Emergency Procedures
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1. Emergency Procedures

Emergency Procedures

1.1 Fire Evacuation

Preservation of life is the primary consideration when the fire alarm is activated and there could be a fire. This should be remembered at all times and in all circumstances. Only tackle a fire with hand held extinguishers if you feel confident to do so and ensure that you have an adequate means of escape.

1.2 Action on discovering a fire

- Activate the fire alarm system by operating the nearest call point (break glass).
- From an internal telephone dial 2222 (mobile: 01786 467999) and give the location and type of fire.
- Only tackle a fire with hand held extinguishers if you feel confident to do so - you must ensure you have an adequate means of escape. Do not take risks. If the fire begins to get out of hand leave it to the Fire Service.
- Leave the building by the nearest safe exit. Do not stop to collect personal belongings or re-enter the building.
- Close any doors you pass through to contain the spread of fire.
- Do not use lifts.
- Make your way to the nearest assembly point (see location map) and await further instructions. Internal courtyards in Cottrell and Pathfoot are not an alternative to assembly points.
- Do not re-enter the building until you are instructed that it is safe to do so. This instruction will come from a member of the University's Security team (main buildings) or the Duty AOA (residences).
1.3 Action on hearing the fire alarm

- Leave the building by the nearest safe exit. Do not stop to collect personal belongings.
- Close any doors you pass through to contain the spread of fire.
- Do not use lifts.
- Make your way to the nearest assembly point (see location map) and await further instructions.
- Do not re-enter the building until you are instructed that it is safe to do so. This instruction will come from a member of the University’s Security team or the Duty AOA (residences).

1.4 Action on hearing the fire alarm – MacRobert theatre

- Follow the instructions issued by the duty staff / ushers and proceed as directed to the assembly point outside the building.
- Stay at the assembly point and await further instructions.
- Do not re-enter the building until you are instructed that it is safe to do so. This instruction will come from a member of the University’s Security team.
- Follow the instructions of the duty staff / ushers / security.

1.5 Assembly Points

Assembly points are places where you should wait during a fire evacuation. They are clearly marked by assembly point signs. The map overleaf indicates their locations.

- Assembly points are located at a safe distance from buildings. This is to avoid congestion at exits and enables clear access for the emergency services.
- Please familiarize yourself with your nearest assembly points.
- No roll call will be taken and you can use any assembly point. Assembly points are also a point of communication, in particular, when it is safe to return to the building.
1.6 Evacuation of occupants with disabilities

Many people with a disability can evacuate from a building if given a little assistance. If you feel able to offer assistance, please do so.

In some of the main buildings it is possible for someone with a disability (who is unable to vacate the building even with assistance) to carry out a sideways evacuation, i.e. turn their back to the area of the fire and travel through several sets of fire doors and wait in safety for assistance.

Where sideways evacuation is not possible, fire refuges are situated and clearly marked by a green and blue pictogram with the disabled logo at strategic locations within the University buildings. These areas are positioned within fire protected zones and provide a safe haven in which a person with a disability may wait in safety until they can be assisted to leave the building. Where the refuge is located at the head of a set of stairs, it is provided with a two way communication link with Security Control Room, and should be used to alert security. An evacuation chair is also sited in these areas which will be used by trained personnel should the need arise to evacuate a person from the refuge.

Note: Person(s) will only be evacuated from a refuge if the situation has the potential to put the individual at risk. Once the emergency is over, person(s) in the refuge will be notified via the communication link.

Fire refuges are located at:

- **COTTRELL BUILDING**: 4AU, 4AV, 4AW, 4AX, 4AY, 4AZ, 3C, 4C
- **R G BOMONT BUILDING**: Level 4 escape stair opposite room 4T32, Level 4 opposite lift, Level 3 opposite lift
- **COLIN BELL BUILDING**: Level 2 opposite room 4S49, Level 2 lift at main entrance
- **IRIS MURDOCH BUILDING**: Level 2 rear escape stair
- **PATHFOOT BUILDING**: C2
- **LIBRARY**: North stair Level 2,3,&4, South stair Level 2,3 & 4 Central stair Level 2,3 & 4

Library staff have a procedure to clear these refuges in the event of an alarm.

