

SCHOOL OF MEDICINE - FIRE SAFETY POLICY
COVID-19 AMENDMENTS

This is a local document for users of the School of Medicine. All staff must take personal responsibility to be familiar with this Fire Safety Plan

1. **Notices.** Fire Action Notices are posted around the building, they should not be removed or posted over.
2. **Evacuation Routes.** There are 3 fire stair-wells, the routes to them are marked with the green 'running man' symbol. These signs point to all available fire escapes – staff should use the nearest escape route unless this is blocked by smoke or fire. The lifts must not be used. Users of the MP lab, Lecture Theatre and Biology teaching labs should follow the published routes to avoid congestion.
3. **Covid-19 adjustment to normal Evacuation procedure.** Staff and students are asked to carry their face covering on their person where possible and wear it during an evacuation. Social distancing does not apply to any emergency evacuation situation, but people must physically distance at the muster point.
4. **Muster Point.** The muster point is the paved area outside the Gateway building. Staff may be directed into the Gateway or behind the building if a bomb is suspected.
5. **Assistance.** There are evacuation chairs on the fire stairs – these devices allow able bodied staff / students to help disabled people down the stairs. There are evacuation call buttons in the fire stair wells. These are designed to allow a disabled person to call the fire panel if no one has come to their aid.
6. **Fire Safety Systems.** When the fire alarm rings then the following will be activated:
 - a. Fire curtains will drop in the space between the café and the main door and also by the light wells on the 2nd and 3rd floor at the main stairs.
 - b. The ventilation system shuts off, smoke vents open to allow smoke to clear.
 - c. Smoke vents in the open plan area of floor 2 will open.¹
 - d. Natural gas supply will be shut off.
 - e. All electrically locked doors will either open with a handle or are equipped with a green 'break glass' box. Fire doors held open on magnetic locks will close.
 - f. All lifts shall return to the ground floor where they sit with doors open. Lifts are out of commission until such time as the fire alarm system has been reset.
7. **Procedure:**
 - a. All staff and students must know all the fire escape routes from their normal place of work / study.
 - b. If you discover a fire then operate the nearest fire alarm or shout "FIRE".
 - c. Attack the fire immediately using a CO₂ extinguisher or other suitable method. Do not take any personal risk, and ensure that a safe exit route exists at all times.

¹ Although seemingly counter intuitive this aims to allow cool air in to dissipate smoke.

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- d. If the fire cannot be extinguished quickly using a maximum of two small CO₂ extinguishers, then follow the evacuation procedure.
- e. If you are working in a lab then make safe your personal work area.
- f. If you hear the fire alarm then leave the building without delay by the nearest available escape route. If possible shut nearby windows and shut but do not lock doors² if they are the last person departing a room.
- g. Check that all others in their vicinity have heard the bell and are evacuating, assist your visitors and those who may struggle to evacuate the building.
- h. Move immediately to the fire muster point by fire escapes. Expect that the fire curtains will be down. Do not attempt to duck under closing curtains.
- i. Those staff delivering teaching in the Tutorial Rooms, Seminar Rooms, Labs, DR, Clinical Skills area or Lecture Theatre must ensure that all students have left these rooms and they are clear before leaving themselves. Staff in the DR and Clin skills area should check the ARC and MRC as students often study in these areas with headphones on.

8. **Good Practice.** You must not delay departure from the building or return to an office if it is not on the way out however it may be useful to keep keys, 'phones, coats, handbags etc handy so that they can be picked up on departing the room.

9. **Fire alarm during a Volunteer Patient Session.** In the event of an evacuation Volunteer Patients should be escorted from the Clinical Skills Suite and/or tutorial rooms to the Muster Point by staff and or students. If, due to mobility issues, Volunteers are unable to descend the stairs independently they will be assisted down the stairs using the evacuation chairs situated at the stairwell. The Muster Point for Volunteer Patients is in the café area of the Gateway Building. The VP Coordinator or designate will then take a roll call.

10. Fire Tests and Drills:

a. **Bell Test.** Any bell test will be carried out on Wed afternoon at 12:55pm. The bell tests are designed to ensure that the bells are working and to test the break glass boxes. The bell will ring for 10 seconds only. All the fire safety systems listed will be de-activated. Staff should take no action unless they find that they cannot hear the fire bell – in which case they should report to a member of the Fire Safety Team immediately, informing them of the location where it is hard to hear the bell.

b. **Evacuation Drill.** There will be a full drill at least once per year. This will not be announced except to key staff identified to monitor the evacuation. The safety systems will not be deactivated although there will be no call to the fire service. Staff must evacuate the building as described.

