuate, they should proceed immediately to an area where they can communicate with a member of staff at the fire alarm control panel and await further guidance.
- People working within premises, where they are aware of an alarm sounding in an adjacent compartment, should take steps at that stage to make their workplace safer by:

    - Closing doors and windows as they leave.

- People should be cautious too when moving around within a building not to stray into an area where a fire might he located.
- Insofar as it is safe for them to do so, Fire Stewards will check their designated areas, as they themselves evacuate, to confirm that all are aware that an alarm is sounding and of the need to evacuate the building, and ensure that the areas are completely cleared of people; they will report the status of the evacuation from their respective areas to the Incident Coordinator (see Paragraph 5.11.1 *et seq*). Fire Stewards should only check the area that they were in when the alarms began to sound, if they are sufficiently well familiar with it, and not proceed further into the building to check other areas. Fire Stewards must not be unduly delayed in their own evacuation.
- All people evacuating the building should assemble at the correct Evacuation Assembly Point, the location of which will be signposted.
- People present in public areas of the building will be expected to respond to a fire emergency in the same way as other building occupiers, but visitors should have been briefed on building evacuation arrangements by a member of staff before commencement of a lecture or other meeting (see Paragraph 5.41.1). Fire Action Notices are displayed in these areas.
- The Incident Coordinator (see Paragraph 5.11.1 *et seq* and Appendix 1 to this Manual) and/or Security Officers will consult the registers normally kept at Reception desks *etc*, and attempt to reconcile other visitors such as contractors and individual guests of staff known to have been present within the evacuated building with those who have reported to the Evacuation Assembly Point, and advise attending fire-fighters accordingly.
- Fires should be tackled using the fire-fighting equipment provided only after the alarm has been raised and only if it is safe to do so without putting yourself or others at risk (see Paragraph 5.35.1 *et seq* for further information).

5.34.2 These measures, describing actions to take in the event of a fire, or upon hearing a fire alarm, might usefully be summarised in the simple guidance:

- **GET UP**
- **GET OUT**
- **STAY OUT**

5.36.3 Evacuees should stand well clear of the building from which they have evacuated and also surrounding roads and pavements to allow free egress by other building occupiers and ready access by responding emergency services. Maintaining the proper distance from a building that is on fire is advised also to minimise the risk of injuries caused by flying glass if windows burst outwards.

FIRE EXTINGUISHERS & TACKLING SMALL FIRES

5.35.1 Aim: To describe portable fire-fighting equipment, procedures, and action to be taken in the event of a fire affecting University buildings on the Edinburgh BioQuarter campus.

FIRST, RAISE THE ALARM

DO *NOT* TAKE PERSONAL RISKS

DO *NOT* ATTEMPT OR CONTINUE TO FIGHT A FIRE IF IT IS DANGEROUS TO DO SO

5.35.2 The second and third points above are particularly important if, for example:

- There is a possibility that your escape route may be cut off by fire or smoke;
- The fire continues to grow in spite of your efforts; or
- There are gas cylinders or other flammable or explosive items or chemicals threatened by a fire.

5.36.1 Actions to be Taken in the Event of a Fire Alarm Sounding: First refer to those actions listed above. Then, but only if you are *perfectly certain* that it is safe to do so:

- Ensure that the alarm has been activated and dial the emergency number **(9)999** from a safe location to confirm that the Scottish Fire & Rescue Service is aware of the details of a fire within the Edinburgh bioQuarter campus;
- Then, but only if you judge it safe to do so, and you are *wholly confident* regarding the safe and proper use of fire extinguishers, ascertain what materials are involved in the fire, and select the appropriate extinguisher for the job (see paragraphs below); but
- If a fire cannot be extinguished with one extinguisher, another will make little or no difference, and therefore you must leave the room immediately, close the door as you leave, and proceed *via* the most direct Fire Escape Route to the Evacuation Assembly Point.

5.36.2 Fire extinguishers are strategically located at various Fire Points throughout each building. The different types have different uses (summarised also at Figure 6):

- **All RED: STORED WATER PRESSURE CYLINDERS** - These discharge water under air pressure. They are for use on normal combustible materials like paper or wood. They are *not* suitable for fires involving flammable liquids, chemicals or electricity.

