

# Emergency Evacuation Procedures James Clerk Maxwell Building



Emergency evacuation of the building is signaled by the “Fire Alarm”, a continuous electronic sounder.

## On Hearing the Alarm

### 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, *without* using lifts and obeying instructions from *Fire Stewards*.
- Assemble in the car parks *well away* from the access road and main entrance area.
- Do not re-enter building until instructed by the *Assembly Point Controller* or *Fire Officers*.

### Out of Normal Hours Working

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

- Evacuate the building as detailed above.
- Assemble at main entrance, and await instructions from *Fire Officers* or *University Security*.
- If you have any knowledge of the incident, follow instructions over the page.

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## If you discover a fire

1. If not already sounding, activate building alarm by breaking the glass at the nearest alarm station. This will automatically alert *University Security* and the *Lothian Fire Service*.
2. Evacuate the building as detailed above, closing *all* doors behind you.
3. Go round **outside** the building to the main entrance and report the location and scale of the fire to the *Assembly Point Controller* and/or *Fire Stewards*.
4. If out of hours, contact *University Security*, from internal phone at main entrance on **2222** or Mobile **0131-651-3999** and report scale and location of the fire.  
Await the arrival of the *Lothian Fire Service* and report relevant information to the OFFICER IN CHARGE.
5. Consider tackling the fire only if it is small, localised and does not put you in danger.

**If in any doubt, get out.**

## Fire Fighting Equipment

Fire Extinguishers are located in pairs in corridors and other public areas. These consist of:

**Water Fire Extinguisher:** Large red cylinder extinguishers. Supplies 9 litres of water in a high-pressure jet. Do not use on electrical items or flammable liquids.

**Carbon Dioxide:** Medium sized red cylinder extinguishers with black neckband or triangle and marked *Carbon Dioxide*. For use on small electrical or flammable liquid fires.

Full instructions on use are prominently displayed on the body of the extinguisher. Confirm type and use before using on a fire.

**Fire Blanket:** Found in chemical laboratories and kitchens and are used to smother small bench-top or cooker fires. Also used to smother flames if clothing is on fire.

Always activate the *Fire Alarm* before attempting to extinguish a fire and, if practical, inform someone else of your intentions first.

If your first attempt to extinguish a fire fails, get out as quickly as possible closing doors behind you.

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# Reporting of Fire Dangers, Incidents and Advice

## Report

- **Immediate Dangers or Fire Incidents not involving active fire:** Contact *University Security* by telephone **2222** from any internal telephone; **0131-651-3999** via mobile.
- **Potential Fire Risks, Fire Safety Equipment Issues etc:** Contact your School or Unit *Safety Officer*, or JCMB MULTIPLE OCCUPANCY COMMITTEE, or UNIVERSITY FIRE SAFETY UNIT at addresses below.
- **Fire Policy and Safety Implementation relating to JCMB:** Contact JCMB MULTIPLE OCCUPANCY COMMITTEE

## Further Information

Further information of emergency procedures and fire safety advice can be obtained from:

1. JCMB MULTIPLE OCCUPANCY COMMITTEE: <http://www.ph.ed.ac.uk/fire>  
e-mail: [firesafety@ph.ed.ac.uk](mailto:firesafety@ph.ed.ac.uk).
2. UNIVERSITY FIRE SAFETY UNIT: <http://www.safety.ed.ac.uk/>  
e-mail: [fire@ed.ac.uk](mailto:fire@ed.ac.uk)

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# Disabled Persons Evacuation

There are green DISABLED PERSONS FIRE ACTION notices throughout the building. Beside these are the location of designated *Safe Areas* for each floor. These are numbered.

Disabled people should familiarise themselves with these notices, instructions, location and number of their nearest *Safe Area*.

## On hearing the alarm

1. If practical evacuate the building *without* using the lift via the normal FIRE EXIT routes as detailed on front page.  
Persons with minor mobility difficulties, sight impairment, etc., may wish to allow the main evacuation rush to clear first.
2. Persons unable to use stairs should *only* evacuate the building if they are located on “ground floors”, these being floor 1 at the east end and floor 2 at west end of the building.
3. If not practical to evacuate contact *University Security* on internal **2222** or Mobile **0131-651-3999** and inform them of your *current* location and the *Safe Area* number you are intending to move to.
4. Move to the specified *Safe Area* and await instructions from *Fire Stewards* or emergency services. It may be necessary to wait for the main evacuation to clear before entering the *Safe Area*.