In some areas there are flashing red strobe lights integrated with the fire alarm system which will alert anyone with a hearing impairment that the fire alarm has activated.

Some areas have doors fitted with magnetic holdback to enable free movement between corridors. These doors will close automatically on the activation of the fire alarm.
Personal Emergency Evacuation Plan
The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape from the building, and also to give the departments concerned the necessary information so as to ensure that the correct level of assistance is always available.

It is the responsibility of the Faculty Safety Officer / Student Development and Support Services to talk to disabled staff or students to identify whether they require any assistance in the event of an emergency. If a member of staff or a student requires assistance the Emergency Evacuation Questionnaire should be completed (available at http://www.stir.ac.uk/safetyandsustainability/safety/a-z/). This should be completed by the disabled person with appropriate support from the Faculty Safety Officer or Student Development and Support Services.

Deaf and Hearing Impaired persons
Generally, most deaf people working alongside hearing colleagues / students will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

Blind and Partially Sighted persons
Both staff and students with visual impairment should be offered orientation training and, where applicable, this must include familiarization on alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

1.7 Role of Security / Accommodation Services Staff during fire alarm activations

There is an agreement with The Scottish Fire and Rescue Service that upon the activation of a smoke or heat detector, trained Security / Duty Accommodation services staff will investigate the cause of the activation and determine whether the Fire Service is required to attend. The building concerned will always be fully evacuated and no one allowed to re-enter until the cause of the activation has been fully established and the system reset.

All Security / Accommodation Services staff undergo training in the implementation of this procedure.
1.8 Additional information

All University buildings have safety features designed to prevent the spread of fire. These range from compartmentation and fire doors to contain an outbreak of fire to automatic smoke and heat detection to give early warning of fire.

Other features include fire suppression systems which have been installed in key areas such as server rooms. Should a fire be detected in these areas the system will automatically discharge a non-toxic and environmentally friendly gas which will extinguish the fire.

Emergency lighting is installed in all buildings and will come on automatically in the event of a mains power failure.

Suitable hand held fire extinguishers are located throughout all University buildings.

1.9 Fire alarm testing

Any sounding of the alarm at times other than these should be taken as a real alarm:

Every Monday between 08:15 and 09:00 the following buildings are tested:
Colin Bell Building, Macrobert Theatre, Library, Iris Murdoch Building, Andrew Miller Building, Robbins Centre.

Every Tuesday between 08:15 and 09:00
Alangrange Bright Beginnings Nursery, Friarscroft, Cottrell, Pathfoot, Thistle Chambers, Property Management, Main Boiler House, INTO.

Every Wednesday between 08:30 and 09:30
Airthrey Castle and Airthrey Park Medical Centre, Airthrey Cottage.
Every Wednesday between 10:30 and 11:30
All on campus residences.

Off Campus Residences fire alarm testing is as follows:

Every Wednesday between 09:00 and 10:00
Union Street.

John Forty’s Court operate a rolling testing regime and residents are warned in advance of a test taking place.
1.10 Monitored evacuations

Where an unwanted fire signal has generated an alarm, the resulting evacuation is monitored to ensure correct evacuation procedures are being adhered to and an AMA report submitted.

All residences have an annual practice evacuation.
2 Other Emergencies

2.1 Action in the Event of a Bomb Threat

Terrorist attacks, attacks by extremist campaigners or malicious hoaxers are rare. However, they are designed to intimidate, disrupt, cause economic damage and may cause injury or loss of life. Anyone in the University may be the recipient of a telephoned bomb threat (direct dial) although fortunately they happen very rarely. Bomb threats can be delivered through a variety of means e.g. post, email, the leaving of a note or the presence of a vehicle.

