



FIRE & EMERGENCY ACTION PLAN

DOCUMENT VERSION CONTROL

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April 2016	SEStran	1.0	FINAL	Policy updated due to move to VQ
Oct 2017	SEStran	1.1	FINAL	Adoption of version control

SEStran aims to provide and maintain safe & healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. SEStran also accepts responsibility for the Health & Safety of other people who may be affected by our activities.

The purpose of this emergency action plan is to ensure that all SEStran employees and visitors to the SEStran Offices know what to do in an emergency/fire situation and to ensure that the SEStran Offices can be evacuated safely.

1. FIRE & EMERGENCY PROCEDURE

On discovering a fire or suspicion of a fire:

1. Raise the alarm by operating the nearest fire alarm call point
2. Leave the building by the nearest available exit and proceed to the assembly point. The 3 assembly points are located in Victoria Quay car park areas and are clearly marked A, B and C. SEStran staff should use assembly point B. Evacuation routes and assembly points are illustrated in appendix 1.

What to do when you hear the fire alarm:

1. Alert all persons in your immediate area
2. All persons should evacuate the premises quickly but calmly by the nearest available fire exit and proceed to either Assembly Point A, B or C located in the car park areas to the south and west of the building. A diagram showing fire exits and escape routes is included in appendix 1. Do not delay departure by collecting coats or other personal belongings.
3. Close all doors of rooms or areas as you leave the building. Please note that doors normally held open on electro magnets will close when the fire alarm sounds. Staff should avoid where possible negotiating these doors.
4. The main entrance should not be used as a fire exit unless there is no nearer alternative. The entrance must be kept clear as possible for use by the Fire & Rescue Service.
5. Do not use lifts or stairways in the atria as a means of escape.
6. Remain at your assembly point until the all clear is given.

Emergency arrangements for persons with special needs:

The responsible or nominated person will identify and assist anybody who may require help to evacuate. Victoria Quay has temporary waiting areas within staircase exit routes for disabled or impaired persons. An emergency call point has been installed on each floor above ground level which connects directly to the Security Control room. Security personnel will be able to advise disabled/impaired persons during any evacuation situation. Evac chairs have also been installed at these points for use by disabled persons who need them.

Fire Safety Instructions:

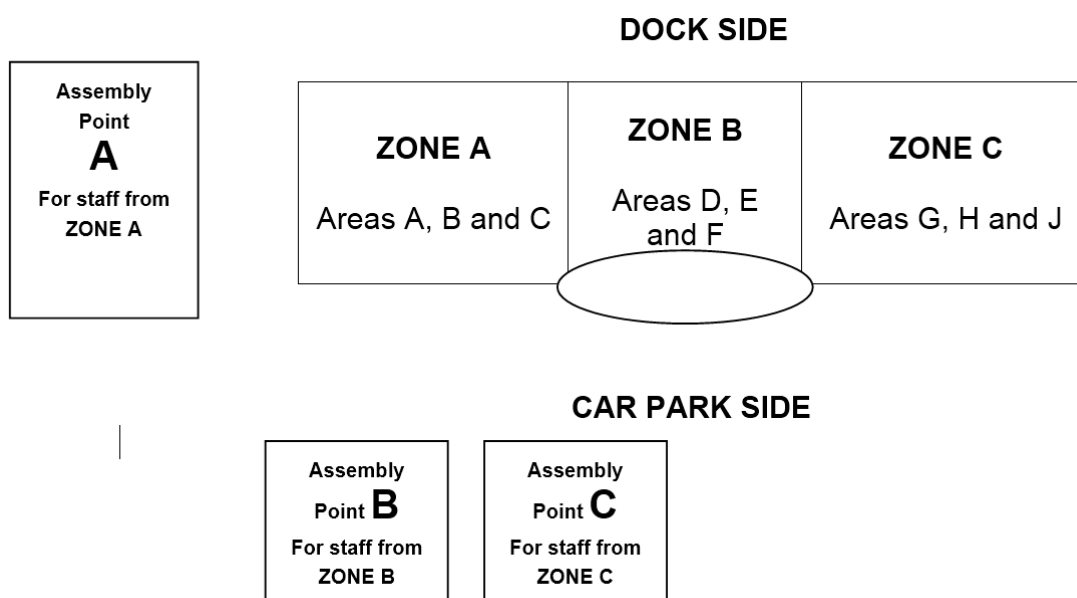
On all floors throughout the building there are fire extinguishers. Staff should not attempt to use any of the fire fighting equipment unless they have been trained to do so.

