



FIRE SAFETY POLICY

1.0 General

- 1.1 The Commission will make all staff aware of the emergency exit routes and will provide all staff with information about the appropriate use of fire extinguishers. The Commission will liaise with the landlord to arrange regular fire drills.
- 1.2 All staff should familiarise themselves with the procedures in this policy. All staff must ensure that fire exits are kept clear, and access to fire extinguishers is kept clear.
- 1.3 If at any time you are unsure of anything regarding fire safety, you should consult one of the fire stewards immediately.
- 1.4 A fire log book is maintained by the fire steward, recording significant fire safety events. This fire log book is kept in the library.
- 1.5 You should ensure that an entry is made in the visitors' log recording arrival and departure of any visitor.
- 1.6 Where you are aware that any visitor or proposed visitor has any mobility or other impairment that might make it difficult for that visitor to safely evacuate the Commission's premises in the event of the fire alarm sounding, or where you yourself have any such impairment, this fact should be brought to the attention of a fire steward immediately. The fire steward will then assess the best means of evacuation for the individual concerned. Generally, the policy is that if the alarm sounds, the individual concerned should be met by a fire steward and, once the stairs have cleared, the individual will be accompanied to safety by the fire steward. Where the individual requires physical assistance to evacuate safely, the fire steward and other designated members of staff will assist the individual.

2.0 What to do if the fire alarm sounds (other than during the short weekly test on Wednesday mornings)

- 2.1 Walk immediately to the nearest emergency exit. Do not stop to collect any items. Close all doors behind you, except the fire exit next to the server room, which must be left open to allow re-entry to the office in the event that the route is blocked. Ensure that any visitors to the office accompany you. If you become aware of any persons with any mobility or other impairment who might find evacuation difficult, inform a fire steward of their whereabouts immediately.

The nearest exits are:

- **The main exit**, for anyone who is in the east half of the office (from the Chief Executive's room and the Director of Corporate Services' room to the rooms at the centre of the office).
- **Fire exit next to server room**, for anyone who is in the west half of the office (from the file room, kitchen and toilets to the boardroom and server room). In the event of an evacuation, this fire exit should be kept open to allow re-entry in the event that the route is blocked.

2.2 Proceed calmly down the stairs to ground level and assemble with other members of the SCCRC staff at the assembly point (outside Moss Bros on the corner of Renfield Street and St Vincent Street). Do not run.

2.3 Ensure that the fire steward makes a note of your presence. It is his/her job to check that everybody who was in the SCCRC's offices when the alarm sounded has safely evacuated the building, and to advise the Fire Brigade of any unaccounted for persons.

2.4 Do not return to the building for any reason until authorised to do so

2.5 Do not use lifts.

2.6 Do not take risks.

3.0 What to do if you discover a fire

3.1 Sound the nearest fire alarm. This will automatically call the fire brigade. There are emergency buttons to activate the alarm located at each fire exit and on the fire escapes.

3.2 Normally you should not attempt to extinguish a fire. However, if the fire is one which you believe can safely be tackled using the fire fighting equipment available, proceed to tackle the fire, following the instructions on the equipment. Ensure that you select the correct equipment for the type of fire you are tackling. If you are unsure what equipment to use or what type of fire it is then **do not** attempt to extinguish the fire. If you are unable to control the fire quickly then you should immediately proceed to the nearest fire exit and follow the procedures set out above.

3.3 If the fire is not one which you believe can be tackled safely, proceed to the nearest fire exit and follow the procedures set out above.

4.0 Fire Steward

4.1 The fire stewards are Stephen Lynn and Chris Reddick.

5.0 Policy Review

5.1 The Fire Safety Policy will be formally reviewed on a three-year cycle, in accordance with the Commission's Policy Review Schedule.

Date approved:	September 2003
Date of last review:	March 2015
Date of next review:	March 2018