



# Fire Action Plan

**Building:** Bayes Centre **Building No:** 0285

**Occupiers:** School of Informatics, Edinburgh Parallel Computing Centre (EPCC), Alan Turing Institute, Edinburgh Centre for Robotics, International Centre for Mathematical Sciences (ICMS), 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 will contact University Emergency Number **2222** (Security) from extensions on the 650 exchange and advise of fire emergency.

Role	Nominated Person/s
Fire Coordinator / Deputy	Simon Christie/Graeme Wardlaw/Juliette Sutherland
Fire Stewards	Nominated staff per floor (full list available from Bayes)

Reception)

#### 4. Arrangements When Evacuating:

- **Occupants** should evacuate the building via the nearest available escape route, evacuation routes will be designated using standard escape signage.
- Occupants **who require assistance to evacuate**, should proceed to the nearest available Temporary Waiting Space (TWS), normally situated within a fire escape stair enclosure or evacuation lift lobby and utilise the Emergency Voice Communication (EVC) outstation if required.
- Where no EVC is available phone Security on 0131 650 **2222** to request assistance.
- Either trained in house staff under the supervision of the Fire Coordinator, or a Mobile Recovery Team will respond, though this may take some minutes to occur.
- 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.



0131 650 2222



- 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. **Pavement on 47 Potterrow at junction with Marshall Street.**

#### 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.



**Fire Coordinator should:**

- *Don high viz vest and go to main door reception.*
- *Contact Security via telephone to confirm alarm status.*
- *Position themselves adjacent to the alarm/EVC panels and continue to monitor the panels and area to maintain clear access in front of the building, liaise with Evacuation Response Team/Security and the Fire Service as required.*
- *Liaise with Fire Stewards to confirm the building is clear.*

**Fire Stewards should:**

- *Don high viz vest.*
- *Undertake evacuation of their designated areas.*
- *Once Fire Stewards have cleared their area, confirm to the Fire Coordinator which floor/s they have checked and that it is clear or not as required.*
- *Be available if required by the Fire Coordinator, to monitor exit doors for security purposes.*
- *Assist in managing fire assembly point*

**Arrangements following the alarm:**

- The Fire Coordinator/Security will inform Fire Stewards/building users and commence a return to the building.
- The Fire Coordinator/Security, will reset the fire alarm/EVC panels and return the evacuation lift to normal status.

**Out of hours arrangements:**

- There will be no fire coordinator or fire wardens outside of usual working hours (Monday to Friday 9am to 5pm)
- Building users should make suitable out of hours and/or lone working arrangements with their line manager and/or respective department as appropriate to their individual circumstances.
- Building users should be aware of their quest means of escape and report to UoE Security on leaving the building.

In the Bayes Centre, 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 table 5 and the consequential information:

The Fire Safety (Scotland) Regulations 2006

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