Throughout the building there are staircases from all floors that offer a safe and protected route for leaving the building in an evacuation. A large green painted area above the exit doors identifies these fire exit routes. At each door a section of carpet is also coloured green to make the exit more easily identifiable to personnel. It is predominantly these protected routes that staff should use to evacuate the building in an emergency.

All visitors must be made aware of the evacuation procedures for the building. In the event of an evacuation, staff should take visitors with them. Those hosting meetings must make attendees aware of evacuation procedures.

2. ASSEMBLY POINTS

The Victoria Quay Building is divided into 3 zones: A, B and C. Automatic smoke and fire resistant containment doors divide each zone. There are 3 fire assembly points each one dedicated to a zone. These are located in car parks at the front and the west end of the building.



There are further illustrations of evacuation routes and assembly points in appendix 1.

3. FIRE DRILLS

The alarm tone is demonstrated during the weekly fire alarm tests, which are normally carried out at **11am on Tuesdays**. All staff should familiarise themselves with the tone. This is a continuous audible alarm tone. The fire alarm sounder system is augmented with flashing beacons to assist those staff and visitors who have a hearing impairment. These are deployed in all

common areas such as break areas, WC's, conference/meeting rooms and in plant and data rooms. Scottish Government carry out fire drills on a bi-annual basis.

4. MAINTENANCE AND TESTING OF FIRE EQUIPMENT

SEStran acknowledges the importance of regular and effective maintenance and testing of all fire equipment. Scottish Government test different fire break points on a weekly basis. All other maintenance and testing is carried out by Mitie, the onsite M&E contractors.

5. FIRE SAFETY INSTRUCTIONS

The Fire Precautions (Workplace) Regulations 1997 amended 1999 requires that all employers must ensure that their staff are adequately trained in what action to be taken in the event of a fire situation.

Fire training provided by SEStran will:

- Explain the SEStran Emergency Action Plan
- Demonstrate means of escape
- Take in to account the findings of all Fire Risk Assessments carried out by Scottish Government
- Be carried out as part of the SEStran induction.
- Be carried out annually or after a new or greater hazard has been realised (i.e. after a fire risk assessment or introduction of new practices in the building)
- Is recorded and kept.

Fire training provided by SEStran includes:

- The action to be taken on discovering a fire.
- How to raise the alarm and what happens once this has been done.
- The action to be taken upon hearing a fire alarm.
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.
- The evacuation procedures for everyone within your workplace to reach an assembly point.
- The location of escape routes, especially for those ones not in regular use.
- How to open all escape doors, including the use of any escape fastening.
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.

- Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.
- The reason for not using lifts, except those specially commissioned or adapted for the evacuation of disabled people.
- The importance of general fire safety and the need for good housekeeping.

6. FIRE WARDENS

SEStran has appointed fire wardens who carry out specific duties on a regular basis and in the event of a fire situation.

The role of the fire wardens is to:

- Take appropriate and effective action if a fire occurs.
- Ensure that escape routes are available for use.
- Identify hazards in the work place.
- Record and report their observations.

If a fire is discovered the warden should:

- Ensure the alarm has been raised
- Ensure that if possible without danger to themselves ensure that the manufacturing processes have been made safe
- Evacuate staff from the building or area involved.
- Check that any staff or visitors with disabilities are assisted as planned. If a meeting of the SEStran Equalities Forum is taking place, the Chair will be responsible for organising assistance for members who require it.

On alarm activation the fire wardens should ensure the safe evacuation of 3D Bridge, ensuring that security measures such as closing fire resistant safes are undertaken, providing it is safe to do so. Electrical equipment should be isolated and windows shut if possible.

When the area for which the warden is responsible has been evacuated, a rapid, methodical search should be undertaken to ensure that no one remains in storerooms, toilets and similar areas.

The warden should then report to the assembly point and take part in the roll call procedure.

The procedures listed within the company document should be carried out by the fire wardens at the beginning and end of each day. These should be logged to show that they have been carried out.

