



**Dumfries and
Galloway College**

One step ahead

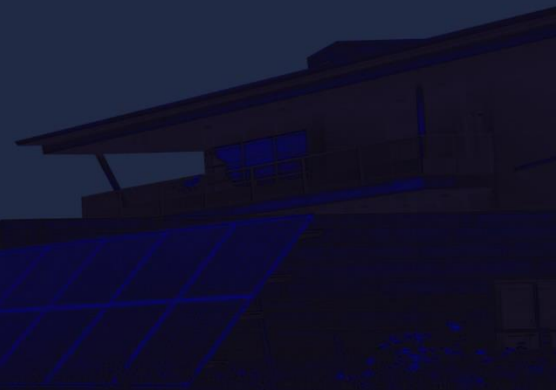
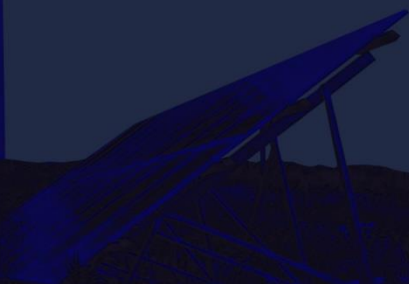
FIRE EVACUATION PROCEDURE

Responsibility: Director of Estates and Sustainability

Issue Date: 21st February 2024

Equality Impact Assessment: 13th February 2024

Version: 1



Fire Evacuation Procedure

1. Purpose

This procedure gives guidance to employees of Dumfries and Galloway College in the event of campus building being evacuated during daytime working in the event of a suspected fire. It should be read in conjunction with Fire Marshal Guidance (Appendix 1).

2. Scope

The procedure applies to evacuating both Dumfries and Stranraer campuses during business operating hours in the event of a fire emergency situation.

3. References

- The Fire (Scotland) Act 2005.
- Fire Policy
- Health and Safety Policy

4. Definitions

4.1 Fire Alarm Call Point

Fire alarm call points are red, wall mounted devices located at strategic points around the campus. In the event of a fire, they are activated by pressing the black dot which sets off the fire alarm and the Fire and Rescue Service are alerted by a telephone call directly from the College.

4.2 Designated Assembly Point

These are muster points where people evacuating the premises must assemble. They are positioned away from the building and marked by posts bearing a green and white sign. Each area of the building has a specific muster point with the location marked on Fire Action Notices displayed in each room, in corridors and in stairwells.

4.3 **Fire Action Notices**

These notices give information on what to do if there is a fire and the alarm sounds. They also give the location of the fire assembly points.

4.4 **Fire Marshal**

A fire marshal is a designated person allocated responsibilities to help support the ongoing management of fire safety, by contributing to the safety of people in the event of a fire evacuation (Appendix 1).

4.5 **Refuge Point**

These are temporary places of relatively safe waiting areas for short periods of time for people needing assistance to evacuate the building and any person accompanying them.

There are 10 located throughout the college in stairwells and are signposted by a green and white sign.

Operate the 'press when occupied' button on the front of the station. Operating this button will alert the reception staff via the panel at reception. The reception staff will communicate via the phone which is linked to each of the wall-mounted devices. The reception staff will put in place arrangements to safely evacuate you if required*.

*There may be times when the alarm activation is non-fire related i.e. malicious activation and does not present any danger to the persons in the refuge point. If this is the case, the decision may be to stay put.

4.6 **Evacuation Chairs**

Evacuation chairs are provided to assist mobility impaired persons to descend stairs quickly and safely in an emergency evacuation.

There are nine evacuation chairs which can be found in the stairwells at the refuge points.

Evacuation chairs will not be suitable for all wheelchairs users i.e. those that cannot safely transfer without specialist assistance. Suitable arrangements

will be made at the time the Personal Emergency Evacuation Plan (PEEP) is completed.

4.7 **Personal Emergency Evacuation Plan (PEEP)**

This is a bespoke 'escape plan' for individuals who may not be able to reach a place of safety unaided or within a satisfactory time in the event of an emergency. The plan is prepared in consultation with the person concerned and tailored to their individual need. A PEEP may be required for individuals with impairments (mobility, sight, hearing, cognitive), medical conditions or short-term injuries/illnesses.

