



UNIVERSITY OF
STIRLING

Emergency Procedures



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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 (see location map) 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 Duty Concierge (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 (see location map) 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 Duty Concierge (residences).

1.4 Action on hearing the fire alarm – Macrobert theatre.

- 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 where you should wait during a fire evacuation. They are clearly marked by assembly point signs. The map overleaf indicates their locations.

- 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 points.
- 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 so.

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 sideways evacuation is not possible, fire refuges are situated and clearly marked by a green pictogram with the disabled logo at strategic locations within the University buildings. These areas are positioned within fire protected zones and provide a safe haven at which a person with a disability may wait in safety until they can be assisted to leave the building. Where the refuge is located at the head of a set of stairs, the refuge is provided with a two way communication link with Cottrell Reception, and should be used to alert security.

Fire refuges are located at:

- Cottrell 4AU, 4AV, 4AW, 4AX, 4AY, 4AZ
 - Pathfoot C2
 - Library, north stair level 3 & 4 (No communication link)
south stair level 3 & 4 (No communication link)
- } Library staff have a procedure to clear these refuges in the event of an alarm.

As areas are refurbished / upgraded, flashing red strobe lights, which are integrated with the fire alarm system, are being installed. This will alert anyone with a hearing impairment that the fire alarm has activated.

Some areas have doors fitted with magnetic holdback to enable free movement between corridors. These will close automatically on the activation of the fire alarm.



Personal Emergency Evacuation Plan

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, and also to give 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 talk to disabled staff or students to identify whether they require any assistance in the event of an emergency. If a member of staff or a student requires assistance the Emergency Evacuation Questionnaire should be completed (available at www.she.stir.ac.uk). This should be completed by the disabled person with appropriate support from the Department Safety Officer, or Student Support Services. Further guidance on this is available at www.she.stir.ac.uk.

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. Some areas of the University that have undergone refurbishment now have red flashing lights linked into the fire alarm system to indicate that the fire alarm has been activated.

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 also given ample opportunity to learn these routes.

1.7 Role of Security / Concierge Staff during fire alarm activations.

There is an agreement with Central Scotland Fire and Rescue Service, whereby, upon the activation of a smoke or heat detector, trained Security / Duty Concierge staff will investigate the cause of the activation and determine whether the Fire Service is required to attend or the alarm is an unwanted alarm caused by something other than fire i.e. aerosol spray, fumes from cooking, dust etc. In the event of a fire alarm activation, the building concerned 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 reset.

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



1.8 Supplemental information

All University buildings have safety features either designed or installed into the building. 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 installed fire suppression systems in key areas such as IT 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 and are serviced on an annual basis.

1.9 Fire alarm testing

Any sounding of the alarm at times other than these should be taken as a real alarm:

Every Tuesday between 08:15 and 09:00

Iris Murdoch Centre, Colin Bell Building, Cottrell, Pathfoot, Gannochy Sports Centre, Swimming pool, Pathfoot, Atrium, Macrobert Theatre and Andrew Miller Building.

Every Tuesday between 09:30 and 10:30

Alangrange and Beehive Nursery.

Every Wednesday between 08:30 and 09:30

Airthrey Castle and Airthrey Park Medical Centre.

Every Wednesday between 10:30 and 11:30

All on campus residences.

Off Campus Residences fire alarm testing is as follows:

Every Wednesday between 09:00 and 10:00

Union Street Development.

First Tuesday of every month between 10:30 and 11:30

Thistle Chambers and Friarscroft.

John Forty's Court operate a rolling testing regime and residents are warned in advance of when a test will take place.



1.10 Practice evacuations

Practice evacuations are carried out for all buildings annually. Notification of dates and times of practice evacuations are given to Heads of Department, who are asked to restrict this information to as few people as necessary to maintain an element of realism.

