



# University of Glasgow

**Building: Kelvin Building**

**Address: Science Way, Gilmorehill Campus**

## **Emergency Fire Action Plan and Building Safety Information**

(Revised: February 2025)

Listed below are the procedures and other matters which are necessary to ensure fire safety and evacuation in case of a fire alarm within the Kelvin Building.

### **1. STAFF TRAINED IN EMERGENCY FIRE PROCEDURES**

#### **Fire Safety Coordinator (FSC)**

Colin Craig

#### **Deputy Fire Safety Coordinator**

Leo Combs

#### **Fire Wardens**

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Colin How <Colin.How@glasgow.ac.uk>;

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## **BUILDING OCCUPANCY**

The Kelvin Building is a multi-occupied building with accommodation as follows:

**Biology and Plant Sciences Level 1 Room 137**

**Radiation Protection Service, Level 1 Rooms 102 a-c & 105a**

**School of Physics and Astronomy occupies the remainder of the building.**

All occupiers are expected to respond under the terms of this single evacuation plan.

## **MEANS OF WARNING**

2. The means for warning in the event of fire is the continuous sounding of an electronic sounder.

### **3. PROCEDURES IN EVENT OF FIRE/PROCEDURES ON DISCOVERING A FIRE**

Staff on discovering a fire should raise the alarm by operating the nearest fire alarm manual call point, and on ensuring that the Fire and Rescue Service (FRS) have been contacted (see arrangements below) may attempt to put out the fire **BUT** only if they are trained and it is safe to do so.

On hearing a warning of fire, staff are required to evacuate the building in a quick but calm manner and proceed to the assembly point(s) as indicated in the Fire Action Notices. Where possible all doors should be closed which, staff must pass through on leaving the building.

Fire Action Notices giving this information are displayed in prominent positions throughout the building. Building occupants should ensure they are aware of this information.

A copy of a typical Fire Action Notice is attached at Appendix 1.

**Due to the pend exit from the courtyard being no longer available for means of escape purposes the following measures have been adopted.**

1. Persons evacuating from levels 3-6 should use all available means of escape stairs (no change to current practice)
2. On reaching level 2 within stairs C & E persons are to exit the stair at level 2 and exit the building as follows
  - i) For stair C – to either Stair A, B, or D
  - ii) For stair E – to either stair A or D.
3. For persons on level 1 in the old part of the building escape will via stair D UP to level 2 (no change)
4. For persons using stair C or corridor access to the courtyard the following alternative arrangements are in place
  - i) For stair C and the corridor escape will be up to level 2 and from there follow the directional signage to either stair A, B, or stair D.
  - ii) Similar arrangements are in place for stair E where persons using this stair will make their way to level 2 and leave the building by either stair A or stair D.
  - iii) For information although the final exit doors from the corridor (L1) and stairs C & E will remain available to use there will be no escape from the Courtyard. Should anyone accidentally make their way into the courtyard during the following times 07.30- 16.00 assistance will be given by Taylor and Fraser staff to exit the building by another means.
  - iv) Should anyone find themselves in the courtyard out with those times they must contact Security on either 0141 330 4444 or by means of the safe zone app for further assistance. In the courtyard persons are in a safe space and should wait for security to arrive to escort them safely out the building. The doors to stair C and the corridor can be opened from the courtyard side.
5. Whilst this temporary plan is in place all persons must take due care and attention when exiting the building. If persons are aware of any signs of fire, smoke or a smell of burning in the vicinity of their escape route they should immediately turn around and leave the building by the alternative route as described above, alerting others as they are leaving building and passing this information onto the person in charge at the fire alarm panel on level 2 in stair A.
6. It is expected that building users download the safe zone app and are aware of the emergency number to security services 0141 330 4444.
7. Out of hours working – All persons working out of hours must sign in the gatehouse to make them aware of their presence in the building and location.

If the fire alarm activates all persons are expected to follow the provisions of this plan.

8. Moveable barriers and additional instructions will be placed at level 2 of stairs C & E for occupants to make their way safely out the building. where required several 'Exit' signs will be covered over with additional directional signage put in place.
  
9. There are also upgrade works continuing within stair A on L2 (old reception area) which during normal working hours does not affect the provisions of this plan as escape will still be available at level 2 (the normal entrance) or at level 1.

Out of hours i.e., between 16.30 and 19.00 works on level 2 works will extend into the normal escape route and should a fire alarm activation occur Taylor and Fraser staff will ensure that any persons using this escape route will be supervised to leave the building.

