



Fire Safety Procedure

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Definitions

Emergency Fire Action Plan (EFAP)	<p>The plan of action for all staff, students, contractors, and visitors in case of fire. Its function is to specify:</p> <ul style="list-style-type: none"> • The action to be taken when discovering or suspecting a fire; • The arrangements to ensure that all persons within a building or premises are safely and effectively evacuated during an emergency;
Personal Emergency Evacuation Plan (PEEP)	<p>A plan for a person who may need assistance, for instance, a person with impaired mobility, to evacuate a building or reach a place of safety in the event of an emergency.</p>

1. Introduction

The importance of protecting life, property and reducing fire damage is reflected in the Colleges Fire Safety Policy.

The success of the Fire Safety Policy depends upon its adherence together with correct actions contained in this Fire Safety Procedure.

2. Purpose and Aims

The purpose of the Fire Safety Procedure is to provide information on procedures to be followed in the event of fire and to assist employees to discharge their responsibilities.

Its aim is to detail the procedures the College has in place to prevent, minimise injury or damage resulting from fire and to comply with the Colleges Fire Safety Policy.

3. Responsibilities

3.1 Board of Management

The Board of Management has the ultimate responsibility for ensuring the effective management of fire safety for the college premises and college activities.

3.2 Principal/Chief Executive Officer

The Principal is the designated "Responsible Person" in control of all college premises and has ultimate executive responsibility and accountability for the effective strategic leadership of fire safety.

3.3 Deputy Principal and Chief Operating Officer

In the absence of the Principal, the Deputy Principal will assume ultimate executive responsibility for the management of fire safety.

3.4 The Executive Leadership Team and the Senior Management Team

Will assist and support the “Responsible Person” and the Depute Principal through effective planning, setting standards and organising their staff to implement the Fire Safety Procedure.

3.5 Directors, Deans, Associate Deans, Associate Directors, Heads of Department / Service Heads

- Ensure their staff, students and visitors comply with the procedure
- Act as Person in Charge (PIC) and Fire Marshals as directed by Depute Principal
- Ensure relevant members of staff receive appropriate Fire Safety Awareness, Fire Warden, Fire Marshal training including, initial / induction and refresher training
- Ensure that PEEPs (Personal Emergency Evacuation Procedure) are developed for staff, students, and visitors in collaboration with the Health and Safety Team
- Ensure staff, students, visitors, contractors, and others in their departments are made aware and implement the building EFAP and PEEPs
- Ensure they are familiar with the contents and operation of the associated College Critical Incident / Crisis Management / Business Continuity Plan.

3.6 Curriculum Heads and Managers

- Support the implementation of the college Fire Safety Procedure within their respective areas
- Act as Fire Marshals, as directed by the Depute Principal
- Ensure that all students and staff within their areas receive instruction on the EFAP
- Ensure PEEPs are in place for staff and students in their area of responsibility
- Ensure regular training and instruction is provided for students and staff within their areas

3.7 Lecturers

- Be Familiar with the requirements of the EFAP, paying particular attention to fire evacuation procedures
- Inform students of the EFAP and to ensure the safe evacuation of students under their supervision
- Co-operate with College managers in the implementation of EFAP
- Familiarise themselves with students who have an active PEEP and the arrangements detailed within this plan
- Ensure that students receive information, instruction, and training regarding their safety in line with this Fire Safety Procedure
- Undertake fire evacuation and fire prevention training as appropriate

3.8 All Employees

Employees must cooperate with the college, or any other relevant person, to enable them to perform and comply with any duties or requirements imposed on them by the Fire Safety Procedure

4. Emergency Fire Action Plan

The EFAP sets down the procedures to be adopted in the event of a fire or other emergency evacuation situation. This is summarised on the fire action notices provided at strategic points throughout the building. This is covered in the **Emergency Fire Action Plan Procedure**. All staff should ensure that they are familiar with the contents of this plan.

Note

From 1 July 2023, the Scottish Fire and Rescue Service (SFRS) will stop attending automatic fire alarms (AFA) call outs to commercial business and workplace premises including the City Campus unless a fire has been confirmed.

SFRS Control Room Operators will ask anyone who reports a fire alarm to check whether there is an actual fire or signs of fire, before sending the nearest resource.

Due the alarm configuration at the Riverside Campus the inclusion of the halls of residence within the fire alarm panel a SFRS resource will continue to be sent on automatic notification from the fire alarm panel unlike the City Campus that will require a 999 call in most circumstances.

Call SFRS as soon as possible if there are signs of fire or a fire may exist

4.1 Responsibilities – Person In Charge

City of Glasgow College buildings will have a designated Person in Charge (PIC) who will be identified within the Emergency Fire Action Plan for each building. In the absence of the individual normally identified as the PIC, the most senior person on site will act as PIC and until that person reaches the Incident Control Point, the Front of House Coordinator will act as PIC.