2. Other emergencies

Other emergencies

2.1 Definition of an emergency

An emergency is defined as an event which has the potential for:

Serious and immediate danger to life
Significant damage to buildings and assets
Serious disruption of services

An emergency is normally associated with the occurrence of a hazard. A hazard is a source or situation with the potential to cause harm (property or people) such as fire, explosive device, chemical release etc. In addition, some emergencies can also arise from hazardous events such as loss of telecommunications facilities that could lead to a serious disruption of services.

A Major Emergency is where an emergency situation escalates into a situation where there is potential for:

- Loss of life
- Significant damage to buildings or loss of facilities
- Significant disruption to University business
- Major public relations impact

2.2 Action in the Event of a Bomb Threat

Terrorist attacks, and 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.

A telephoned bomb threat could present a case of serious and imminent danger. Access to the affected area must be restricted while the risk is assessed. During a bomb threat the Police and other agencies may offer advice but the responsibility to seek advice and act upon it lies with the University Management Team.



It is not possible to be precise about exact procedure as this will depend on the circumstances and assessment by police and senior university staff. Action may involve complete or sideways evacuation and, although the fire alarm may not be used you must follow the instructions given by Estates / Security staff.

If you receive a telephone bomb threat:

- Let the caller finish the message without interruption.
- Note down as much information about the call and caller as possible using the Bomb Threat Checklist. (Available overleaf, in the telephone directory or from the web: www.she.stir.ac.uk)
- Be calm—listen carefully.
- Try to keep on the line and signal for assistance.
- Immediately the caller hangs up call Cottrell reception 2222 (Mobile: 01786 46999) and carefully relay the information about the bomb threat. This information will be assessed and a decision made on how/whether to respond.



Bomb Threat Checklist

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

Try to ask the following questions:

Where is the bomb right now?

When is it set to explode?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your name?

What is your address?

What is your telephone number?

Time of call

What was the caller's number (caller ID)

Now contact Cottrell reception on 2222. They will then call the Police. Estates and Security will co-ordinate any evacuation required. The Police will ask you for any additional information about the caller and bomb threat. The next part will help you record this.

Additional information to record once the caller has hung up and you have called 2222.



About the caller:

Sex

Male / Female

Nationality

Age

Threat language: *(circle)*

Well spoken?

Irrational?

Taped message?

Offensive?

Incoherent?

Message read by threat maker?

Caller's voice: *(circle)*

Calm?

Excited?

Stutter?

Disguised?

Crying?

Slow?

Lisp?

Rapid?

Clearing throat?

Deep?

Hoarse?

Laughter?

Angry?

Familiar?

Nasal?

Slurred?

Accent?

Were there any background noises? *(circle)*

Street Noises?

House noises?

Animal noises?

Crockery?

Motors?

Voices?

Static?

PA systems?

Booth?

Music?

Factory machinery?

Office machinery?

Other?

Your name:



2.3 Major gas leak

A major gas leak can be defined as the failure of the supply pipe work or valves that results in a large and potentially explosive atmosphere. Gas leaks are usually identified by a strong smell of gas and this must be reported to 2222 immediately. Security will coordinate an evacuation if required.

An explosion risk exists where gas leaks are substantial, particularly if the leak occurs in an area that is unoccupied for a long period of time. If there is a strong smell of gas in the area all sources of ignition should be removed and no electrical equipment or light switches should be operated.

All gas pipes and valves are colour coded yellow.

2.4 Power failure

A major power interruption can be described as a loss of electrical power to an area of the University Campus resulting from failure of high voltage switchgear or transmission lines. This may result in a requirement to evacuate buildings or residences; there may also be problems with power sensitive equipment and disruption to business.

In the event of mains power interruption the fire alarm systems will remain operational on battery back up for 24 hours and the emergency lighting system for 3 hours. Security will co-ordinate an evacuation if required.

3. Reporting accidents and potential hazards

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. Reporting forms are available at www.she.stir.ac.uk and also within each department.