11. **Roll Call.** If a roll call is required then staff names can be established from the staff list on-line via a smartphone. Although no roll call is kept it should be clear if anyone is missing who has previously been seen that day. No attempt will be made to call the student roll.

12. **Calling the Emergency Services.** If you are required to call the emergency services then dial (9)999 and state the nature of the emergency and the location of the building:

**School of Medicine
University of St Andrews, North Haugh
St Andrews**

² If you've left a door unlocked then the building manger will lock it once the alarm is over.

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Wait for confirmation that your message has been understood. Advise whether you know if the building has been evacuated or if there is anyone left inside. If possible, arrange for someone to be at the main entrance to the building, to meet the Emergency Services.

13. **Auto calls and 999 calls.** The Fire service will respond to an automated alarm without blue lights. If there is an actual fire then any member of staff should call 999 to reinforce the message that there is a real event and not just an automated alarm.

14. **Staff tasks:**

- a. **All teaching Staff.** Ensure that the class being taught all evacuates. Teaching staff are asked to keep their class in a “physically distanced bubble” at the muster point and assist in an orderly re-entry to the building using the stairs they exited the building at the end of the alarm. This is to minimise crowding in the main stairs.
- b. **Research Staff:**
 - (1) Make safe the working area.
 - (2) After the alarm has been cancelled reset the natural gas cut off switch. The Fire Safety Team will check the natural gas supply once the all clear has been given.
- c. **Catering Staff.** Turn off any cooking equipment to prevent additional smoke.
- d. **Medicine IT team:**
 - (1) Attend the fire evac chair in the SE stairs and attend to anyone requiring assistance.
 - (2) Attend the fire panel and listen for any person calling on the rescue intercom.
- e. **School of Medicine Professional Services staff and other Fire Marshals.**
 - (1) Take the 4 yellow vests with a marshal task. Three of these are located in the teaching support office, the other resides in the research support office.
 - (2) Sweep the office area including toilets on the way out.
 - (3) Attend the 3 points listed to ensure that students go to the muster and that no one re-enters the building:
 - (a) Petheram Bridge door, observing fire door by the interview rooms.
 - (b) Courtyard.
 - (c) Main door / road crossing.
 - (4) Supervise the muster to the muster point
 - (5) If a “helper” is available to assist at each of the exits, they are responsible for relaying communication.
- f. **MBSB Janitors / MP Lab Technician:**
 - (1) Evacuate the café.
 - (2) Man the front door.

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- (3) Prevent staff re-entering the building during or after the alarm has been silenced.
- (4) Reset the fire curtain in event that it jams (in the riser in the middle floor open plan area.)

g. **Physics janitors.** Prevent any individual crossing the link bridge.

h. **Procurement Officer.** The procurement officer is part of the Fire Safety Team. Take post in the courtyard by the service yard and:

- (1) **Ensure students escape from the courtyard.**
- (2) **Ensure the roller doors are shut.**
- (3) **Ensure that no delivery drivers attempt to enter the building.**

i. **Medicine / Biology Technicians.** Report to the panel and examine where the fire is. Examine the fire site if safe to do so.

j. **Chemistry Technicians.** One to report to the front door to report state of chemistry teaching lab. The other chemistry technician supports the physics janitor to prevent any individuals crossing the link to physics

k. **Clinical Skills / Anatomy technical staff.** Be prepared to help any disabled or frail individuals down the stairs using the evacuation chairs. To accomplish this staff should go to the main and west end fire stairs to assist persons requiring assistance³. The anatomy technical staff will coordinate with the Clinical Skills manager on the evacuation of any simulated patients or patient partners.

15. **Incident equipment.** Held in the fire panel box:

3 x yellow vests	1 x loud hailer	Building maps
2 x high power torches	Key to janitors box	Paper, tape, pens

Author:	Executive Administrator (DCM)	Approval Committee:	
Consultees:			
Location/s (Med Handbook):			
Location of source file:			

³ Or direct other staff / students on how to use the evacuation chairs.
Version 06/08/2021 / dcm10

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
06/08/2021	Covid-19 amendments	