

## Fire Action Plan – Gyle Square (Edinburgh)

<b>TENANT:</b>	Public Health Scotland
<b>PREMISES:</b>	Gyle Square 1 South Gyle Crescent Edinburgh EH12 9EB  Reception: 0131 275 6000
<b>OFFICE SUITES:</b>	1 <sup>st</sup> & 2 <sup>nd</sup> Floors
<b>SOUND OF ALARM:</b>	Electronic Sounder
<b>CALL POINTS:</b>	Call points are located adjacent to all Stairwell Exits on all floors.
<b>ASSEMBLY POINTS:</b>	Public Health Scotland staff will, until further notice, continue to assemble at points currently in place for <b>ex-Health Scotland Staff at Assembly Point-3</b> (to the right of the bike shed and across from Tesco bank) and <b>ex-PHI staff at Assembly Point-5</b> (main carpark) <b>All visitors</b> are required to assemble at <b>Assembly Point-1</b> (at the front of the building across from reception).  <i>(See Assembly Point Map page-5)</i>
<b>EVACUATION COORDINATOR:</b>	Nominated Fire Officer NSS.

## STAFF INTRODUCTION

- This fire procedure is specific only to Gyle Square (Edinburgh)
- This procedure supplements the FIRE SAFETY POLICY and should form part of the induction of new staff
- This procedure should be readily accessible to all staff.
- Further fire safety information and guidance on any of the contents is available by contacting the Public Health Scotland Nominated Officer of Fire (NOF) or Deputy Nominated Officer of Fire (DNOF) for Gyle Square:
  - NOF: Georgina Kenning ([georgina.kenning@nhs.net](mailto:georgina.kenning@nhs.net)) Tel: 0131 314 5334
  - DNOF: Hamilton Dunnett ([h.dunnett@nhs.net](mailto:h.dunnett@nhs.net)) Tel: 0131 314 5333

### **WEEKLY ALARM TEST:**

The fire alarm is tested weekly on **THURSDAY at 11:00** and the alarm sounds for up to **60 seconds**. No action is required on these occasions unless the alarm continues to sound, at which time take instruction from the FIRE WARDENS.

**If the alarm sounds at any other time then the building  
MUST BE EVACUATED IMMEDIATELY**

***Public Health Scotland senior management are responsible for ensuring that all employees based at Gyle Square are familiar with the contents of this procedure. In addition, staff are to be advised by their line managers to the locations of the fire alarm call points, fire doors, escape routes, and the fire assembly points.***

## **ACTION IN THE EVENT OF FIRE**

### **ON DISCOVERING A FIRE:**

Any employee who discovers a fire should immediately:

1. Raise the alarm by shouting fire and activating the nearest fire alarm call points. The alarm system will automatically call the fire brigade and Building Reception will also make a backup call to the fire brigade.
2. Only attempt to extinguish a fire if you personally feel confident in the SAFE operation of the correct fire extinguisher and only then if it doesn't put you or others at risk
3. Evacuate the building remembering that you are responsible for your visitors so take them with you and ensure that Fire Doors are not wedged open as you go.
4. Go to your relevant assembly point and remain there until you are told that it is safe to re-enter the building by the Fire Brigade or the Evacuation Coordinator.

### **ON HEARING THE ALARM:**

All employees must leave the building immediately by the nearest fire exit and make their way quickly and safely to the allocated fire assembly point. (*See Fire Assembly Points Map*).

All staff are requested to please observe the following evacuation guidance:

- Do listen to Fire Wardens and instructions provided by them.
- Do not use the lift for evacuation.
- Do not cause obstruction.
- Do not stop to collect personal belongings.
- Do not leave doors open or locked.
- Do not re-enter the building until instructed to do so.

### **FIRE EXITS:**

There are four Fire Exit stairwells on each floor and Fire Evacuation signage (green background with running person in white) will point you in the direction of the nearest exit. It is important that you familiarise yourself to the nearest exit, especially if attending a meeting in another area of the building away from your normal place of work.

If you have visitors to the building then it is your responsibility to advise them at the start of their visit to locations of Fire Exits and their Assembly Point.

(*See Fire Assembly Point map*)

## **SECURITY DOORS:**

All card-swipe access security doors are designed to fail safe in the event of a fire alarm activation, so you will be able to open them without the need of a card. There is also a green break glass box as a backup system to this if required.

## **ASSEMBLY POINTS:**

Always leave via the nearest emergency exit; Public Health Scotland assembly points are as follows:

- **ex-Health Scotland Staff at Assembly Point-3** (to the right of the bike shed and across from Tesco bank)
- **ex-PHI staff at Assembly Point-5** (main carpark)
- **all visitors** are required to assemble at **Assembly Point-1** (at the front of the building across from reception).

*(See Assembly Point map)*

## **PUBLIC HEALTH SCOTLAND STAFF AND VISITORS WITH A DISABILITY:**

Public Health Scotland staff that have a disability will each have a Personal Emergency Evacuation Plan (PEEP) developed, which will aid in their evacuation from PHS premises in the event of an emergency.

However if the person is a visitor to PHS premises the member of staff the person is visiting is responsible for making suitable arrangements to accommodate the visitor and make sure that they make their way safely from the building in the event of a fire. For further guidance please contact Public Health Scotland Nominated Officer of Fire (NOF) or Deputy Nominated Officer of Fire (DNOF) for Gyle Square:

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