

UNIVERSITY OF ST ANDREWS STUDENTS ASSOCIATION
Emergency Evacuation Procedure
(Contractors/user groups/event organisers)

Introduction

The building is covered by a Fire Alarm System with:

- **Smoke/Heat Detectors**
- **Break Glass Alarm Call** points by every fire exit and in other areas of the building.
- **Electrical Relays** which, on alarm activation, should cut all disco, PA, Jukeboxes and games machines.

The alarm consists of an oscillating siren & flashing red strobes

Fire Fighting Equipment

There is also a limited range of **Fire Fighting Equipment** which should only be used (if it doesn't jeopardise your safety) to swiftly control a small fire (e.g. vandalised notice boards/accidental bin fire etc) or where growth of fire might threaten the function of a fire route/exit.

- Any fire in a room/cupboard that can't be contained in seconds ... forget it, evacuate/clear out, shut the door which will maintain the integrity of escape routes.
- There is an **Emergency Lighting System** which is well maintained and updated with legislation and experience! It has limited battery back up long enough for evacuation.
- REMEMBER: Prime Point of All Procedures

PROTECTION OF PEOPLE NOT PROPERTY.

Basic Procedures For Contractors/Event Organisers

Apart from introductory familiarisation tours of the building, you should check your allocated area as follows:-

- Direction of escape routes.
- Check slip bolts etc are undone on fire routes (Contact front desk/porters for action if locked)
- Keep routes/doors clear of furniture/people/clothing/tools.

FIRE ACTION ORDERS

Any person discovering a fire should:

1. Raise the alarm by operating the nearest call point – if none shout “FIRE”
2. Call the fire brigade – Dial 9-999 (university telephone system) OR 999
State the precise location of the fire and wait for confirmation of message.
3. If safe to do so – attempt to put out the fire using a suitable appliance.
4. Report the fire to reception or duty manager by calling ext 2700 or in person at reception.

FIRE EVACUATION ORDERS

1. In the event of a fire alarm in the Students Association switch off any machinery, evacuate persons in your care & vacate the building by the safest route, closing all doors behind you.
2. Assist any persons in your party who may have difficulty in evacuating floors 1 & 2 to the refuge points on floors 1 & 2 where they can contact staff for assistance.
Assist any persons in your party who may have difficulty evacuating the ground floor to do so and report to the appropriate assembly point.
3. Report to the Assembly point, situated in council car park, St Mary’s Place by stone arch.
4. **Do not** use any lifts or stop to collect personal belongings
5. **Do not** re-enter the building until told to do so by the Senior Fire Officer present.

February 19