- **RED with BLACK COLLAR: CARBON DIOXIDE (CO_2)** - These smother fires by excluding oxygen, and they leave no mess. They are for use on normal combustibles or fires involving electricity. They can also be used on fire involving solvents, but care must be taken to ensure that there is no reignition. They must *never* be used in the presence of metallic sodium or potassium or metal hydrides. (Care should be taken by the user not to hold onto the horn through which the gas is expelled since it will become extremely cold. The gas also makes a very loud noise as it discharges from the extinguisher).

- **RED with BLUE COLLAR: DRY POWDER** - These are best for use on burning liquid, but they are also suitable for use on fires involving electricity. (The powder is non-toxic but will create a considerable amount of powdery mess).

- **RED with BUFF COLLAR: FOAM** - These are most suitable for fires involving burning liquid. The foam floats on the surface of the solvent or oil thus excluding air (oxygen) and so smothering the fire. (Foam fire extinguishers are not currently in use within University-managed buildings, but will be seen in the adjacent Infirmary).

- **FIRE BLANKET** - These are used to smother fire *e.g.* clothing set alight by contact with naked flame.

5.38.3 Signage illustrating the type and appropriate use and contraindications of each type of extinguisher has been displayed throughout the building immediately above or alongside every fire-fighting appliance.

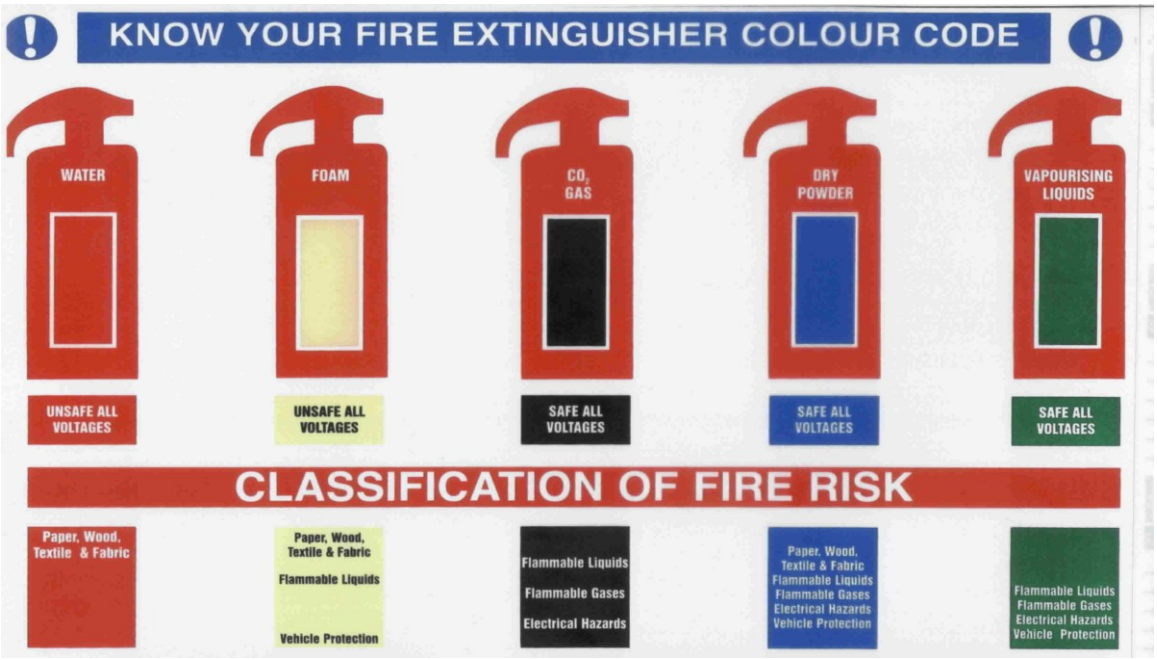

Figure 6: Fire Extinguisher Code
(Red = Water; Cream = Foam; Black = CO_2 gas; Blue = Dry powder; Green = Vapourising liquids)

FURTHER INFORMATION

5.37.1 Fire Action Notices: A concise summary of actions to be taken in the event of fire can be found in the form of Fire Action Notices, widely distributed around the building and alongside each Fire Alarm Manual Call Point (see Figure 7).

