



FIRE & EMERGENCY ACTION PLAN

DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
April 2016	SEStran	1.0	FINAL	Policy updated due to move to VQ
Oct 2017	SEStran	1.1	FINAL	Adoption of version control
August 2022	SEStran	1.2	FINAL	Policy updated due to new guidance from Scottish Government

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. **Reception/Security Control team staff will automatically call the Emergency Services.**

2. Leave the building by the nearest available exit and **DISPERSE AWAY FROM THE BUILDING**. You **will not** congregate at an assembly point, as has been previously the case. The dispersal (sometimes called starburst) approach will now be used. SEStran staff should now assemble at **Ocean Terminal main entrance**. Evacuation routes 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 **DISPERSE AWAY FROM THE BUILDING**. You **will not** congregate at an assembly point, as has been previously the case. The dispersal (sometimes called starburst) approach will now be used. SEStran staff should now assemble at **Ocean Terminal main entrance**. 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. Disperse away from Victoria Quay and return at 20 minute intervals to check if the building is clear to enter. The Fire Precaution Officer (FPO) and Deputy Fire Precaution Officer's- (DFPO) will wear a hi vis orange armband or vest at the main entrance, pedestrian gate area and the gatehouse of the building to indicate that the building is safe to re-enter. The FPO or DFPO's will remain at the main entrance door with the armband for a period of 40 minutes after the all clear is given.

Re-entry to the building after an evacuation

- Staff should not try to re-enter Victoria Quay at any time until authorised to do so by the Fire Precautions Officer or his deputies. The FPO or DFPO will wear a hi vis orange armband or vest at the pedestrian gate, gatehouse to indicate the all clear. The FPO or DFPO will remain there with the armband/vest for a period of 40 minutes after the all clear is given.
- Entry into the building shall be by the **Main Entrance to the building**.
- All passes will be checked upon re-entry to the building.
- **All persons without a pass will be directed to the signing in book at Reception.**

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.

Visitors to the building and Meetings

Visitors should be asked **IN ADVANCE** of their visit if they require assistance and what that assistance will entail. All visitors should be made aware of the evacuation procedures for the building. In the event of an evacuation staff should take visitors with them. Those hosting or chairing meetings in Victoria Quay must make attendees aware of evacuation procedures. They should also consider who may require additional help in the event of an evacuation. This may simply involve the appointment of someone to assist the individual in the event of an evacuation.

There are further illustrations of evacuation routes in appendix 1.

Additional assistance

Any staff member who thinks he/she may require additional assistance in the event of an evacuation should contact their local Fire Precautions Officer. A Personal Emergency Evacuation Plan should be completed in agreed with the individual concerned, their line manager and FPO and will detail how you can safely evacuate the building and, if necessary, will include details of colleagues

available to help you. Due to hybrid working and the possible shortage of buddies/colleagues onsite, you must take this into consideration when creating the PEEP.

Fire Safety Instructions:

On all floors throughout the building there are fire extinguishers. Staff should only attempt to use firefighting equipment if they have to do so to exit the building. e.g. Only exit is blocked by fire.

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.

2. 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.

3. 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.

4. 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 a meeting 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.

5. FIRE WARDENS

SEStran and its landlord, Scottish Government 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 an in-person 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 dispersal 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 – (FPO)

David Thomson	Building Manager	0131 244 7436
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DEPUTY FIRE PRECAUTIONS OFFICER/S – (DFPO)

Andy Shepherd	Team Leader	0131 244 7437
Alistair Sellar	Administration	0131 244 7227