- Make their way to the Incident Control Point panel (Main Fire Alarm Panel)
- Make themselves clearly identifiable by wearing a high visibility jacket
- Collate known information i.e., location of fire alarm activation
- Monitor and record evacuation progress via radio from Fire Marshals
- Liaise with senior security/concierge surrounding individuals in temporary refuge areas
- Collate all information details as reported
- Deploy evacuation team members as appropriate
- Record all significant activity in PIC decision-making log (in folder), collect any documentation from Fire Wardens and from incident control panel
- Provide debrief report to Health and Safety Team detailing any relevant information that can be used for continuous improvement of the EFAP

4.2 Confirmed Fire

If there is a fire always call 999 immediately and follow other specific strategies, such as evacuation and assembly points. Ignoring them or assuming SFRS has been notified could put people at risk.

- Utilise telephone at reception desk (Dial 9 for outside line) 999 ask for Fire Service
- Meet Scottish Fire & Rescue Service on their arrival and advise them of -
- Fire details, as known
- Evacuation progress or status

- Any persons not accounted for or known to be in building
- Special dangers

4.3 False Alarm

- Silence the fire alarm but do not reset the control panel as this will erase the information needed to investigate the cause of the false alarm
- Re - check the message on the control panel to confirm where in the building the false alarm came from
- Request a re-visit (Front of House) of the area to locate the break glass box, heat detector or smoke detector that set off the alarm
- If difficulty finding the detector that was triggered, it may be in a duct or above a false ceiling contact FM (Fire Marshals) (FES) to further investigate
- If unable to find the detector that was triggered, call FM (FES)
- Begin, when safe to do so, phased re-entry to the campus
- Accurately record all the information about the false alarm in the system logbook
This is particularly important as it will identify the causes of repeated false alarms
- To reset the fire alarm panel after an evacuation and confirmed false alarm, simply press the control panel reset button and it should be cleared of the red warning lights and return to the original settings
- If this does not happen contact FM (FES)

4.4 Fire Wardens

- Assist the PIC during the operation of the EFAP
- On fire alarm actuation, don red vest, evacuate by the nearest safe exit route and report to your designated assembly area
- Open safe in designated area to collect loud hailer and zone checklist. Spare Fire Warden, Evac Team vests are held within safe

- Receive reports from fire marshals of zonal clearance or not clear using the Fire Warden zone clearance template
- Liaise with PIC via radio to update status of zone evacuation
- Take immediate action to any reports of overcrowding of persons directing them with assistance of marshals to Bells Park (west) fire assembly area
- Continue to liaise with PIC for status of evacuation until final occupant exits
- If situated in Core E area, if full evacuation, remain with individuals who have PEEPS, located at Temporary Refuge Assembly Area in service yard. Await further instruction from PIC for phased re-entry. Individuals in this area will be given priority
- Once final occupant exits, move to assembly area, ensuring that assembly area is fully utilised
- Initiate phased and controlled re-entry to the building via normal building entry points using loud hailers and use of fire marshals

4.5 Fire Marshals

Fire Marshals are persons appointed within buildings to assist in the safe evacuation of their designated part of the building, in close liaison with the PIC and Fire Wardens. The number of Fire Marshals required will depend on the complexity of the building and will be determined Deans/HoS in consultation with the College Fire Safety Adviser.

- On fire alarm actuation don yellow high vis vest (fire marshal)
- Commence an immediate systematic search and evacuation of your search zone
- Where it is safe to do so and based upon a risk - assessment based decision direct evacuees to less populated fire escape stairwells to ease congestion and overcrowding on identified busy stairwells (C, D & G)
- Direct evacuees to the centre of stairwells to facilitate those escaping from lower floors

- Close fire doors en-route and liaise with other Fire Marshals to ensure the building is evacuated as far as practicable
- If any part of your area of responsibility is smoke logged do not put yourself at risk
- Any persons in temporary waiting spaces. These individuals should follow their PEEP
- Ensure contact has been made via comms box to Incident Control Panel (ICP)
- Leave by nearest available exit and act as evacuee crowd controller to prevent overcrowding or re-entry to building
- Report to Fire Wardens areas cleared
- Assist in directing persons to assembly area at Bells Park, ensuring that the park is utilised to full potential. Pathway and steps are kept clear, no individuals on road. Full surface area of park should be used
- Remain in position at Bells Park until further information is provided on re-entry to the building
- Depending on position area – you may be asked by a Fire Warden to re-enter the building prior to phased re-entry to assist with crowd control
- Initiate phased re-entry to building in line with instruction from the Fire Warden who will be located at the normal entry points
- Fire Wardens situated at Bells Park to provide update on re-entry to Fire Marshals

