



# Emergency

# Procedures



Safety  
Policy & Procedures

Emergency  
Procedures

Sustainability

Issue  
1.5



# Contents

## **1. Emergency Procedures**

- 1.1 Fire evacuation**
- 1.2 Action on discovering a fire**
- 1.3 Action on hearing the fire alarm**
- 1.4 Action on hearing the fire alarm—Macrobert Theatre**
- 1.5 Assembly points**
- 1.6 Evacuation of people with disabilities**
- 1.7 Role of Security / Accommodation Services staff during fire alarm activations**
- 1.8 Additional information**
- 1.9 Fire alarm testing**
- 1.10 Monitored evacuations**

## **2. Other emergencies**

- 2.1 Action in the Event of a Bomb Threat**

## **3. Reporting accidents and potential hazards**

- 3.1 Serious accidents**
- 3.2 Minor accidents**
- 3.3 Reporting accidents involving students or visitors**

## **4. First Aid provision**

# 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 you must ensure that you have an adequate means of escape. **Never put yourself in any danger.**

### 1.2 Action on discovering a fire

- Activate the fire alarm system by operating the nearest call point
- 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 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 Security team (main buildings) or the Accommodation Operations Assistant (residences)





### 1.3 Action on hearing the fire alarm - Main Buildings / Residences.

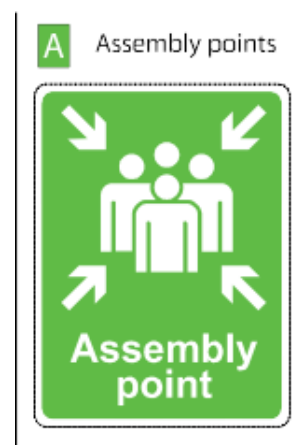
- Leave the building by the nearest safe exit - do not stop to collect personal belongings.
- Close any doors you pass through to contain the spread of fire.
- Do not use lifts.
- Make your way to the nearest assembly point and await further instructions.
- Do not re-enter the building until you are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

### 1.4 Action on hearing the fire alarm - Macrobert Arts Centre.

- Follow the instructions of 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 Security team.
- Follow the instructions of the duty staff / ushers / security.

### 1.5 Assembly Points

- Assembly points are places you should wait during a fire evacuation. They are clearly marked by assembly point signs.
- 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 familiarise yourself with your nearest assembly point.
- No roll call will be taken and you can use any assembly point. Assembly points are also a point of communication, in particular for 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.

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 (lateral) evacuation i.e. turn their back to the area of the fire and travel through several fire resisting compartments and wait in safety for assistance.

Where lateral evacuation is not possible, temporary waiting spaces (fire refuges) are situated at strategic locations within University buildings. These areas are situated 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. The refuge is provided with 2 way communication to Security Control.

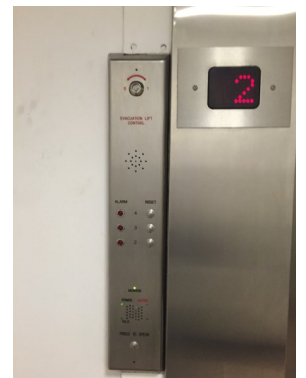


#### Temporary waiting spaces are located at:

- Cottrell 4AU, 4AV, 4AW, 4AX, 4AY, 4AZ.
- RG Bomont 3TA North Stair, 4TA North Stair, 4TB South Stair.
- Colin Bell Level 2 at lift.
- Library North stair lev 2,3 &4. South stair lev 2,3 &4. Central stair lev 2,3 &3.
- Willow Court, Beech Court and Juniper Court have temporary waiting spaces throughout the buildings.

#### Evacuation Lifts.

An evacuation lift has several design and installation differences from a conventional lift such as 2 independent power supplies, two way communication, interfaced with the fire alarm system etc. that enables it to be used during a fire evacuation.





During a fire alarm activation, the lift will descend to the access level and will remain there. If the lift is required to evacuate anyone with a disability, trained staff can take control of the lift and if safe to do so, go to the required floor and carry out the evacuation.

The Fire and Rescue Service may also use the lift to move equipment to upper floors.

### **Personal Emergency Evacuation Plans**

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 in an emergency. The plan also gives 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 Department Safety Officer / Student Support Services to liaise with staff or students to identify whether they require any assistance in the event of an emergency.

A PEEP should also be completed by Accommodation Services for any disabled student who is resident in University owned or managed property

### **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 should be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is 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 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 re-set.

All Security / Accommodation services staff undergo training in the implementation of this procedure.

