

FIRE EVACUATION PROCEDURE

**Kettock Lodge
Aberdeen Innovation Park
Balgownie Drive
Aberdeen**



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1.0 INTRODUCTION

Fire is a serious hazard. It can strike at any time and anywhere given suitable conditions. Injury to oneself or to others can be caused by lack of reasonable care and forethought.

The object of the guidelines in this booklet is to ensure that you are aware of the fire precautionary arrangements for **Kettock Lodge, Aberdeen Innovation Park, Balgownie Drive Aberdeen** and to draw your attention to the basic methods of self-preservation in an emergency.

The Health & Safety at Work Act 1974 and Fire (Scotland) Act 2005 imposes a duty on everybody at work:-

- (a) to take reasonable care for the health and safety of other persons who may be affected by our actions, or the lack of them.
- (b) to co-operate with your employer in ensuring that any action taken to protect the health and safety of employees is complied with.
- (c) not to intentionally or recklessly interfere or misuse any thing or procedure provided in the interest of health and safety.

You are also reminded that you must acquaint yourself with your company's Health & Safety Policy, and any other relevant Code of Practice.

2.0 TENANT/EMPLOYEES/VISITORS

2.1 WHAT TO DO IN THE EVENT OF FIRE

IF YOU DISCOVER A FIRE OR ONE IS REPORTED TO YOU:-

1. Raise the alarm by shouting "FIRE".
2. Operate the nearest fire alarm call point.



Typical fire call point

These are located in the stairway enclosure and at all final exit doors from the offices at all floor levels .If you require any advice or information regarding fire alarm call points speak to your fire warden.

3. Evacuate the area by using the **NEAREST AVAILABLE FIRE EXIT**, closing doors, and if possible, windows behind you. Report the location of the fire to your Fire Warden.

If you have been instructed in the use of fire extinguishers, and feel confident of your capabilities, use the nearest suitable fire extinguisher. However, AM SCI TECH does not expect you to try to extinguish fire – **YOUR** safety is paramount. Fire fighting should be left to the fire & rescue service.

The Fire Warden will immediately call the fire brigade on hearing the fire alarm. The alarm will also be picked up by the alarm receiving centre which is linked to the building via a monitoring line they will contact a **KEY HOLDER** for the building (AM SCI TECH staff or Security out of hours) to attend. **THE FIRE BRIGADE do not automatically attend they need to be called and informed there is a fire.**

- **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY THE FIRE & RESCUE SERVICE**

CLIENT: AM SCI TECH LTD

SITE: Kettock Lodge
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Balgownie Drive
Aberdeen

IF YOU HEAR THE FIRE ALARM OPERATING

1. Immediately leave the premises by using the **NEAREST AVAILABLE FIRE EXIT**, closing doors, and if possible, windows behind you.
 2. Follow any instructions given by your FIRE WARDENS.
 3. Calmly WALK down the stairs and proceed to the ASSEMBLY POINT, which is shown on page 11 of this booklet, where your fire warden will carry out a roll call.
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
 - **DO NOT USE THE LIFT**
 - **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY THE FIRE & RESCUE SERVICE or THE FIRE WARDEN**

3.0 FIRE WARDENS

3.1 IN THE EVENT OF A FIRE, OR ON HEARING THE FIRE ALARM OPERATING.

IF YOU DISCOVER A FIRE, OR ONE IS REPORTED TO YOU

1. Raise the alarm, and then operate the nearest available fire alarm call point. Evacuate the immediate area, directing employees and visitors to the **NEAREST AVAILABLE FIRE EXIT**. **CALL 999** for the fire brigade to attend
2. Ensure that disabled persons working in or visiting your office/ area are accompanied and assisted from the premises.
3. Check to ensure that no one is left behind, especially in toilets, store rooms or any other unoccupied area.
4. If you have been instructed in the use of fire fighting equipment, and you feel it is safe and within your capabilities to attempt to extinguish the fire, use the nearest suitable fire extinguisher. However, AM SCI TECH does not expect you to try to extinguish the fire - **your** safety is paramount. Fire fighting is to be left to the Fire & Rescue Service.
5. Put on a hi-visibility waistcoat.
6. Proceed to the assembly point and carry out an immediate roll call of all staff and visitors to your offices.
7. Report to the **FIRE AND RESCUE OFFICER** giving your name, location of fire, your company name, unit number/letter and confirm whether all your staff/visitors are accounted for. If you think there is a member of your staff or visitor missing provide details of their last known whereabouts, if known.

IF YOU HEAR THE FIRE ALARM OPERATING

1. Ensure that all personnel in your offices/ area leave the premises using the **NEAREST AVAILABLE FIRE EXIT**, and that disabled persons are accompanied and assisted from the premises.
2. Put on a hi-visibility waistcoat. Check that no one is left behind, especially in toilets, store rooms or any other unoccupied areas.
3. Proceed to the assembly point and carry out an immediate roll call of all staff and visitors to your offices.
Report to the **FIRE AND RESCUE OFFICER** immediately on their arrival giving first your company name, unit number/letter and confirm whether all your staff/visitors are accounted for. If you think there is a member of your staff or visitor missing provide details of their last known whereabouts, if known. If no fire has been detected the KEY HOLDER (AM SCI TECH staff or Security) will be in attendance to review the alarm fault and reset the systems.