4.6 PEEP Evacuation Control Coordinator

- Report to Incident Control Panel to liaise with persons requiring assistance using the evacuation panel
- Await instructions from PIC if full evacuation of PEEPs is required and confirm areas / floors to evacuate.
- Advise persons in temporary waiting spaces if alarm is a fire drill / false alarm (if so to remain in situ and await further instruction) or if real event and evacuation is

required, a member of the PEEP Evacuation Team will be deployed to their area, if required

- Where a PEEP evacuation is required liaise with the Security/Concierge who will attend the panel. Relay the information of those in refuge areas
- Front of House will then relay the message to deploy evac team to specified locations via the fire lift in the first instance or where fire lift is not available to deploy evacuation by evac chair/s.
- Update persons in temporary waiting space with progress e.g., PEEP Evacuation Team member is on way, or to remain in situ.
- Liaise with Front of House and PIC to ensure that PEEP checklist is complete and up to date, depending on if full evacuation is required
- In the event of a false alarm/fire drill, provide progress report to those in temporary waiting spaces. Inform them that drill event is over, and they can make their way back to class area/work area

4.7 PEEP Evacuation Team

- On actuation of alarm, don high vis blue vest (spare vests at Level 2 reception area in City)
- Deploy to Level 2 Reception area and await further instruction from Front of House who will liaise with Level 0
- Deploy to locations as directed by PIC, and evacuation control coordinator(s)
- Evacuate persons from temporary waiting spaces as directed with assistance from Front of House (fire lift keys) or via Evac Chair

- If evacuation takes place at Core E, individuals with PEEPs will remain in safe area alongside a Fire Warden – individuals may not be able to travel to the assembly area at Bells Park
- On completion of evacuation duties, proceed to fire assembly area – reporting to Fire Warden name to be passed to PIC
- Do not re-enter building until told to do so by PIC

4.8 Front of House

- Safely Conduct pre-alarm checks and investigations, liaise with senior security concierge via channel 3 on outcome (Confirmed/Suspected Fire or No sign of fire)
- Confirmed/Suspected Fire! - Report where fire is, what is on fire, is anyone injured or missing
- No sign of Fire! – Report '*False Activation*' and suspected cause
- Upon Fire alarm actuation, remain on channel 3 on radio. Front of House Coordinator or competent Front of House Officer, will oversee PIC at incident control panel on Level 0. Front of House Coordinator or competent front of House Officer will liaise with evacuation team at Level 2 reception
- Make your way to level 2 reception and in event of full evacuation don Blue high vis vests and collect lift keys. Await further instruction from Front of House Coordinator based on level 2
- Take lift keys as instructed by Front of House Coordinator and make way to the fire lift stairwells to assist evac team with emergency fire lift evacuations ordered by the PIC
- Follow instructions to assist in the evacuation of PEEPs from the temporary waiting spaces
- On completion of evacuation duties, report to senior security/concierge via radio and proceed to fire assembly area
- Do not re-enter building until told to do so by PIC or SFRS

4.9 Facilities Management (FM)

- Evacuate the building on activation of Fire Alarm
- Attend the ICP on invite from the PIC
- Maintain the building services. In the event of a fire
- Attend the building following an alert from systems that are operating or shutting down. These include sprinklers, air handling units, fixed installations, and extraction systems

4.10 Alarm receiving Centre (ARC)

- An ARC (Alarm Receiving Centre) is a purpose-built facility that monitors the Colleges buildings' fire alarm. The ARC reacts when an alarm is triggered and call SFRS informing them of the activation to initiate an attendance. (This will not take place in the City Campus)

4.11 Scottish Fire & Rescue Service

SFRS will ask anyone who reports a fire alarm to check whether there is an actual fire or signs of fire, before sending the nearest resource

4.12 SecuriGroup (Key Holder)

- Receive notification from the alarm receiving centre
- Attend within 60 minutes
- Enter the building
- Investigate activation of fire alarm
- Call SFRS in a fire situation
- Reset the panel when it is a false alarm
- Secure the premises

5. General Fire Safety

It is extremely important that the risk of fires starting is minimised as far as possible. If fires are eliminated or, where they do occur, restricted in size, the risk to individuals is kept low, the threat of damage to College property is reduced, then the work of the College is unlikely to be disrupted.

The fundamentals of reducing the risk from fire involve the elimination, as far as possible, of things that can burn and things that can cause heat. Where these cannot be eliminated, they should be reduced to a minimum and kept apart from each other.