4.8 **Fire Evacuation Record**

This is a checklist document detailing all locations within each campus building. It allows the Senior Manager in Charge to record that each area has been checked for personnel, on receipt of a verbal report from the fire marshal for that area.

5. *Responsibilities*

5.1 **Senior Manager in Charge (SMiC)**

The SMiC is responsible for ensuring completion of an orderly evacuation. They will liaise with the Fire and Rescue Service and any other emergency services. The SMiC completes the fire evacuation record from verbal reports from fire marshals. They will oversee re-entry to the building, informing staff to re-enter the building first via entry points controlled by fire marshals, followed by students by the sound of an air horn (one sound for staff to re-enter and two for others to re-enter).

5.2 **Reception Staff**

Reception staff will monitor the refuge point control panel responding to contact from any individuals at the refuge point (s) via the panel at the reception desk.

5.3 **Fire Marshals**

Designated fire marshals are responsible for searching their designated area and checking rooms, toilets etc. They will report to the SMiC whether their area

is clear or not. They will ensure no-one re-enters the building until they have been given the all clear by the SMiC – either by two-way radio or air-horn.

5.4 **Evacuation Team**

The evacuation team consists of Estates staff and their primary function is to locate the source of the alarm activation. They will check the alarm panel and go to the zone displayed on the alarm panel to establish if it is a fire or a malicious or accidental activation. They will pass this information on to the SMiC/Fire and Rescue Service.

They are trained in the operation of evacuation chairs and when notified by reception staff, will arrange assistance for persons waiting in refuge points.

The evacuation team are responsible for testing the fire alarm system from a different manual call point weekly and recording this. They are also responsible for checking fire exits are kept clear.

5.5 **Academic Staff**

Staff in charge of a class are responsible for ensuring that all the students in their class exit the building via the nearest safe exit and proceed to the designated fire assembly point as per the fire action notice. They must report whether any of their students are unaccounted for.

5.6 **Managers**

Managers are responsible for ensuring their staff members are made fully aware of this procedure and their own responsibilities within it. They are responsible for ensuring that new staff members are comprehensively briefed during their induction. Managers must liaise with the Health and Safety Advisor to ensure that any required PEEP's are developed and implemented for any staff appointed to their department.

5.7 **Staff**

Staff members are to evacuate the building and report to the appropriate fire assembly point. Staff members are to escort any visitors they have to the appropriate fire assembly point. If visitors are to be left unaccompanied, even for short periods, staff must explain and show their visitors the relevant fire evacuation procedure.

6. Procedure

6.1 Fire Alarm Testing

6.1.1 Tests on the fire alarm system are carried out on a weekly basis to ensure that the system is operational and that doors fitted with hold-open devices and other security devices operate as required on activation of the alarm. No one is required to evacuate during a fire alarm test.

6.1.2 Fire alarm testing will usually take place between 11:00 and 12:00 on the Wednesday of each week during term time. Out with these times, fire alarms will be tested before the start of normal working hours. At the start of a new academic year, to familiarise staff and students, fire alarm soundings will take place daily at 1100hrs the first week that classes commence. During each test, the alarm will last for a maximum of 30 seconds then cease. When scheduled exams are taking place, the fire alarm test will be conducted before the start of normal working hours to avoid disruption.

6.1.3 The fire call points are tested on a rotational basis and records are kept up to date by the evacuation team.

6.2 Fire Drill

6.2.1 The fire drill is the method of practising the evacuation of the college for a fire or other emergency. These are held at least twice a year and records are kept.

6.2.2 During the fire drill, the fire alarm will sound for more than 30 seconds, indicating that the building must be evacuated. All persons must proceed to their fire assembly points and designated staff members carry out their fire evacuation duties. The lifts must not be used when the fire alarm sounds.

This will include a simulation of a PEEP evacuation.

Evacuation debriefings will take place at reception after each practice fire drill to evaluate the efficient or otherwise of the evacuation procedures.

6.3 Fire Evacuation

When the fire alarm sounds for more than 30 seconds and is continuous then this is not a test, and the alarm is indicating that an evacuation is required. The lifts must not be used when the fire alarm sounds.

- 6.3.1 The SMiC will take up position at reception – if safe to do so. For evenings at Dumfries campus this will be the Janitor on duty alongside the Reception staff.
- 6.3.2 The evacuation team will identify the location of the fire from the control panel. They will go to the location indicated on the fire control panel, assess the situation, and take appropriate action.