On completion of the out of hours (19.00) working the escape route will operate as normal.

#### **4. CALLING THE FIRE & RESCUE SERVICE**

University fire alarm and detection systems are monitored by:

Gilmorehill Campus is linked to Security Services at the Main Gatehouse.

To limit unwanted fire alarm signals, fire alarm activations to these monitors will start an internal investigation process that may or may not result in an emergency call to the FRS. This process enables the University to manage false alarms locally, with no immediate call being made to the fire service until a local investigation has been undertaken and an emergency has been confirmed. To facilitate this process, the building occupier should, from a place of safety and without putting themselves at risk, place a backup call to: -

Gilmorehill Campus **4444** by internal phone system.

This call is to confirm the fire alarm has activated and the building address. It should also include information such as: -

- Confirmed fire and location.
- Suspected false alarm and reason.
- Unable to ascertain at present cause of activation.

However, should a fire be suspected or conformed the occupier should pass this information to Security Services.

## **5. DURING A FIRE ALARM**

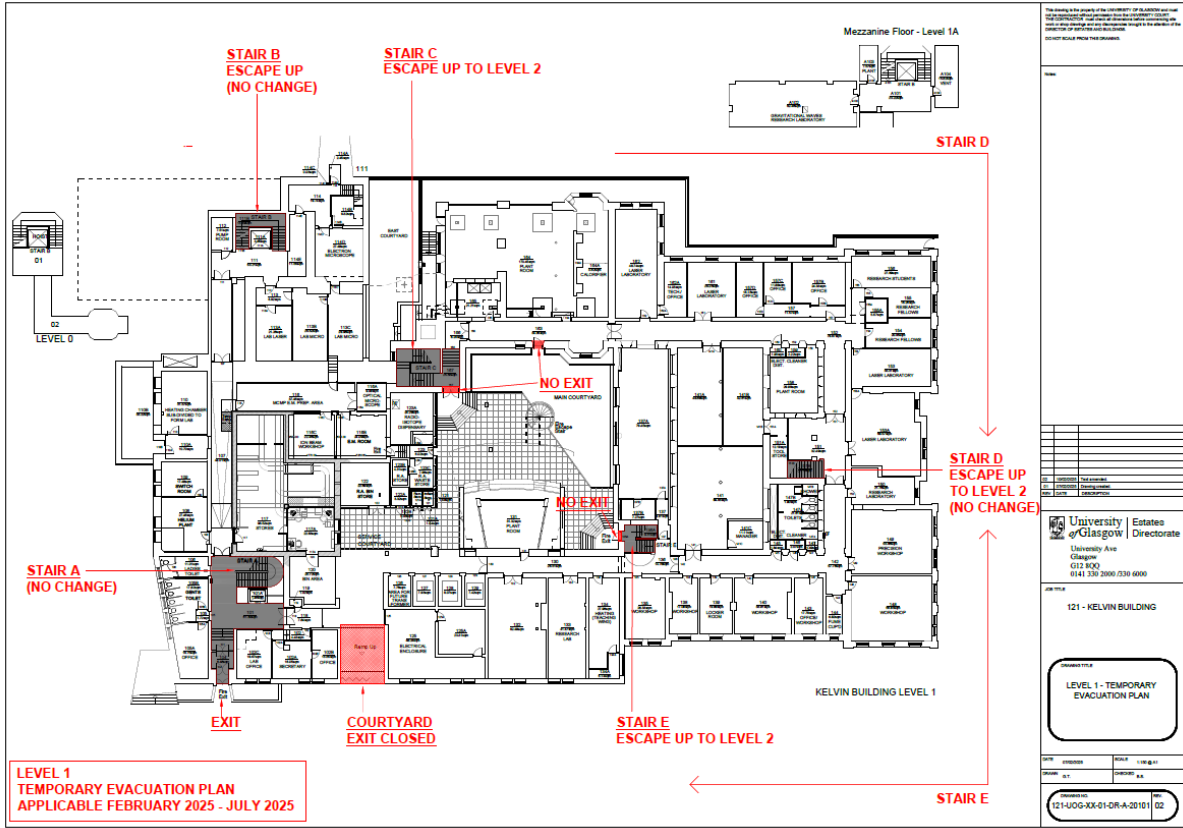
When a fire alarm sounds all building occupants must evacuate to the assembly point(s), which are detailed in the general fire action notices.