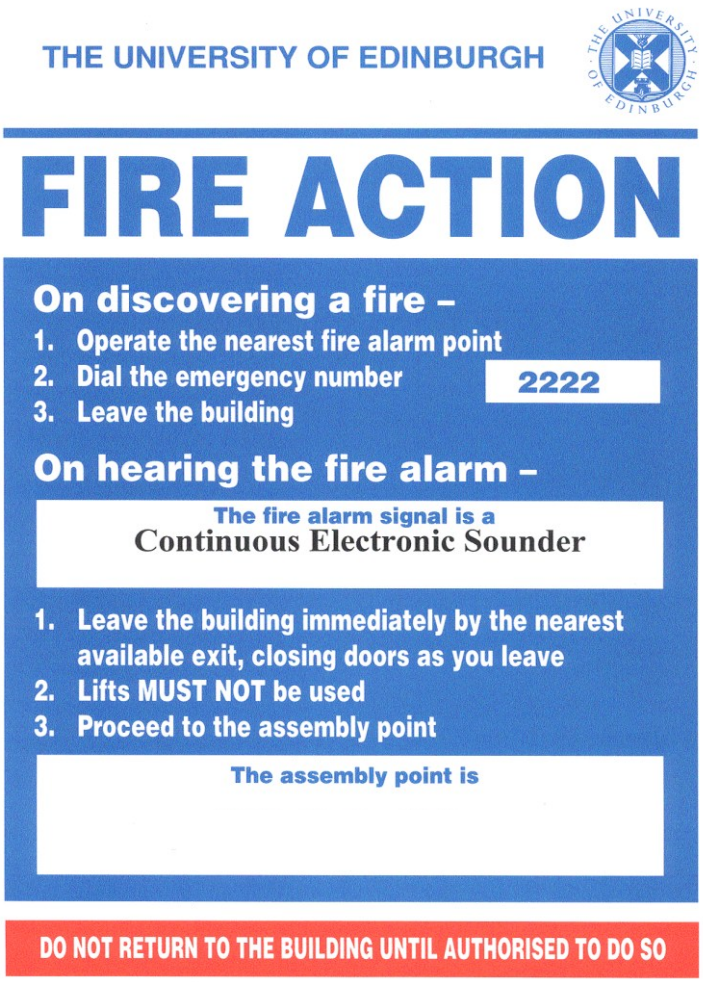

Figure 7a: Fire Action Notice (Coloured blue)

5.37.2 Written guidance for people with mobility impairment is also widely distributed in the form of notices displayed within the buildings (see Figures 8a and 8b).

THE UNIVERSITY OF EDINBURGH

Fire Action Notice for Disabled People

On discovering a fire -

1. Operate the nearest Fire Alarm point
2. Dial the Emergency number 2222
3. If on the ground floor leave the building and proceed to the Assembly Point
4. If on another floor of the building adopt your Department procedure and dial 2222 giving your name and location

On hearing the alarm

Warning of fire is given by:

1. If on the ground floor leave the building and proceed to the Assembly Point

The Assembly Point is:

2. If on another floor of the building adopt your Department procedure and dial 2222 giving your name and location
3. DO NOT USE LIFTS