If it is a 'real' fire, they may fight it if they can do so without placing themselves or others in danger. Alternatively, they will evacuate the area immediately and inform the SMiC/Fire and Rescue Service.

UNDER NO CIRCUMSTANCES SHOULD THEY PLACE THEMSELVES AT RISK

If it is a 'false' activation they will inform the SMiC.

- 6.3.3 Staff in charge of a class will direct students to proceed to their designated fire assembly point via the nearest safe exit.
In Dumfries, there are 3 assembly points marked A(Car Park)/B(Turning Circle)/C(Greenhouse)
In Stranraer, the assembly point is clearly marked in the main car park.
- 6.3.4 Other staff, students not in class, visitors and contractors should proceed to the nearest available exit and the designated fire assembly point.
- 6.3.5 Staff or students with a PEEP must proceed to the nearest suitable fire exit or refuge point as stated in their PEEP.
- 6.3.6 Designated fire marshals, wearing their high visibility vests, will check the areas for which they are responsible for and report back to the SMiC. They will then proceed to the allocated fire assembly point.

- 6.3.7 As designated fire marshals check in, the SMiC will complete the fire evacuation record.
- 6.3.8 Once an evacuation has started it must be completed even if it is obvious that it is a false alarm.
- 6.3.9 In the case of a real fire, only the Senior Fire and Rescue Officer on site can authorise the alarm to be silenced and reset and the building to be re-occupied. In the event of a false alarm the SMiC will authorise re-occupancy.
- 6.3.10 In the case of a fire drill, the evacuation team will silence the alarm and authorise re-occupation of the building after liaising with the SMiC.
- 6.3.11 All staff must follow this procedure to evacuate the building. Failure to do so may result in disciplinary action.

7. Distribution

- 📁 Repository
- 📁 AdminNet
- 📁 LearnNet

8. Revision Log

| Revision Log | | |
|--------------|------------|--|
| Date | Section | Description |
| 09.02.2024 | Throughout | New procedure incorporating previous procedures (Fire Evacuation Dumfries/Stranraer, Daytime/Evening). Revised to cover business hours at both college campuses. |

| THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT | | | | |
|---|--|-----------------|---------------|------------------|
| Document Name | Document Owner | Revision Number | Date of Issue | Date of Withdraw |
| Fire Evacuation Procedure | Director of Estates and Sustainability | 1 | | |

Appendix 1 – Equality Impact Assessment

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|--------------------|---|
| Document: | Fire Evacuation Procedure |
| Executive Summary: | The Fire Evacuation procedure will have a positive impact for all protected characteristics. The procedure will ensure that in any instance the procedure is required to be implemented, no characteristics will be impaired as a result. The Procedure details specifics on how those with impaired abilities will be protected during a fire evacuation process to ensure their safety. |

Duties:

1: Eliminate discrimination, harassment and victimisation

2: Promote equality of opportunity

3: Promote good relations

* Human Rights to privacy and family life, freedom of thought and conscience, education, employment

PSED Impacts

| | Commentary |
|----------------------------------|---|
| Age | The procedure should have a positive impact in ensuring fairness in the event of any fire incidents. |
| Disability | |
| Gender | The procedure provides a positive impactive for those with disabilities, providing clear guidance on how those with disabilities will be supported in the event of a fire evacuation. |
| Gender Based Violence | |
| Gender identity/ reassignment | |
| Marriage/civil partnership | This procedure will provide a positive impact for pregnant persons, provide support and guidance in the event of a fire evacuation. |
| Pregnancy/maternity | |
| Religion or Belief | |
| Race | |
| Sexual Orientation | |

Additional Considerations

| | |
|-----------------------|---|
| Care experienced | The procedure should have a positive impact in ensuring fairness in the event of any fire incidents. |
| Carers | |
| Mental Health | |
| Socio-economic status | |
| Veterans | |
| Human Rights* | The Human Rights to Privacy and Family Life, Education and Employment are advanced by this procedure. |

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|-----------------|--|------|----------|
| Lead Officer: | Director of Estates and Sustainability | | |
| Facilitator: | | | |
| Date initiated: | 13.02.24 | | |
| Consultation: | | | |
| Research: | | | |
| Signature | B. Currie | Date | 13.02.24 |