

Nucleus Events- Building Safety Brief

Required Announcements

- During an emergency evacuation, [**nominated person who is at this meeting**] will be responsible for stewarding those present and ensuring their safe evacuation.
- The time of the weekly fire alarm test in this building is 10am every Wednesday.
- Raise the alarm by breaking the glass of the nearest Fire Alarm Point, located in the corridor.
- In the event of a fire, or if you hear the fire alarm, do not use the lift.
- The fire escape routes are sign posted in the corridor 'Fire Exit' with an arrow pointing to the nearest exit.
- If you think you will need assistance evacuating in the event of a fire, please let me know.
- The location of the fire assembly point is outside on the grassy area well clear of the building.
- Do not re-enter the building until instructed to do so.
- Should a First Aider be required, please contact [**nominated person who is at this meeting**].
- Do not use your mobile phone until you have safely evacuated the building.



Assisted Evacuation Procedures

The following instructions are intended to support emergency evacuation within the building. Please ensure you are familiar with the procedures outlined.

Where assisted evacuation is required, established procedures are implemented that incorporate the use of a response team and the use of evacuation chairs.

Where evacuation can be undertaken with limited mobility, please allow all others to evacuate before proceeding within evacuation routes.



The fire alarm is an electronic sounder.
When activated, all occupiers require to evacuate the building immediately.
Do not re-enter the building until it is indicated safe to do so.



Assisted evacuation procedure

Refuge Point signs are used to indicate all Temporary Waiting Spaces. This building has temporary waiting spaces strategically located within or adjacent to stair enclosures. If assistance is likely to be required, please ensure you are aware of the Refuge Point locations and the procedures for summoning assistance.



Passenger lifts should not be used in an emergency. Where evacuation lifts are available they will be indicated with 'Emergency Evacuation Lift Signs'. These lifts are only intended to assist in the evacuation of persons with physical or sensory impairment.



Assembly Point

All occupiers, including visitors, require to attend the designated assembly point.

Assembly point locations are indicated within the building 'Fire Action' notices.

Instructions for Fire Stewards upon Alarm Activation at the Nucleus Building

1. On the alarm sounding (only if safe to do so):
 - Look in all rooms (including toilets) for your area
 - Shut all room doors and fire doors in the area
 - Accompany anyone with impaired mobility to a temporary waiting space
2. Notify the Fire Coordinator, who will be standing outside the main foyer (or just inside at the main fire panel) that either your floor is clear or provide details (name, location etc) of anyone left behind. If you suspect a fire is real (smoke or smell), notify the Fire Coordinator.
3. If the Fire Coordinator is not present, the first Fire Steward to arrive at the front foyer will assume the role of the Fire Coordinator. Follow instructions for the Fire Coordinator which can be collected from the Servitor's desk (clipboard and high viz waistcoat).
4. Follow any further instructions from the Fire Coordinator. This may include standing at doors to prevent people entering the building.

BE BOLD BUT DO NOT PUT YOURSELF IN DANGER

Instructions for Fire Coordinator – Nucleus building

1. Collect the Hi-Vis vest and clipboard from the Servitor's desk.
2. Check the fire panel for the location of the fire. This will indicate the zone. The fire panels are located at the back and front entrances to the Nucleus building.
3. Exit the building and collate floor or area clearances from the fire stewards, checking them off the list and **noting anything told by the fire steward**, e.g. area clear, disabled person at refuge point, etc.

Ground Floor	
1st Floor	
2 nd Floor	
3 rd Floor	

4. Deploy fire stewards to:
 - Direct people to the assembly point on the grassy areas clear of the building.
 - Remain at back doors to prevent anyone accessing the building
 - Remain at the side doors (opposite bike shed) to prevent anyone accessing the building.
 - Remain at the front entrance to foyer to prevent anyone accessing the building.
5. Await the attendance of Security at the front of the building or deploy a fire steward to do this.
6. If safe and you know how to do so, check the main fire alarm panel at the entrance foyer or the secondary panels for relevant information:
 - Source of alarm
 - Location of alarm
 - Number of devices activated
7. Confirm with security (0131 650 2222) the alarm condition and with later updates, e.g. now confirmed it is a real fire.
8. If a real fire is confirmed by a building occupant (smell or sight) OR two devices have been activated, telephone 999.
9. When Security arrive:
 - Confirm if fire or false alarm suspected.
 - Situation report: evacuation complete or in progress, location of fire, any areas not cleared by fire stewards.
 - **If any people are still in the building, e.g. disabled people at refuge points.**
 - Remain on hand to assist as required.
10. Wait until Security and/or the fire brigade confirm it is safe, tell fire stewards and building users they can now re-enter the building. Staff should re-enter first, followed by students.