SEStran Fire Marshalls: Angela Chambers, Cheryl Fergie

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

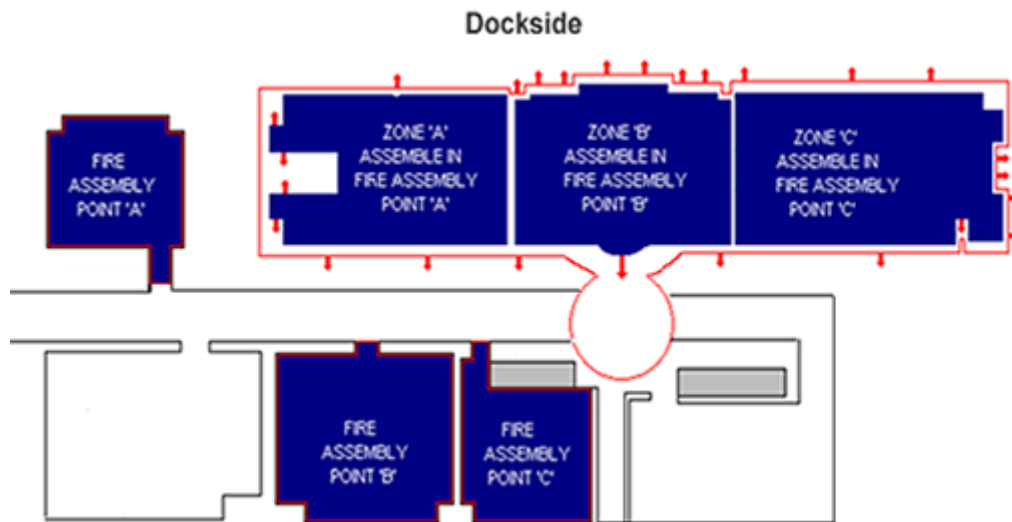
Appendix 1 – Evacuation routes for VQ

Appendix 2 – Fire management at VQ

Appendix 3 – Level 3 VQ layout

Evacuation Routes for Victoria Quay.

1. Evacuation Routes



2. Assembly Points

Main Entrance at Ocean Terminal



Fire Management at Victoria Quay

This document details the fire management arrangements for the Victoria Quay building and includes:

- VQ - designed for fire safety
- Details of fire detection and alarm equipment
- Alarm tone and actions that should be taken
- Emergency procedures
- The role and responsibilities of a Fire Marshal

There is an expectation that Fire Marshals will familiarise themselves with the contents and detail of this document.

Victoria Quay- designed for fire safety

The Victoria Quay Building is divided into 3 zones, A, B and C. Automatic smoke and fire resistant containment doors divide each zone. When a fire alarm is initiated (by operation of a break glass alarm call point or activation of a smoke/heat detector) containment doors close automatically to reduce the spread of smoke and fire.

Each zone is subdivided vertically into further compartments on a floor by floor basis.

Firewalls extend above false ceilings and below floor level to ensure fire and smoke cannot spread between zones.

The building is covered by an extensive circuitry of over 200 break glass alarm call points. These are located alongside exit doors, plant rooms and external buildings. If a break glass call point is initiated it will sound the evacuation alarm for the building. In addition the alarm will be displayed on a computer alarm panel in the VQ security control room which will indicate which break glass was initiated. Security staff will immediately phone for the emergency services and take up their roles associated with an evacuation.

If the evacuation proves to be a false alarm, the fire officer from the fire brigade will need to see evidence that everything is okay before allowing the system to be reset and staff to be allowed back into the building.

There are smoke sensors in the air handling plant, which will close down fans and shut dampers. Ventilators high in the atria will open to evacuate smoke.

There are a combination of optical smoke/heat and sounder units in locations throughout building. These are linked to an alarm system and control room computer panel. A smoke detector going into alarm in any area will activate the evacuation alarm.

Natural gas is a potential hazard in the building. Gas is piped in to feed the boiler plant on the roof in addition to feeding the kitchen area of the staff restaurant. Gas detectors are located in the piping ducts and also the boiler plant room areas to check for leaks. Sophisticated gas shutdown systems are interlocked to the detection and alarm modules.

On all floors throughout the building there are fire extinguisher and hose reel stations. Many Fire Marshals have received training in the selection and operation of fire extinguishers.

Staff should only attempt to use firefighting equipment if they have to do so to exit the building. e.g. Only exit is blocked by fire.

PROTECTED STAIRCASE EXIT ROUTES

Throughout the building there are staircases from all floors that offer a safe and protected route to leaving the building in an evacuation. A large green painted area above the exit doors identifies these fire exit routes.

It is predominately these protected routes that staff should use to evacuate the building in an emergency.

ASSEMBLY POINTS

The assembly point for SEStran staff is Ocean Terminal Main Entrance.