Do not return to the building until authorised to do so

Figure 7b: Fire Action Notice for Disabled People

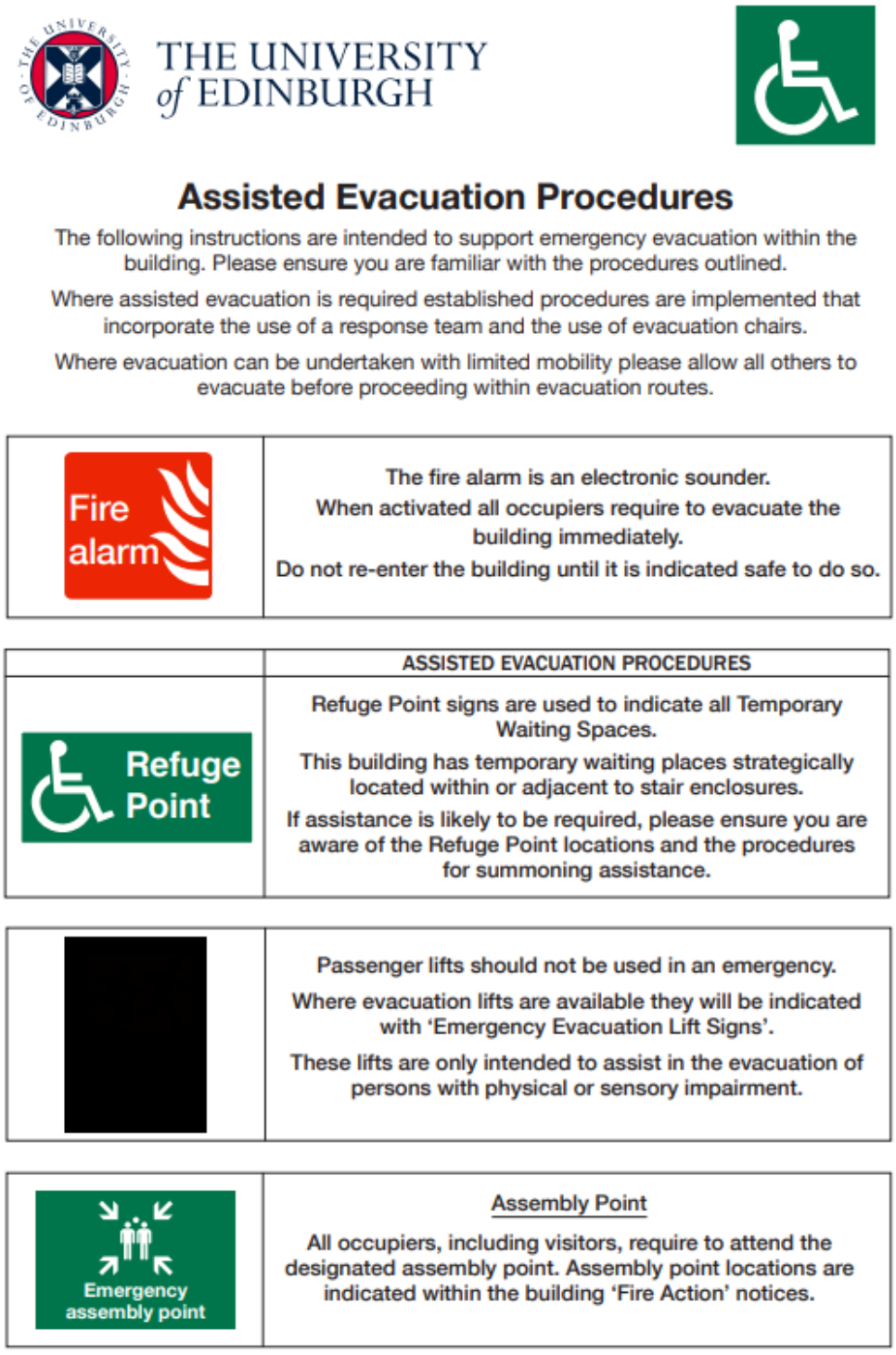

Figure 8b: Assisted Evacuation Procedures Notice

5.37.3 *Instructions for Fire Stewards and Deputy Fire Stewards* notices are displayed at various locations throughout the buildings.

5.38.1 ***Deaf Alerter*** **System**: Special provision has been made within the QMRI and IRR(N) buildings whereby radio-pagers will be used to alert people with mobility and hearing impairment that a fire alert is being broadcast. Although known as a *Deaf Alerter* system, the value of the system is rather broader than for people with impaired hearing alone, and these will be issued also to people with other physical disabilities

in order to give them the best possible notice of a possible emergency and the need to evacuate the building, perhaps earlier than they might otherwise have to, as a precautionary measure.

5.38.2 The arrangements described in Section 6 (Mobility Impairment and Buildings Emergencies) of this Manual, and also in this Section, take account of the possibility that workers and visitors may be unaware that alarms are sounding in an adjacent building compartment. Special arrangements for people with mobility impairment are likely to require that they evacuate at the earliest opportunity, perhaps well in advance of any actual threat. To ensure that they are aware of a fire emergency, even when a fire risk is linked to another area of the campus, their Personal Emergency Evacuation Plan (PEEP) - sometimes known as a Personal Emergency Assistance Plan - PEAP). This may specify that they be issued with a *Deaf Alerter* radio-pager set to sound and vibrate at the same time as alarms begin to sound (and in some cases light beacons begin to flash) anywhere within a building.