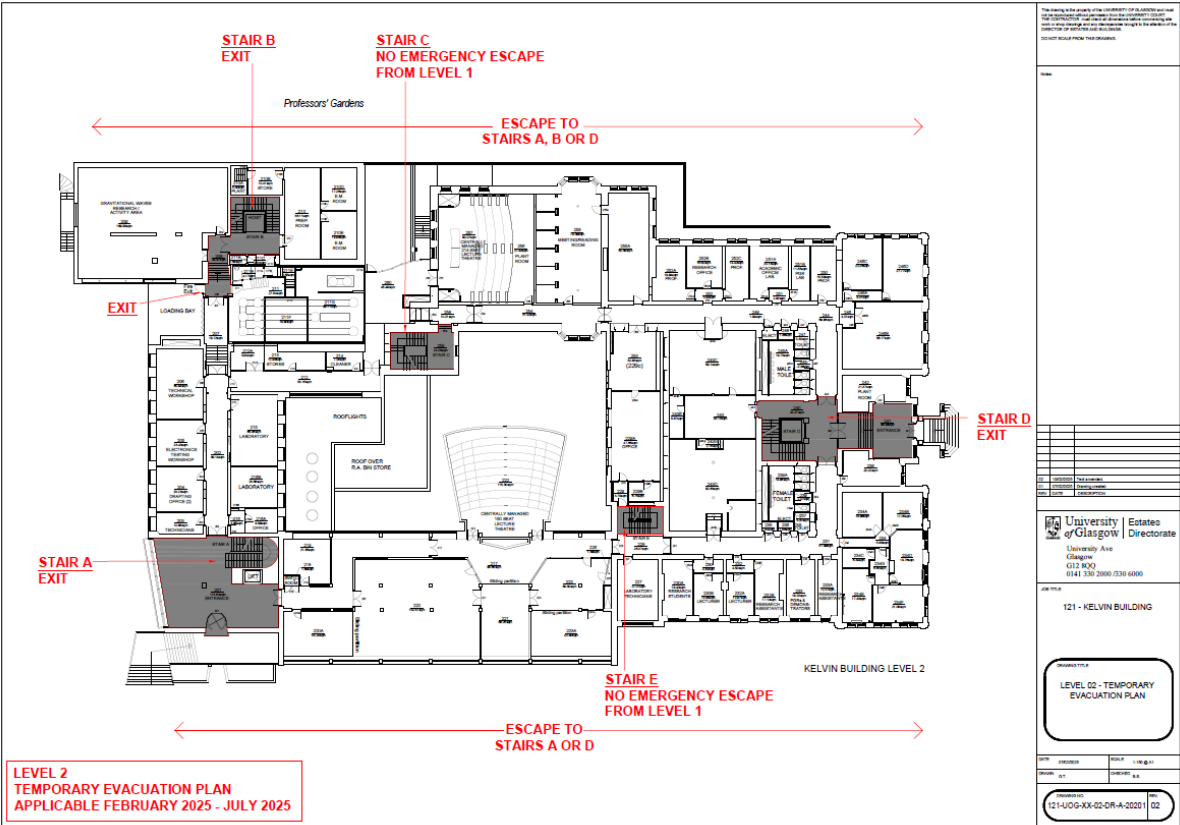
To assist in this evacuation each building has a FSC and, where appropriate, trained Fire Wardens are in place Fire Wardens have responsibility for ensuring that their various areas are fully evacuated, as follows:

A description of their duties is attached at Appendix 2 and 3.

Security Services and Facilities staff will attend every fire alarm incident on Gilmorehill. When required they will meet the fire service at the main gate and direct them to the incident or meet them at the incident address. Along with relevant building occupants and other University staff as required, provide information and assistance as appropriate.

Where the attendance of the FRS is required the FSC should go to the main panel, liaise, and assist the most senior fire & rescue officer and arrange an escort (if safe to do so) to the scene of the incident. Silencing and resetting of the fire alarm panel will be at the request of the fire officer and persons will not be permitted to re-enter the building until the FRS officer has declared it safe to do so.





**LEVEL 2  
 TEMPORARY EVACUATION PLAN  
 APPLICABLE FEBRUARY 2025 - JULY 2025**

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NO.	DESCRIPTION	DATE	BY

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 0141 230 2800 / 030 6000

JOB TITLE  
**121 - KELVIN BUILDING**

ISSUE NO.  
**LEVEL 02 - TEMPORARY EVACUATION PLAN**

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