Alarm tone and the action that should be taken:

Evacuation tone: This is a **continuous** audible alarm tone and all personnel should evacuate the building.

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.

Emergency Procedures

All personnel in Victoria Quay should be made aware of the emergency procedures for the building. Fire Marshals and local Health and Safety Liaison Officers can help this process by communicating these arrangements to staff in their area.

Clearly there are actions that people **should** take and specific actions that they **should not** take.

EMERGENCY PROCEDURE IF A FIRE IS DISCOVERED

- ◆ **Upon discovering a fire. Operate the nearest break glass call point.**
- ◆ **Warn your colleagues and then evacuate the building by the nearest emergency escape route. Follow the instructions of your local Fire Marshal.**

- ◆ Do not take any actions that may delay your evacuation.
- ◆ Go to the designated assembly point and await instructions.
- ◆ Do not wander off from your assembly point.
- ◆ Scottish Government staff hosting visitors should escort them to their assembly point.
- ◆ Do not use the atria stairways to exit the building.
- ◆ Do not use the lifts.
- ◆ Do not choose an exit route which involves opening a grey steel containment door.
- ◆ Where possible seek exit routes that avoid having to open wooden fire doors.
- ◆ Avoid using the main entrance as a fire escape route unless there is no nearer alternative. The main entrance must be kept clear for the Fire Service.
- ◆ Do not re-enter the building unless told to do so.
- ◆ For security reasons re-entry should only be made via the main building entrance.

Emergency arrangements for persons with special needs

The Scottish Government (SG) has a legislative responsibility for the health and safety of all its employees. This responsibility extends to all non-employees, which includes visitors and temporary workers. There are within all these groups persons who need special consideration, particularly when it comes to ensuring their safe emergency evacuation from our buildings.

Examples of persons who need special consideration are:

- wheelchair users
- people with a visual impairment
- people with temporary or permanent mobility impairments

It is the responsibility of line managers to have developed evacuation plans for these people. The building FPO and local Fire Marshals need to be made aware of the details of these plans in writing.

Roles and responsibilities

The role and responsibilities of a VQ Fire Marshal

The role of Fire Marshal is primarily aimed at ensuring so far as is reasonably practicable the safe evacuation of staff, visitors and colleagues from defined areas of the building.

As a VQ Fire Marshal or Deputy Fire Marshal you shall:

- ◆ Be familiar with the emergency procedures for the building
- ◆ Know the escape routes from your own work area and other areas of the building that you visit
- ◆ Know the location of the assembly point for each zone
- ◆ Be able to recognise the building Fire Precautions Officer and his deputies
- ◆ Be aware of the evacuation plans for staff with special needs
- ◆ Attend briefing sessions arranged by your FPO
- ◆ Disseminate information or instructions to staff within your area, as directed by the FPO
- ◆ Report to the FPO any deficiencies within your area relating to fire safety measures or evacuation procedures
- ◆ Provide feedback to your FPO following an evacuation
- ◆ Regularly check evacuation routes from your work area and report any problems to the VQ FPO and your own Head of Division
- ◆ Assist your HSLO by providing fire evacuation information to new starts and transferred staff during their H&S induction

During a fire evacuation Fire Marshals will:

- Wear their high visibility waistcoat to ease identification
- Check their area (including toilets and break areas) are clear of all personnel
- Only report to the building FPO if they have any concerns for staff in their area
- Not distract the building FPO or deputy by questioning them on details of the incident
- Advise colleagues to keep together at the assembly point and not wander off

- Only advise colleagues that they can return to the building after receiving confirmation from the building FPO that it is safe to do so
- Direct colleagues to return via the main reception entrance

FIRE ACTION NOTICE

You should familiarise yourself with the emergency arrangements for the building. You should know

:

- **What the alarm tone sounds like**
- **The position of fire break glass call points**
- **Your emergency escape routes**
- **Your building zone and designated assembly point**
- **Your Fire Marshal**

IF YOU DISCOVER A FIRE

- **Operate the nearest break glass call point**
- **Warn colleagues, and evacuate the building to your assembly point**