A bomb threat may result in imminent and serious danger and can lead to significant disruption. When a bomb threat is received by the University, the Police will be alerted and an assessment of the situation will be made to determine what course of action is required, there may be no action taken, individuals may be moved away from the area or the building may be evacuated. There is no standard procedure as this will be dependent on the outcome of the assessment.

In the event of the need to evacuate a building, the fire alarm will not be used to communicate the need to evacuate. The instruction to evacuate to a safe area will be given by University staff.

If you receive a telephone bomb threat:

- Let the caller finish the message without interruption.
- Note down as much information about the call and caller as possible. There is a bomb threat checklist available at: http://www.stir.ac.uk/safetyandsustainability/safety/a-z/
- Be calm – listen carefully
- Try to keep the caller on the line and signal for assistance.
- Immediately the caller hangs up call security on 2222 (from a mobile: 01786 467999) and carefully relay the information about the bomb threat.
- Retain all notes you made pertaining to the call – for Police evidence purposes.
**Bomb Threat Checklist**

This checklist is for use in the event of a telephoned bomb threat to help you record information effectively. **Write down the exact wording of the threat:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where is the device right now?</td>
<td></td>
</tr>
<tr>
<td>When is it set to explode?</td>
<td></td>
</tr>
<tr>
<td>What does it look like?</td>
<td></td>
</tr>
<tr>
<td>What kind of device is it?</td>
<td></td>
</tr>
<tr>
<td>What will cause it to explode?</td>
<td></td>
</tr>
<tr>
<td>Did you place the device?</td>
<td></td>
</tr>
<tr>
<td>Why?</td>
<td></td>
</tr>
<tr>
<td>What is your name?</td>
<td></td>
</tr>
<tr>
<td>What is your address?</td>
<td></td>
</tr>
<tr>
<td>What is your telephone number?</td>
<td></td>
</tr>
<tr>
<td>Time of call</td>
<td></td>
</tr>
</tbody>
</table>

**Try to ask the following questions:**

**Now contact Security Control Room on 2222 who will call the Police. Estates and Security will co-ordinate any evacuation required. The Police may ask for any additional information about the caller and bomb threat and the next part of this form will help you record this.**
About the caller:

**Sex** (tick) [ ] Male [ ] Female

Nationality _______________________

Age _______________________

**Threat language:** (circle)
- Well spoken?
- Irrational?
- Taped message?
- Offensive?
- Incoherent?
- Message read by threat maker?

**Caller’s voice:** (circle)
- Calm?
- Excited?
- Stutter?
- Disguised?
- Crying?
- Slow?
- Lisp?
- Rapid?
- Clearing throat?
- Deep?
- Hoarse?
- Laughter?
- Angry?
- Familiar?
- Nasal?
- Slurred?
- Accent?

**Were there any background noises?** (circle)
- Street noises?
- House noises?
- Animal noises?
- Crockery?
- Motors?
- Voices?
- Static?
- PA systems?
- Booth?
- Music?
- Factory machinery?
- Office machinery?
- Other? _______________________

**Your name:** _______________________

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3. Reporting accidents and potential hazards

Reporting accidents and potential hazards

A reporting system for accidents at work, near miss incidents, work related ill health and dangerous occurrences is in place. To report an incident go to www.stir.ac.uk click on my portal and click on report an accident

The accident report should be completed by either the injured person, a colleague or first aider attending. All accident reports should be notified to the Faculty Manager or Head of Service and also to Head of Safety, Environment and Continuity

3.1 Serious accidents

In the event of a serious injury accident, the ambulance service should be requested using 999. Once you have finished speaking to the ambulance service, it is important that you call Security Control on 2222 (internal phone) or 01786 467999 from a mobile and inform them of the location of the incident and that an ambulance has been called.

You will be asked a series of questions about the injured person such as:

- What is the name of the injured person?
- Where are they?
- What is the condition of the injured person, if known?
- Is the person conscious?

Fire, Police or Security

Call Security Control on 2222 (internal phone) or 01786 467999 from a mobile

All accidents should be investigated by the Faculty Manager or Head of Service, with assistance from SEC if required, so that remedial action or additional control procedures can be implemented where necessary.