Deans and the Director of Estates (as appropriate) should ensure that arrangements are in place to facilitate regular checks and periodic servicing and maintenance of the physical fire safety measures. Any defects identified should be addressed as quickly as possible, though there may be a need for contingency plans when life safety systems, such as fire warning systems and sprinklers, are defective.

- Flammable, combustible materials, and potential sources of ignition should be managed (stored, moved and used) in order that the potential, unwanted ignition is removed.
- Any spillages must be cleaned up immediately by a person who fully appreciates the special hazards which the spilled material may possess.
- Flammable and combustible materials must never be stored or left on emergency exit routes, or blocking immediate access to fire alarms, fire equipment or electrical switchgear.
- Gas, water and electricity, and any piped gas or liquid, supplies should always be turned off when not required, especially at the end of the working day.

6. Fire Risk Assessment Process

The Health & Safety Manager will administer a programme of building fire risk assessments as required by the Fire (Scotland) Act and Fire Safety (Scotland) Regulations. A fire risk assessment report is produced for each building/area, which notes any fire safety issues which have been identified. Recommended remedial actions are detailed in an 'Action Plan' within the fire risk assessment document. Copies of the Fire Risk Assessments are sent to relevant Deans, Head of Estates, and relevant Managers.

7. Maintenance and Testing

The maintenance and testing of some systems and equipment will fall within 'sector specific' fire safety guidance, the recommendations of manufacturer's guidance or the relevant British Standard. The frequency of testing required is detailed in The Fire Safety Management System.

8. Fire Drills

A programme of fire drills is carried out across the campus, normally during the months of March and October each year. On completion of the fire drills, the Fire Safety Officer will provide a report which will be forwarded to all Deans and Front of House Coordinator providing a summary of performances and if applicable action points.

Any significant findings requiring immediate attention will be addressed by the Fire Safety Officer in conjunction with the responsible department highlighted on the drill report.

Halls of Residences

Fire drills will be carried out annually by Accommodation Services. These drills are to be and observed by the Fire Safety Officer (or a colleague from the Health & Safety Department). Any feedback on the drills is to be communicated.

9. Information and Instruction

EFAPs (EMERGENCY FIRE ACTION PLAN) will be prepared for each building and should be included in all forms of induction training for staff and students. Specific 'Building Induction' training is to be provided to all staff and students upon arrival at the College by the relevant Department. 'Safety Briefs' are to be delivered by lecturers, facilitators (including volunteer, temporary and agency staff) at the start of lectures / meetings / events, detailing the actions to be taken in the event of a fire.

Fire Action Notices are to be displayed in strategic positions throughout all buildings; · Prior to arrival on campus, students are provided with a copy of the 'Accommodation Handbook', which has a section dedicated to fire safety.

All students residing in college accommodation should attend a 'Welcome Meeting' presentation, delivered by the Accommodation Manager. This presentation should include the issue of unwanted fire alerts. Having attended this meeting, students will read and sign an 'occupancy agreement.'

10. Fire Safety Management System

The fire safety management system provides a complete structure for fire safety management, combining all fire-related documentation into one accessible document. Each is unique to the building and includes the documentation outlining fire safety systems on-site, emergency procedures and identification of relevant responsibilities.

11. Audit and Review

The Health and Safety Manager will evaluate the performance of the implementation of the Fire Safety Procedure on a biannual basis and will report on the findings to the Depute Principle and Chief Operating Officer and college Management. They will ensure that appropriate action to ensure continual improvement in performance of the college Fire Safety Risk Management System is implemented.

12. Policy Framework

12.1 Other College Policies and Procedures

Policy / Procedure	Title
Fire Safety Policy	Fire Safety Policy 2023
Health and Safety Policy	Health and Safety Policy 2022
Personal Emergency Evacuation Plan (PEEP) Procedure	(add link once approved)
Radio Procedure	(add link once approved)
Safe Investigation of Fire Procedure	(add link once approved)
Evacuation of Persons Using an Evacuation Lift	(add link once approved)

12.2 External References

Source	Title
Fire (Scotland) Act 2005	Fire Scotland Act 2005
Fire (Scotland) Regulations 2006	Fire Scotland Regulations 2006

13. Document Control and Review

Approval Status	
Approved by	Health and Safety Committee 19 th October Senior Management Team 6 th December
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14. Revision Log

Version Date	Section of Document	Description of Revision
Version 2 08/02/2023	All	Review and update of entire document to reflect current roles and college structure.

Fire Safety Procedure

Version 3 June 2023	3. Responsibilities	Roles and responsibilities reviewed in line with current college operational changes.
	4. Emergency Fire Action Plan	Roles and responsibilities updated in line with changes to Scottish Fire and Rescue Service Unwanted Fire Alarm Signals (UFAS) arrangements.