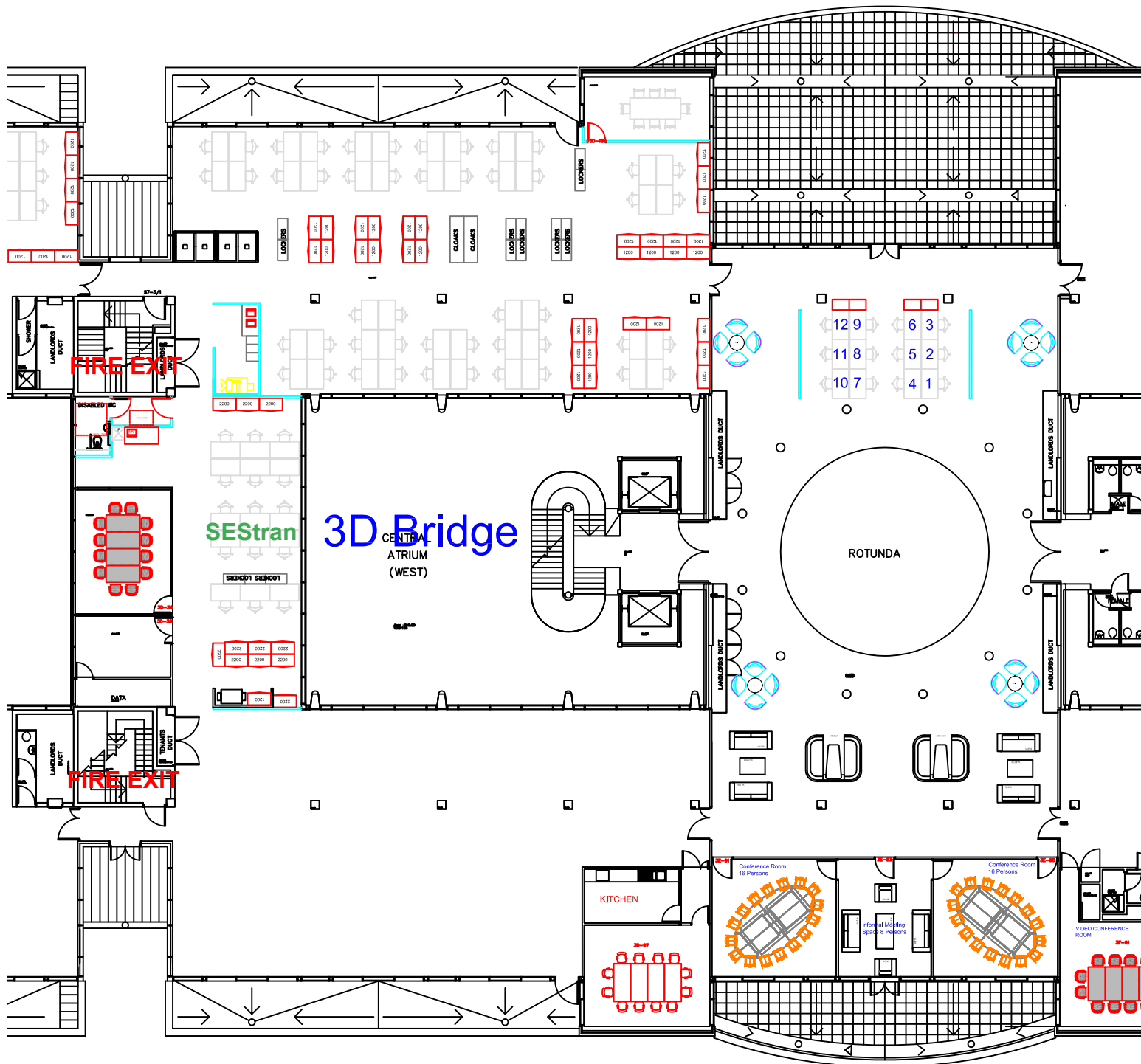
IF YOU HEAR A FIRE ALARM

- **Follow the instructions of your Fire Marshal and leave the building by protected routes**
- **Make your way to the assembly point for your zone**

WHAT NOT TO DO IN AN EMERGENCY

- **Do not use lifts**
- **Do not use the atria stairs**
- **Avoid opening fire containment doors**
- **Do not delay your evacuation**
- **We advise staff not to use extinguishers.**

3D North



3D South

3E South