Fire Action Plan
Covid19 version: self-evacuation

Building: Bayes Centre
Building No: 0285
Occupiers: School of Informatics; EPCC; Alan Turing Institute; Edinburgh Centre for Robotics; International Centre for Mathematical Sciences; Maxwell Institute; The Data Lab; Commercial Partners.

1. Emergency Procedures

In the event of an emergency requiring evacuation of the building, the standard procedure will involve the activation of the buildings fire alarm, initiating a simultaneous evacuation of the premises. The fire alarm signal is a continuous electronic sounder and visual alarm devices which is tested weekly on Thursday at 11:30hrs.

2. Fire Warning System and Evacuation Arrangements

The premises are provided with a comprehensive fire alarm and category L1 detection system, incorporating automatic smoke and heat detectors, a VESDA air sampling system, manual alarm call points, sounders and visual alarm devices. The building is provided with a firefighting / evacuation lift and access to a second evacuation lift within the Dugald Stewart building, which is accessed via horizontal evacuation at every level. The Atrium is fitted with a fire engineered smoke clearance system with roof vents and inlet vents at ground floor level. The main Fire Alarm Panel is situated behind the reception with an additional control panel within the control room at ground floor level in the firefighting lobby.

3. Arrangements On Discovering A Fire:

- **Visitors/Occupants** should operate the nearest fire alarm point, situated on all floors adjacent to escape stair enclosures, exits to other buildings or access stairs and at ground floor exits.
- Dial the University Emergency Number 0131 650 2222 (Security) and advise of a fire emergency.
- Evacuate the building via the nearest available escape route, evacuation routes will be designated using the following standard escape signage:
- All main meeting rooms and staff areas will be provided with diagrammatic plans noting all the escape routes within the building.

- **Staff** should operate the nearest fire alarm point, situated on all floors adjacent to escape stair enclosures and at ground floor exits.
- Nominated persons - lab staff should take turns and share responsibility for contacting University Emergency Number 2222 (Security) from extensions on the 650 exchange or 0131 650 2222 from a mobile, and advise of fire emergency.
### Role | Nominated Person/s
--- | ---
Fire Coordinator / Deputy | Self-evacuation due to low numbers. Members of staff returning to the building aware of and familiar with the emergency procedures, evacuation routes, emergency numbers and Fire Assembly Point.

Fire Stewards | Self-evacuation due to low numbers. Members of staff returning to the building aware of and familiar with the emergency procedures, evacuation routes, emergency numbers and Fire Assembly Point.

### 4. Arrangements When Evacuating:

- **Visitors/Occupants** should evacuate the building via the nearest available escape route, evacuation routes will be designated using standard escape signage.  
- **Anyone with mobility issues must be able to self-evacuate or they will be restricted to the ground floor level only, no emergency team available at this time.**

- Where no EVC is available phone Security on 0131 650 2222 to request assistance.

- No trained staff available on site during the phased return. Please self-evacuate through designated route
- There is an evacuation chair situated behind reception for use by trained staff.
- It is expected that any staff members will have a PEEP in place should this be required.

- The premises are provided with 1 dedicated escape stair, which serve level 6 to the Basement level and access to two further escape stairs located within attached buildings:
  - One escape stair within the North East corner of Bayes;
  - One escape stair situated through the fire doors between Bayes and Dugald Stewart (South West corner of Bayes);
  - One escape stair situated through the fire doors between Bayes and Informatics(South East corner of Bayes);

- All occupants, should proceed to the assembly point situated at:

  1. **7 Bristo Square open assembly area outside Richard Verney Health Centre.**

### Magnetic Locks and Over-ride Facilities

- The premises have magnetic lock and access controls fitted to some designated doors.  
- All final exit doors are fitted with traditional push bar to open pressure release devices or electro-mechanical over-ride mechanisms.  
- Doors with access control have an emergency green box over-ride fitted which can be used to release the door if required.  
- Any door with a magnet should be interlinked to the fire warning system and will fail safe in the un-locked position should the fire alarm activate.
**Arrangements Following The Alarm:**

- Please contact Security on 0131 6502257 to confirm it is safe to return to the building.
- Where possible, Security should enter the building first before staff and students.
- Coordinator/Security, will reset the fire alarm/EVC panels and return the evacuation lift to normal status.

In some University buildings, active fire safety measures are incorporated within the fire alarm system to reduce the risk of fire-spread. These measures can include simple steps such as magnetic door releases to more complicated procedures relating to the building air handling units and energy supplies. Where emergency ‘shut down’ processes are installed the relevant detail requires to be recorded within the following table and the consequential information:

<table>
<thead>
<tr>
<th>5. Action</th>
<th>Reset Location</th>
<th>Responsible person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Lift override mode – fire alarm and key enabled</td>
<td>Lift carriage frame and fire alarm reset. Key for lift at reception</td>
<td>Fire Evac Team or Security</td>
</tr>
<tr>
<td>Fire Alarm Panel activated</td>
<td>Reception Area</td>
<td>Fire Coordinator/Security</td>
</tr>
<tr>
<td>Disabled Communication panel activated</td>
<td>Re-set at reception</td>
<td>Fire Coordinator/Security</td>
</tr>
<tr>
<td>Smoke vents in Atrium roof and inlet vents at ground floor level.</td>
<td>Reception area via fire panel</td>
<td>Fire Coordinator/Security</td>
</tr>
<tr>
<td>Fire Curtain on 6th floor</td>
<td>Reception and / or roof plant</td>
<td>Fire Coordinator/Security</td>
</tr>
<tr>
<td>All lifts return to ground floor and disable</td>
<td>Reception via fire panel</td>
<td>Fire Coordinator/Security</td>
</tr>
<tr>
<td>Smoke shaft in firefighting lobby</td>
<td>Reception via fire panel</td>
<td>Fire Coordinator/Security</td>
</tr>
<tr>
<td>All plant dampers and fans</td>
<td>Reception via fire panel</td>
<td>Fire Coordinator/Security</td>
</tr>
</tbody>
</table>