5.38.3 A number of *Deaf Alerter* radio-pagers have been issued for use within University buildings on the Edinburgh BioQuarter campus, where that system has bene installed, and additional radio-pagers may be requested through the Little France Buildings Health & Safety Manager, but these should be issued as part of the comprehensive provisions of a Personal Emergency Evacuation Plan (PEEP) - sometimes known as a Personal Emergency Assistance Plan (PEAP)

5.38.4 A University of Edinburgh Security Officer on duty within the Edinburgh BioQuarter campus, and one or more of the Incident Coordinators in attendance on any one day, may also have access to *Deaf Alerter* radio-pager so that they too are aware (regardless of their location within the building when alarms begin to sound) that fire alarms have begun to sound, and they will respond as directed in Paragraphs 5.6.1 *et seq* of this Manual, and/or as set out in a Personal Emergency Evacuation/Assistance Plan, reporting to a fire alarm control panel to coordinate the evacuation and communicate with anyone located in a Temporary Waiting Area/Space (formerly known as a Refuge) - See also Section 6 of this Manual.

5.39.1 Fire Alarm Tests: Tests are conducted on a weekly basis to confirm operation of the fire alarm control panel, Fire Alarm Manual Call Points, alarm sounders, automatic door closers, maglock devices, *Deaf Alerter* radio-pagers *etc*:

- Chancellor's Building every Friday at 10:00;
- Queen's Medical Research Institute every Wednesday at 11:00;
- IRR(N) every Friday at 10:00;
- IRR(S) every Friday at 10:10;
- Usher Building every Thursday at 10:00;
- Building NINE every Friday at 10:00;
- Child Life & Health (RHCYP) every Wednesday at 10:30; and
- Embedded spaces within the Royal Infirmary of Edinburgh (as described in local safety inductions).

5.40.1 Fire Drills: An annual drill will be held for each of the University buildings on the Edinburgh bioQuarter campus (unless there have relatively recently been evacuations prompted by false alarms). The drill will involve activation of alarms and

evacuation of people from areas subject to continuously sounding alarms. The presence of people with mobility impairments, and possible obstruction of Fire Escape Routes and exits, may be simulated. Fire drills for Building NINE will be organised by building managers for that building.

5.41.1 Arrangements for Large-Scale Meetings *etc*: In a typical week, there may be several large-scale events within University buildings on the Edinburgh bioQuarter campus, with visitors numbering a few hundred on each occasion, all largely and inevitably unfamiliar with local fire safety arrangements, and more substantially dependent than usual on event organisers and other building occupiers to assist them to safety in the event of a buildings emergency.

5.41.2 Event organisers are responsible for ensuring that those in their charge are properly briefed on arrangements to evacuate the building in the event of an emergency. Use may be made of a *PowerPoint* presentation slide available to download from https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/fire-safety (with separate slides available for each of the University buildings on the BioQuarter campus); these may also be run-off in hard-copy and provided as an enclosure in delegate packs for conferences, *etc*.

5.41.3 Further information is contained in Annex A and in Section 31 (Conferences and Large-Scale Events) of this Manual.

5.42.1 Working Out-of-Hours and Lone-Working: Emergency procedures *outside hours of expected building occupancy* (see Section 9 of this Manual for definition and further information) are essentially the same as for those *during* normal working hours, but those authorising or proposing to conduct work outside hours of normal building occupancy must take account of the likelihood that some or even all of the safety support staff present in the building during the normal working day (First Aiders, Fire Stewards *etc*) may not be present within the building during these hours.

5.42.2 In such cases, fire safety considerations should form part of the lone working risk assessment (see Section 8 of this Manual) that must be done before working outside hours of expected building occupancy (see Section 9 of this Manual) and before lone-working (see Section 10 of this Manual) can be authorised.

5.42.3 It is particularly important that the person raising an alarm outside hours of expected building occupancy should make both a **2222** call and one to UofE Security on the campus, and also report personally to attending SF&RS personnel to apprise them of the circumstances and precise location of the building emergency. SF&RS personnel will usually report first to the location of the affected building's main fire alarm control panel (usually located close alongside the Reception Desk).

5.43.1 Flammable Reagents and Organic Solvents, Storage of Flammable Substances, and the Dangerous Substances and Explosive Atmosphere Regulations 2002: Before using any organic solvent, it is *imperative* that all workers involved are familiar with the properties and potential hazards of the material; refer to the appropriate material safety data sheet and risk assessment that must exist for the

chemical concerned (see Section 8 of this Manual). This and related matters are set out at greater length in Section 14 of this Safety Manual.

