



Emergency Fire Action Plan

**MacRobert Building
King's College
Aberdeen AB24 5UA**

Modified for SC&T classes

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PLAN DETAILS COMMON TO ALL OCCUPIERS

1) Introduction

This plan sets out the details of the procedures to be followed in the event of a fire. The purpose of this plan is to ensure that personnel on the premises know what to do if there is a fire, and to ensure that the appropriate action is taken and the premises can be safely evacuated.

1. How personnel are warned if there is a fire

- a. A siren sounds continuously throughout the building (the alarm will be activated manually, via the break glass fire alarm call points, or by operation of the fire detection system).

2. On discovering a fire

- a. Set off the fire alarm by operating the nearest break glass fire alarm call point. These are situated near corridor or stairwell fire exits on all floors.
- b. Call the Fire and Rescue Service on 9(999) and report the exact position of the fire. The location of the building must be given as the MacRobert Building, King's College, Aberdeen
- c. Attempt to fight the fire, if feasible, with a suitable extinguisher (if trained). An extinguisher should only be used if the operator is confident and it is safe to do so without putting his/her own safety at risk.
- d. Warn others in the vicinity of the danger (bang loudly on any closed doors to ensure that nobody is inside and shout 'FIRE').
- e. Leave the building by the nearest fire exit and report the situation immediately to the Fire Marshal at the assembly point at the main entrance to the MacRobert Building. The Fire Marshal will call the Fire and Rescue Service and report the exact position of the fire (if this has not already been done).
- f. No fire is so small that the alarm does not need to be sounded

3. If people are made aware that there is a fire

- a. All persons must leave the building by the nearest exit and proceed to the Fire Assembly Point (located on the grass outside the main entrance to the building), closing all doors behind them.
- b. Class participants will be told to leave by their tutor. Tutors should ensure that all class members have left the room.
- c. Persons leaving should not stop to collect personal belongings.
- d. The lift must not be used.

Note: *When the alarm sounds all lifts will automatically descend to the ground floor and will only be available for the emergency evacuation of disabled persons by a trained operator. The Evacuation Lift is located in the north tower of the building.*

4. Arrangements for calling the fire and rescue service

- a. The fire detection system automatically triggers the building alarm.
- b. Actuation of the break glass fire alarm call points and the fire detection system also gives a warning to University Security where a member of the security team will call the Fire and Rescue Service.

5 Disabled persons – if they cannot leave by the stairs

There is a Fire Evacuation lift located in the north tower of the building (Lift 3). This is designed for the safe evacuation of individuals who are not able to use the stairs. The lift will descend to the ground floor when the fire alarm sounds and no-one, except a trained person, and the affected person may use the lift from this point onwards.

- a. Any person who is unable to use the stairs to leave the building should go to the refuge area beside the lifts on the floor in which he or she is situated and press the emergency signal button.
- b. They should wait in the refuge area for the evacuation lift to ascend.
- c. A trained person will ascend in the evacuation lift to assist the person to descend to the ground floor.
- d. Both will leave by the nearest fire exit and report to the Fire Marshal at the Assembly Point at the main entrance of the building

6. Location of the fire assembly point and the procedures for checking whether the premises have been evacuated

- a. The fire assembly point is the grass outside the main entrance of the MacRobert Building.
- b. A roll call will be taken for each class by the tutor of the classes assistant.

All users of the building should be aware of the fire evacuation procedures.

8. Equipment that needs to be stopped or isolated in a fire situation

- a. See appendix 6.

9. The means by which information is provided to the fire and rescue service about the building and the hazards which could be encountered by fire-fighters

- a. Appropriate hazard location map/diagrams are located at MacRobert Reception in the Fire Information box.

APPENDIX

EVACUATION INSTRUCTIONS FOR TUTORS

PLEASE READ THESE SAFETY INSTRUCTIONS RELATING TO YOUR ROOM

- a. You are responsible for your group in the event of a fire or other emergency which requires evacuation of the building.
- b. Please familiarise yourself with the location of the fire exits.
- c. In the event of discovering a fire, sound the alarm by operating the nearest break glass fire alarm call point.

If the alarm sounds:

1. Lead your group to the nearest exit, closing all doors behind you.
2. Proceed to the Fire Assembly Point (the grass outside the main entrance to the MacRobert Building).
3. Do not stop to collect belongings.
4. Do not use the lifts.
5. Advise the Fire Marshal that your group/class has been evacuated safely.
6. Advise the Fire Marshal if a person in your group is unable to use the stairs and requires assistance via the Fire Evacuation Lift.
7. Do not let your class re-enter the building until told it is safe to do so by the Fire Marshal.

Approved by the SC&T Finance and Admin sb-committee 31 January 2026