### **1.8 Additional information**

All University buildings incorporate 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**

**If the alarm continues to sound for more than 30 seconds it must be taken as a real alarm and the building evacuated.**

**Every Monday between 08:30 and 09:50 the following buildings are tested:**

Library, Andrew Millar, Shops, Bank, Robbins, Macrobert, Iris Murdoch and Colin Bell.

### **Every Tuesday between 09:00 and 09:50**

Thistle Chambers, Property Management, Main boiler house, Cottrell A, Cottrell B, Logie LT, INTO, Pathfoot, Alangrange, Nursery, and Friarscroft.

### **Every Wednesday between 08:30 and 09:30**

Airthrey Castle, Airthrey Cottage and Airthrey Park Medical Centre.

### **Every Wednesday between 10:30 and 11:30**

All on campus residences.

### **Off campus residences fire alarm testing:**

#### **Every Wednesday between 10:00 and 12:00**

Union Street development.

John Forty Court operate a rolling testing regime and residents are notified 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 the correct evacuation procedures are being adhered to and an AMS report submitted.





## 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. This instruction will be given by University staff.

#### **If you receive a telephone bomb threat:**

- Let the caller finish without interruption.
- Note down as much information about the call and caller as possible.
- 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 (Mobile 01786 467999) and carefully relay the information about the threat.
- Retain all notes you made pertaining to the call for police evidence.



**Bomb threat checklist**

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

**Try to ask the following questions:**

Where is the device right now?

When is it set to detonate?

What does it look like?

What will cause it to detonate?

Did you place the device?

Why?

What is your name?

What is your address?

Time of call



**About the caller:**

Sex      Male       Female

Nationality

Age

Threat language (Circle)

Well spoken?      Irrational?      Taped message?  
Offensive?      Incoherent?      Message read by threat maker?

Callers voice (circle)

Calm?      Excited?      Stutter?      Disguised?  
Crying?      Slow?      Lisp?      Rapid?  
Clearing throat?      Deep?      Hoarse?      Laughter?  
Angry?      Familiar?      Nasal?      Slurred?

Were there any background noises?

Street noises?      House noises?      Animal noises?  
Crockery?      Motors?      Voices?  
Static?      PA systems?      Booth?  
Music?      Factory machinery?      Office machinery

Other?

### 3. 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](http://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 allocated to the Faculty Manager or Head of Service.

#### 3.1 Serious accidents

In the event of a serious injury accident, the ambulance service should be requested by dialling 999. Once you have finished speaking to the call handler, it is important that you call Security Control on 2222 (Internal phone) or 01786 467 999 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?
- The location of the incident
- What is the condition of the injured person?
- Is the person conscious?

The call handler may ask several other questions

#### **Fire, Police or Security**

Call Security Control on 2222 (internal phone) or 01786 467 999 from a mobile

All accidents should be investigated by the Faculty Manager or Head of Service with assistance from Safety, Environment and Continuity (SEC) if required, so that remedial action or additional control measures can be implemented where necessary.

Where accidents result from a defect or maintenance issue, these should be reported immediately to the maintenance help desk on Ext 2444



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 Safety Health and Environment Committee (SHE).

### **RIDDOR**—Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Serious accidents, certain reportable disease and types of dangerous occurrence must be reported to the Health and Safety Executive as soon as possible after 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 to be reported. Information on these circumstances can be obtained from SEC. If an accident / incident is reportable, this is normally reported to the Health and Safety Executive (HSE) 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 the assistance of SEC as required. The HSE may also wish to inspect or investigate following a serious accident / incident 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 the 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 Accommodation AOA (if in University accommodation). A report will be completed using the AMS. Accidents involving visitors that are witnessed by a member of staff should also be reported. In most cases, it is likely to be security staff or a 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 AMS. If the hazard remains, you should report this immediately to Security Control on Ext 2222



### 4. 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 i.e. 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 from 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 organised 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 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 the condition from becoming worse
- D Relieve suffering

Notes



A series of horizontal dotted lines for writing notes.



## Essential numbers



**For Security (Fire Service / Police):**

**Dial 2222 from an internal telephone or 01786 467 999 from a mobile**

**To request an ambulance:**

**Dial 999 and provide details when asked by the call handler. When you have finished speaking to Ambulance Control inform Security on 2222 (internal or 01786 467 999 Mobile)**

**During normal working hours**

**Head of Safety, Environment and Continuity**

**Alison Morrison**

**Ext 7079**

**Fire Safety and Emergency Planning Officer**

**John Galsworthy**

**Ext 6147**

**Environment Adviser**

**David Jordan**

**Ext 7338**

**Reporting defects and building repairs**

**Property Management Help Desk**

**Ext 2444**