5.43.2 Local rules governing the solvent and flammable substances stores associated with University buildings on the Edinburgh BioQuarter campus are displayed in each store, together with copies of all relevant risk assessments, typical inventories *etc*. Safety requirements associated with these stores are specified by the Dangerous Substances and Explosive Atmospheres Regulations 2002, and stores within University buildings are inspected annually by the University's Fire Safety Unit, sometimes together with inspectors from the City of Edinburgh Council, and may also be inspected by Fire Safety Enforcement Officers from SF&RS.

5.43.3 Local rules dictate that ether must not be stored in the QMRI solvent and flammable substances store, though use may be made of the Chancellor's Building store for that substance.

5.44.1 Training: Mandatory fire safety awareness training is delivered in the form of in-person or *MS Teams*-mediated sessions as soon as practicable after individuals take up posts based within University buildings on the Edinburgh BioQuarter campus.

5.44.2 Fire safety awareness is refreshed during continuation/refresher events, and there is access to on-line training through the Fire Safety Unit and/or NHS Lothian fire safety trainers throughout the year for those based within the Royal Infirmary of Edinburgh and in the form of training presentations contained with the web site for Health & Safety on the bioQuarter campus:

https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/training-presentations

5.44.3 Training for Fire Stewards/Wardens and Incident Coordinators, and in the applications and proper use of different fire extinguishers will, periodically, be provided by the University's Fire Safety Unit. Bookings may be made through the through the University's *People & Money* system.

5.44.4 Training and refresher training in the correct use of Recovery Chairs will be arranged upon request to the H&S Manager for the campus or through *People & Money*.

5.45.1 Further Information: General information on procedures relating to fire safety appears on the University's Health and Safety web site:

https://www.ed.ac.uk/health-safety/fire-safety

5.45.2 Lists of designated staff (Incident Coordinators, Evacuation Assembly Point Controllers, Fire Stewards and Recovery Team members for each building) are contained at Appendix 1 to this Manual (not accessible to those viewing the Manual using Internet connections, since personal information is included in those lists).

ANNEX A

“In Case of Emergency”

Event organisers are responsible for ensuring that those in their charge are properly briefed on arrangements to evacuate the building in the event of an emergency. Use may be made of a *PowerPoint* presentation slide available to download from the links listed below (with separate slides available for each of the University buildings on the Edinburgh BioQuarter campus); these may also be run-off in hard-copy and provided as an enclosure in delegate packs for conferences *etc*. These can be accessed at:

https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/fire-safety

ANNEX B

Fire Investigation

Throughout the area served by Scottish Fire & Rescue Service (SF&RS), due to the number of unwanted false alarm signals (UFAS) associated with automatic fire/smoke detectors and malicious use of fire alarm manual call points, the SF&RS will not respond to an alarm initiated by an automatic detector (a "single knock" only) unless confirmed by a telephone call.

If interpretation of information displayed on an addressable fire detection and alarm system control panel (usually located at Reception, though there may be other such panels at other locations within premises) indicates that only one device has been activated (known as a "single knock" of no more than one device such as a smoke detector), UofE Security Officers will investigate, following a protocol designed to elicit further information without exposing anyone to unacceptable risk.

Where more than one device is activated (a "double knock"), or where there has been confirmation from building occupiers that a fire emergency exists, the SF&RS must be notified, by the person discovering fire making a **(9)999** call from any extension at a safe location.

Subsequent update messages should be made by dialling **2222** from any extension at a safe location.

Occupiers within each building who have received special training in fire investigation, but more usually UofE Security Officers, will monitor the situation and update the SF&RS accordingly.

Where a call is made to the SF&RS Control (via a **999** or **2222** call) to notify a genuine fire/incident (*e.g.* "I saw flames", or "I could smell smoke", or "I could feel heat radiating through the wall between me and the room next door"), deployment of SF&RS resources will be based on an assessment of the situation, informed by local intelligence. An initial **999** or subsequent **2222** call can be made by any person.

It is most important that any communication with SF&RS includes as much relevant information as possible (*i.e.* confirmation of the existence of a genuine fire emergency, correct address and postcode, building name, nature/extent of incident, whether persons are involved, and whether an evacuation has been completed or is still underway).

Last reviewed/updated: 04th ebruary, 2026