

## NEWBATTLE ABBEY COLLEGE

# Fire Safety and Emergency Evacuation Policy and Procedure

### 1. Scope of Policy

The College acknowledges that emergency situations may arise and that it has a responsibility to ensure that all individuals are evacuated safely from its buildings. Special arrangements may be required for those with disabilities.

To comply with the Fire Scotland Act 2005 and other relevant legislation, Newbattle Abbey College will adopt this policy and associated procedure to minimise the risk of injury to staff, students and visitors.

The College will:

- Make available general information concerning facilities and procedures to assist in the emergency evacuation of people with a disability.
- Make reasonable adjustments wherever possible to facilitate safe access and egress.
- Undertake regular inspections of access and egress points to ensure they are clear from obstruction, open easily and are well lit.
- Regularly test the fire alarm within all its buildings so that staff and students can be alerted quickly in the event of an emergency
- Will undertake an annual review of the Fire Risk Assessment
- Will undertake fire drills at least twice yearly within all its buildings.
- Will appoint staff members as Fire Wardens and Fire Marshalls and provide them with the necessary training to complete this role.
- Will inform any visitors, contractors or new staff of the emergency evacuation procedures and where to assemble.
- Will complete a Personal Evacuation Escape Plan (PEEPs) for those staff and students that require one.
- Will provide escape assistance through use of an Evac Chair or other similar device for those who require it and provide training for a dedicated team to use it.

### 2. References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999, as amended

### 3. Key Legal Requirements

- Adopt an appropriate policy
- Assess the risks posed to staff and others
- Implement appropriate control measures to bring risks identified down to an acceptable level
- Provide staff with information, training and supervision

## PROCEDURE

### 1. Introduction

In the event of fire, the safety of life shall override all other considerations, such as saving property and/or extinguishing the fire.

Consequently, in the event of a fire occurring, all persons shall immediately evacuate all college buildings.

### 2. Scope

These procedures apply to all staff (full time, part time and temporary), students, contractors and visitors.

### 3. Routine Fire Safety Duties

#### 3.1 Visitors

Visitors must sign in and out of the visitors' book held at Reception.

#### 3.2 Staff

##### 3.2.1 Registration

All staff must record their arrival and departure times in the register kept in Reception and the rear entrance to the college.

All Tutors must complete and update their student registers on a daily basis and these registers should be kept to hand during the course of the day.

Staff must ensure that any visiting Group Leader has access and an understanding of the Fire Safety and Evacuation Procedures for Public Rooms leaflet.

##### 3.2.2 Meetings

For meetings/conferences in the Drawing Room, the Board Room, the Edwin Muir Room and the George McKay Brown Room staff must ensure that the door between these rooms are unlocked and clear as a secondary Emergency Exit.

The following information is to be read out by the Chairperson/Group Leader before the start of each meeting when external representatives are present.

“In the event of an evacuation”;

- do not stop to collect personal belongings
- do not re-enter the building until instructed to do so
- do not attempt to remove vehicles from any of the car parks”

If the fire alarm is activated you shall instruct all attendees to evacuate immediately. They shall be asked to leave in a calm and orderly manner following the Fire Exit signs out of the building.

#### **4. Fire Assembly Points**

**Assembly Point A:** Grassed area adjacent to the main car park at the front of the building for all students, academic and administration staff, visitors and contractors.

**Assembly Point B:** Grassed area adjacent to the rear staff entrance for all Housekeeping and Estates staff.

**Assembly Point C:** Muster point adjacent to Unit 10B indicated with a sign for any members of staff students working in and around Unit 10B

#### **5 Emergency Contacts:**

Outwith normal College hours Monday to Sunday 17.00 to 24.00

- Security Guard, Student Sub-Warden, Designated Student Fire Marshals

Overnight 24.00 to 09.00

- Student Sub-Wardens

#### **6. Fire Wardens**

Normal College hours Monday to Friday 09.00 to 17.00 the following will act as fire wardens:

Warden	Deputy Warden if applicable	Area
Duty Receptionist		Ground Floor and Reception area
Catering Manager	Chef/Supervisor	Main Kitchen, Dining Room
Caretaker	Chef/Supervisor	Boiler House, Staff Corridor, IT Training Room and Ground Floor Lift Entrance
Depute Principal	Principal	1st Floor area
Administration Office Assistant	Administration Manager	2nd Floor area
Curriculum Manager		3rd Floor area
Rural Skills Tutor	Student warden	Unit 10B

Fire Wardens should oversee the evacuation of their designated area making sure assistance is provided wherever necessary.

All Fire Wardens to report to Fire Marshall at muster point once their areas have been checked.

