

Event Health and Safety

What to do if there is a fire

The time of the weekly fire alarm test in this building is 8:55am every Wednesday

We are not aware of any scheduled fire drills, please evacuate at the sound of the fire alarm

When you hear the alarm - In Normal Working Hours

Follow the instructions on the blue FIRE ACTION notices posted throughout the building.

Exit the building using the signed FIRE EXIT routes, closing all doors behind you.

Do not use the lifts.

Assemble in the car parks well away from the JCMB main entrance area and access road

Do not re-enter an activated zone, signalled by flashing beacons at the zone boundary

Do not re-enter the building until given all clear by Assembly Point Controller, Fire Brigade Officers or by public address system

Do not use your mobile phone until you have safely evacuated the building.

When you hear the fire alarm - Outside Normal Working Hours

Outside normal working hours it is unlikely that there will be either Fire Stewards or Assembly Point Controller on duty.

Exit the building as detailed above.

Assemble at JCMB main entrance, and await instructions from Fire Officers or University Security.

If you discover a fire

If not already sounding, activate the building alarm by breaking the glass at the nearest alarm station. This will automatically alert University of Edinburgh Security and the Lothian Fire Service.

Exit the building as detailed above, closing all doors behind you.

Go around the outside of the building to the JCMB main entrance and report the location and scale of the fire to the Assembly Point Controller and/or Fire Stewards.

If out of hours, contact University of Edinburgh Security on telephone number 2222 (internal) or 0131-650-2222 and report the scale and location of the fire. Await the arrival of the Lothian Fire Service and report relevant information to the OFFICER IN CHARGE.

Consider tackling the fire if and only if:

- the fire is small and localised
- you are not at risk from smoke and fumes
- your exit route is not threatened
- you have been trained to use fire extinguishers



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.



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.

There is an Automated External Defibrillators (AED) are next to the passenger lifts on Levels 2 and 4. The First Aid Rest/Recovery Room is in JCMB room 2301

Please see below for the first aiders for the School of Physics and Astronomy:

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The main fire steward for JCMB is Neil Wood - neil.wood@ed.ac.uk more fire stewards can be found using this link <https://www.wiki.ed.ac.uk/display/PandAIntranet/Fire+Steward+Areas>

You must make sure to report any accidents or incidents to the SoPA events team for us to pass on and please make sure to fill out the form linked below. <https://www.ed.ac.uk/health-safety/accident-reporting>