- **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY THE FIRE & RESCUE SERVICE or KEY HOLDER (False alarms only)**

4.0 MEANS OF ESCAPE ROUTES

The designated means of escape routes are:

- The four staircases
- The front entrance
- The three exits at the rear of the building

To ensure that you are familiar with all fire escape routes, you should ask your company fire warden to walk these stairways and routes with you, so that he/she can show you the location of fire alarm call points, fire fighting equipment and their method of operation, and explain the operation of any special fastenings on fire exit doors.



Rear fire exits from Ground & 1st Floor



Main entrance /exit doors

4.1 DISABLED EMPLOYEES AND VISITORS

Your employer is responsible for making suitable arrangements for the safe evacuation of disabled persons during any emergency. If you require information on these arrangements or feel that you have special needs that have not been addressed, you are asked to discuss them with an appropriate member of your company, your fire warden, or your supervisor, who will ensure that you receive any necessary information and assistance during an evacuation of the premises. AM SCI TECH must be notified of any Personal Emergency Evacuation Plans within the building.

4.2 FIRE FIGHTING EQUIPMENT

Kettock Lodge is provided with portable fire fighting equipment within the common areas. Tenants are responsible for providing and maintaining fire extinguishers within their own demised areas.

- EACH PORTABLE FIRE EXTINGUISHER has a label on it which describes its method of operation

You should make yourself aware of the location of the portable fire fighting equipment, its method of operation and the type of fire on which each extinguisher is suitable to use, so that in the event of a fire you do not have to search for one, think about which one to use or its method of operation. However, AM SCI TECH does not expect you to try to extinguish a fire – **YOUR** safety is paramount. Fire fighting should be left to the Fire & Rescue Service.

If you require any advice regarding fire-fighting equipment, speak to your company or fire warden.

4.3 GENERAL SAFETY ADVICE

Whenever an evacuation of the premises takes place, either in an emergency or as a drill, always remember:-

- Do not unnecessarily walk or stand in the road; proceed immediately to your designated assembly point.
- Do not gather at unauthorised assembly points
- The dangers from vehicular traffic, if crossing a road or other public thoroughfare
- To obey any instructions or direction given by your fire warden or the **FIRE & RESCUE OFFICER.**

4.4 FIRE RESISTING DOORS

Those doors:

- which open onto the main and fire escape stairways at all levels, and which are signed "Fire Door Keep Shut"
 - to cupboards, plant rooms and service riser ducts in the common parts, and which are signed "Fire Door Keep Locked"
- are fire resisting doors and should either be kept shut or locked and should not be wedged or held open in any way.

If you see any doors which are wedged open, or that do not close into the door frame correctly, then please report this fact to your fire warden.

5.0 FIRE WARNING SYSTEM

Kettock Lodge has a single-stage fire alarm system. This means that when the fire alarm is operated, electronic bells will operate continuously throughout the premises.

The fire alarm system can be operated by either of the following methods:

- By breaking the glass cover in one of the manual fire alarm call points which are located in the stairway enclosure, and are also adjacent to every final exit within the building.
- Or it can be operated automatically when a smoke detector is activated.

You should familiarize yourself with the fire alarm call points in those parts of the premises that you may use.

The fire alarm is tested weekly on a Wednesday Morning. The purpose of this test is to ensure that the fire alarm system is functioning correctly, and that all of the sounders are working. If you cannot hear the alarm, or note some other defect, please report the fact to your company, fire warden and AM SCI TECH.

If you require any advice regarding the fire alarm system, speak to your company fire warden.

Note FIRE BRIGADE DO NOT automatically attend if fire is detected a call must be made to 999

5.1 TO CALL THE FIRE & RESCUE SERVICE

Dial 999 and ask for the Fire & Rescue Service.
When the controller answers, give the address:

**Kettock Lodge
Campus 2, Aberdeen Innovation Park
Balgownie Drive
Aberdeen
AB22 8GU**

Do not replace the receiver until the address has been repeated back to you.

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5.2 FIRST AID

Your employer is responsible for providing first aid equipment. Its location can be ascertained from your fire warden.

In cases of injury or illness to yourself or a colleague, contact your departmental head or supervisor, and inform him/her of what has happened, and state the exact location of the patient. Your departmental head will take any other necessary action.

ALL ACCIDENTS/INCIDENTS MUST BE REPORTED IMMEDIATELY TO AM SCI TECH AND AN ACCIDENT FORM COMPLETED.

5.3 TO CALL THE AMBULANCE SERVICE

Dial 999 and ask for the ambulance service.

When the controller answers state the nature of injury or illness if known and give the address:-

**Kettock Lodge
Campus 2, Aberdeen Innovation Park
Balgownie Drive
Aberdeen
AB22 8GU**

Do not replace the receiver until the address has been repeated back to you.

5.4 FIRE WARDENS

A list of fire wardens is held:

- By your Employer
- By AM SCI TECH

You should familiarise yourself with the names of the fire wardens within your company.

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5.5 YOUR ASSEMBLY POINT IS:

The car park area to the East of the building.



Fire assembly point

**PLEASE REMAIN AT YOUR ASSEMBLY POINT UNTIL GIVEN THE "ALL CLEAR"
BY A FIRE & RESCUE OFFICER OR THE KEY HOLDER (IN FALSE ALARM
SITUATIONS)**