## 7. On discovering a Fire or hearing the Fire alarm

- If a fire is discovered, the alarm shall be raised immediately by the appropriate method such as operation of a call point or the sounding of the air horn in Unit 10B.
- The signal for the evacuation of the building will be the continuous sounding of the fire alarm or the air horn.
- The responsibility for summoning the Fire Services is detailed in the fire action notices throughout the College and Unit 10B.
- No persons are required to attempt to extinguish a fire, but extinguishing action may be taken if it is thought safe to do so by using the appropriate fire equipment.
- Immediate evacuation of the building will take place as soon as the continuous fire alarm is heard. All occupants, on evacuation, should report to their Fire Assembly Point which is detailed on the fire action notices.
- No vehicle movement is permitted during evacuations and staff, students and visitors must not return to their vehicles.
- Re-entry of the building is strictly prohibited until the Fire Brigade in charge has declared it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

## 8. Use of safe waiting areas

To comply with our non-discriminatory access policies, waiting areas are designated within the buildings. Unit 10B is all on the level so escape from the building is possible. In the event of fire alarm activation within the College, individuals with mobility issues shall follow their personal emergency evacuation plan (PEEP) if applicable.

## 9. Responsible Persons

**Fire Marshall - Facilities Manager.** Nominated Deputy is Caretaker  
Responsibilities include:

- Maintenance regime of all firefighting appliances, fire alarm services and associated equipment.
- Ensure a regular Fire Safety Audit of all areas is completed and action results as required.

The Fire Marshall shall on a weekly basis, ensure that:

- All fire doors are closed, unlocked and unobstructed
- Check that fire extinguishers/blankets etc. are in place and unobstructed
- Alarm points/break glasses are visible and unobstructed

**Rural Skills Tutor.** Nominated Deputy is Caretaker or student fire warden.  
In Unit 10B the above weekly checks will be undertaken by the Rural Skills Tutor. If any defects are noted, they should be reported immediately to the Facilities Manager. These checks will be undertaken by the caretaker in the absence of the Rural Skills Tutor.

## 10. Emergency Fire Safety Duties for Staff, Students and Visitors

### 10.1 Main College during normal College hours (09:00 17:00 Monday - Friday)

All Tutors should present registers for their class to the Duty Receptionist at Main Assembly Point A to allow a head count to be completed.

**Duty Receptionist - Point A.** Nominated deputy is Administration Manager

- Make backup call to fire service
- Collect staff register and visitor book, check front hall and public rooms are clear (if safe to do so) and make way to Main Assembly Point in front car park.
- Take a head count of all academic staff, students and visitors and report to Fire Marshall.
- Direct Fire Brigade to the appropriate entrance following instruction from the Fire Marshall.

**Catering Manager or Chef/Supervisor - Point B.** Nominated deputy is designated Domestic Assistant.

- Collect staff register from back door and make way to Assembly Point.
- Contact, by radio, the Grounds Persons to ensure their safety
- Take a head count of all Catering, Housekeeping and Facilities Staff and report to Fire Marshall.

**Caretaker.** Nominated deputy is Chef Supervisor.

- Make way to Kitchen/back door to identify alarm source.
- Inform Fire Marshall of location and nature of the detector in alarm mode.
- Await clearance from Fire Brigade to silence and reset alarms.

**Facilities Manager**

- Make contact with Caretaker and obtain location of alarm activation.
- Identify appropriate entrance for Fire Brigade to Duty Receptionist and liaise with Fire Brigade.
- Issue "All Clear" to Fire Wardens only when directed by the Fire Brigade.

### 10.2 Unit 10B during normal College hours (09:00 17:00 Monday - Friday)

**Rural Skills Tutor - Point C.**

- Evacuate premises and move everyone present to the muster point.
- Phone Emergency Services and provide details and location of incident.
- Make contact with Facilities Manager & Reception to inform them of the incident.
- Undertake student headcount.

**Facilities Manager**

Make way to Unit 10B and assist in guiding Fire Service to the correct location.

## **Receptionist**

Make secondary call to Fire service to make sure it has been put through.

## **11 Outwith Normal College Hours:**

### **Security Guard**

- Ensure that all visitors, staff and students have been evacuated from the buildings and have made their way to the Main Assembly Point A.
- Collect relevant registers (Rooming List, Diary and Visitors Book) from Assembly Points A & B.
- Liaise with College sub wardens in taking a head count of all visitors, staff, and students at the Main Assembly Points.
- Direct Fire Brigade to the Alarm Panel at the Rear Entrance Door.

**Sub Warden.** Nominated deputy the sub warden is the second Student Sub Warden.

- Responsible for head count of own family and students between the hours of 24.00 and 09.00
- Ensure all visitors, staff and students in the Residential Block have evacuated the building and made their way to the Main Assembly point A (situated on front grass).

### **Student Sub Wardens**

- Sub Wardens are responsible for the Residential block
- Check rooming list for their floor and direct/escort students to the Main Assembly Point
- Liaise with Facilities Manager and designated student fire marshals on head count.
- Once these procedures have been carried out the Security Guard or Sub Wardens should contact the Principal to advise of incident

### **Emergency Contact Telephone Numbers:**

George Currie      Facilities Manager      07825386356

Ann Southwood      Principal      07785386538

Marian Docherty      Depute Principal      07770704796

Jackie Robertson      Admin Manager      07879434902

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