Where accidents result from a defect or maintenance issue, these should be reported immediately to 2444, Maintenance Help Line.
Accidents should be discussed at the Faculty / Service Area safety meetings so that important feedback resulting from the accident can be communicated effectively within the Faculty / Service Area. A summary of accidents is presented to the SHE (Safety, Health and Environment) committee.

**RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**

Serious accidents, certain reportable diseases and types of dangerous occurrence must be reported to the Health and Safety Executive as soon as possible following the event.

At the University, accidents are most likely to become reportable because the person has either broken a bone or is unable to do their normal work for a period of more than seven days. However, there are a defined range of circumstances for when these incidents need reporting. Information on these circumstances can be obtained from SEC. If an accident is reportable, this is normally reported to the HSE (Health and Safety Executive) by the Head of SEC and a copy of the report is sent to the Faculty Manager / Head of Service.

The University has a duty to investigate accidents. This is normally carried out by the Faculty / Service Area with assistance from SEC as required. The HSE also may wish to inspect or investigate following a serious accident and it is important that as much detail and investigation is carried out by University personnel to assist this process.

### 3.2 Minor accidents

**Locate your nearest first aider or call 2222 for a first aider.**

Minor accidents should also be reported, using the University’s on-line Accident Management System, in particular where the accident could have resulted in more serious injury. Reporting minor accidents may highlight a more serious underlying hazard where steps can be taken to reduce any risk.

### 3.3 Reporting accidents involving students or visitors

Where possible, accidents involving students and visitors should also be reported using the University’s Accident Management System. Students are encouraged to report accidents to the Security Staff or to their Residence AOA (if in University accommodation), a report will be completed by these staff using the University’s Accident Management System. Accidents involving visitors that are witnessed by a member of staff should also be reported. In most cases, it is likely to be the Security staff or first aider that reports these accidents.
3.4 Reporting hazards and near miss incidents

Hazards in the workplace that could significantly injure someone should be reported immediately to Security Control or SEC. Where possible, the hazard should be made safe, but do not place yourself in danger.

Near miss incidents (incidents that could have significantly injured you or someone else) should also be reported using the University’s Accident Management system. If the hazard remains, you should report this immediately to Security Control on 2222.
4. First Aid provision

First Aid provision

The University has arrangements in place to provide equipment and facilities for the provision of first aid to employees if they are injured or become ill at work. The extent of these arrangements not only includes employees working within the University but also those in isolated locations e.g. field trips. It is also University policy to use its facilities, where possible, to provide first aid to visiting members of the public.

Each Faculty / Service Area is required to assess the requirements for first aid provision and seek first aid volunteers within the department. Faculties that have fieldwork activities will require enough first aiders to ensure a first aider accompanies each field trip. It should be noted that a first aider is certificated to provide first aid at work and is not restricted in providing first aid to any particular department. Some smaller departments may choose to share first aid volunteers where this is geographically sensible.

A program of first aid training and refresher training is organized by SEC throughout the year. Information on the location of first aid personnel should be displayed within the School / Service Area. It should be emphasised that a person qualified to provide first aid at work may be asked to provide first aid assistance to staff, students or visitors not directly associated with their own Faculty / Service Area.

**Good First Aid can save lives and reduce suffering. The priorities are:**

(a) Summon help
(b) Sustain life
(c) Prevent condition becoming worse
(d) Relieve suffering
Essential numbers

Security, Police or Fire Service
Dial 2222 (Using an internal phone)
01786 467999 (using a mobile phone)
Ambulance 999 then any of the
Above numbers to inform Security.
Security Control (Non-emergency) Dial 7003

During normal working hours

Head Safety, Environment and Continuity
Alison Morrison
Safety, Environment and Continuity………………………………………………7079

University Fire Safety and Emergency Planning Officer
John Galsworthy
Safety, Environment and Continuity…………………………………………6147

University Occupational Health
Occupational Health……………………………………………………………7200

Reporting defects and building repairs
Property Management Help Desk………………………………………………2444