The form should be completed by either the injured person, a colleague or first aid person attending. A copy of the completed form should be passed to the Head of the Department and also to Safety and Environmental Services.

3.1 Serious accidents

Call 2222

In the event of a serious injury accident, the emergency services should be requested using 2222 (internal phone) or 01786 467999 (using a mobile phone).

Be prepared to answer the following questions:

- What is the name of the injured person?
- Where is the location?
- What is the condition of the injured person, if known?
- Is the person still conscious?

If the injury is serious and requires hospital attention, but does not require an ambulance, the first aider should contact Cottrell reception to ask for a taxi (on University account) to take the injured person to Accident and Emergency. Where possible, the first aider should accompany the injured person to A&E. Cottrell reception will also organize a return taxi to work or to the injured person's home address, as required.

All accidents should be investigated by the department, with assistance from SES if required, so that remedial action or additional control procedures can be implemented. Where accidents result from a defect or maintenance issue related to the building, these should be reported immediately to 2444. Accidents should be discussed at the department safety meetings so that



important feedback resulting from the accident can be communicated effectively within the department.

A summary of accidents is presented to the SHE committee.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Serious accidents, certain reportable diseases and types of dangerous occurrence must be reported to the Health and Safety Executive as soon as possible following 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 three days. However, there are a defined range of circumstances for reporting these incidents and information can be obtained from Safety and Environmental Services. If an accident is reportable, this is normally reported to the HSE (Health and Safety Executive) by the University Safety Adviser and a copy of the report is sent to the Head of the Department. There is a requirement to investigate accidents. This is normally carried out by the department with the assistance from SES as required. The HSE also may wish to inspect or investigate following a serious accident 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 aid personnel or call 2222 for a first aider.

Minor accidents should also be reported, using the University's accident report form, in particular where the accident could have resulted in more serious injury. Reporting minor accidents may highlight a more serious underlying hazard and steps can be taken to reduce any 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 report form. Students are encouraged to report accidents to the Security Staff or to their Residence Concierge (if in University accommodation) and report forms will be completed by these staff and forwarded to Residential Services Management and Safety and Environmental Services. Accidents involving visitors that are witnessed by a member of staff should also be reported. In most cases, it is likely to be the Security staff or First Aider that reports these accidents. Again, a copy of the accident report form should be forwarded to Safety and Environmental Services.



3.4 Reporting hazards and near miss incidents

Hazards in the workplace that could significantly injure someone should be reported immediately to Cottrell Reception or SES. 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 University's accident report form. If the hazard remains, you should report this immediately to Cottrell Reception and Safety and Environmental Services.

4. First Aid provision

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 e.g. field trips. It is also University policy to use its facilities, where possible, to provide first aid to visiting members of the public.



Each department is required to assess the requirements for first aid provision and seek first aid volunteers within the department. Departments 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 programme of first aid training and refresher training is organised by Safety and Environmental Services throughout the year. Information on the location of first aid personnel should be displayed within the department. It should be emphasised that a person qualified to provide first aid at work may be asked to provide first aid assistance to staff, students or visitors not directly associated with their own department.

Good First Aid can save lives and reduce suffering. The priorities are:

- (a) Summon help
- (b) Sustain life
- (c) Prevent condition becoming worse
- (d) Relieve suffering



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A series of horizontal dotted lines for writing notes, spanning the width of the page.

Essential numbers

**For security or emergency services -
(Ambulance, Fire Brigade, Police)
24 hour /day, 365 days per year**

Dial 2222 (Using an internal phone)

Dial 01786 467999 (using a mobile phone)

During normal working hours

University Safety Adviser

David Duckett

Safety and Environmental Services7078

University Fire Officer & Assistant Safety Adviser

John Galsworthy

Safety and Environmental Services6147

University Occupational Health

Occupational Health and Safety Advisory Services 7200

Reporting defects and building repairs

Property Management Help Desk..... 2444

Cottrell Security7001

Pathfoot Security 7002