SEStran is based in Victoria Quay, which is a shared building with Scottish Government. In the event that the SEStran appointed wardens are not in the office there are adequate Fire Wardens on 3rd floor to carry out these duties. In addition, Scottish Government have appointed a Fire Precautions Officer

and Fire Marshals. The Scottish Government manual for Fire Wardens can be found in appendix 2.

Fire precautions officer: David Martin

Deputy Fire Precautions officers: Mike McGlynn & Ian Illingworth

SEStran Fire Marshalls: Angela Chambers, 1 x vacancy

7. BUILDING PLANS

Appendix 1 shows the layout of the building including the fire points and escape routes. Appendix 3 shows the layout of the SEStran office within Victoria Quay. A detailed set of building plans providing relevant information required by emergency services is available for reference in the Security control room.

8. FIRE RISK ASSESSMENT

In accordance with the Fire Precautions (Workplace) Regulations 1997 amended 1999, there are regular Fire Risk Assessments carried out in order to highlight all reasonably foreseeable risks, and to implement procedures that will reduce or remove the hazard that they possess. Scottish Government will carry out a Fire Risk Assessment in VQ every 12 – 18 months.

9. COSHH

It is prudent to keep such records available as many chemicals are reactive to fire, and may encourage the rapid, or explosive spread of fire, in a fire situation. COSHH registers are kept by on-site contractors Sodexo, Mitie Cleaning and Mitie Engineers.

There are no such chemicals kept in the SEStran office area however staff are aware of the dangers of handling and storing these chemicals and training will be given and records kept showing this if staff are in contact with these chemicals.

10. ELECTRICAL SAFETY

All electrical equipment should be serviced on an annual basis, or in line with the manufacturers' recommendations. This work must be carried out by a competent person/company.

PAT testing should be carried out on all portable electrical equipment to show that it is a good state of repair. The company policy states a recommended period between inspections, though liaison with a competent person/company

would confirm the timescale between tests. SEStran are responsible for PAT testing on items within their office space, all other items are the responsibility of Scottish Government.

11. CONTRACTORS

Whilst on your premises you have a legal obligation to protect and ensure that contractors, sub-contractors and self-employed individuals have a safe place of work. They must be made aware of your companies' health & safety policy, fire evacuation plans and first aid arrangements.

12. FIRE SAFETY

This section highlights everything that you require under your own company Fire Safety Policy.

It highlights some of the areas covered in your Fire Risk Assessment, and introduces control procedures designed to help customers and employees evacuate safely in a fire situation.

- All members of staff must receive fire safety and evacuation training at induction and prior to commencing work. Records of this training must be kept, and refresher training should be carried out on an annual basis. This training would also include how to recognise the types of fire fighting equipment available to your staff, and how to use it.
- All escape routes should be suitably illuminated, and any defective lighting should be reported to facilities management at the earliest possible convenience. The practice of good housekeeping should be encouraged and waste products and rubbish should not be allowed to accumulate within the escape routes.
- Your staff as part of its daily checks should ensure that any fire doors operate correctly, and that they remain closed and are not obstructed, or propped open.
- Your fire fighting equipment must be maintained and serviced as per the relevant BS standards, by a competent person/company.
- A fire drill must be carried out at least annually so as to test the capabilities of the Emergency Action Plan. Records must be kept.
- Flammable materials must not be stored near or against hot equipment or electrical fittings. Flammable liquids must be stored in lockable containers. Records should be kept of hazardous chemicals or gases which may aid combustion. These chemicals/gases must be stored in accordance to manufacturers' recommendations.
- Scottish Government will keep log books showing that you have carried out regular inspections of escape routes, emergency lighting tests, fire drills, alarm tests, fire doors, fire training* and fire equipment servicing.

Escape Routes

Scottish Government will endeavour to keep all escape routes clear at all times to ensure that there is a safe and easily accessed escape from the building.

Disabled

The responsible or nominated person will identify and assist anybody who may require help to evacuate.

The emergency plan should be kept in the workplace, be available to your employees and the employees' representatives (where appointed) and form the basis of the training and instruction you provide. Any written plans should be made available for inspection by the local fire authority if required.

Appendix 1 – Evacuation routes for VQ

Appendix 2 – Fire management at VQ

Appendix 3 – Level 3 VQ layout