

# **JCMB MoB Fire Committee**

## **Minutes of Meeting 5**

**Wednesday 15<sup>th</sup> November 2006 – 2.00pm**

### **JCMB Room 4309**

**In attendance:** Will Hossack (Convener), Jim Brown, Jim Hogg, Colin Thomson, David Hamilton, Doreen Hamilton, Frank Morris, & Patricia Cairney.

**Apologies:** Janet Dickson, Fiona Curle, Rowena Stewart and Micheal Moore.

#### **Minutes of Meeting of 30<sup>th</sup> November 2005**

These minutes were checked and approved.

#### **Change in Committee Membership**

Frank Morris has replace Konstantin Kamanev on this Committee as the representative from CSEC. Due to staff changes there is currently no member of uniformed staff on this Committee. Colin T will discuss with Eon More as to who is the appropriate person.

#### **Update on Fire Stewards Regions and duties**

David H provided changes in Fire Steward Regions and duties to Will H. Will H mentioned that floor 6 (east) has no Fire Stewards although it contains a number of teaching rooms. The Maths Department are the only School who peramentaly occupy office space in this area and it was felt that they have an obligation to steward. Jim B suggested that this be resolved internally if possible, failing that Health & Safety may require to be consulted. The HoS has a legal responsibility for this area and Will H will negotiate with him.

### **Update of alarm zones and safe area communication system**

The zoning of alarms was still being worked on. The Safe Area communications system is scheduled for the New Year; Jim B will call a meeting of interested parties to discuss implementation. It is intended that one of the lifts will be equipped for evacuation purposes however Jim B stated that until such time as a two-way communication system had been established this should not be considered meantime.

### **Update on Disabled Recovery Teams**

During the summer a provisional team was trained and one evacuation chair installed to cover a disabled student attending the Applied Language School. Training went well and the chair was easy to use. Jim H stated that although the chair remained in place the current disabled scheme should remain in place until after the communication system was installed; full recovery teams would then be trained.

### **Operation of Assembly Point Controller / Management of evacuation “crowd” outside building**

At the last fire practice we did not have an effective Fire Controller. Will H is trying to resolve this with uniform staff, as someone there would be the most obvious person to operate this roll. Until such times as this has been resolved Colin T had agreed to take this role meantime. Will H asked if Colin T had all the codes for the Fire Alarm – this information can be found at the servitor’s office. Weekly tests have been operating well, but it is imperative that someone is responsible for the management of evacuation of crowd, and to clear the entrance to the building. It was suggested that signs are put up to enforce people to gather elsewhere in the event of a Fire Practice. At the moment because of the ongoing building work, the courtyard can be congested with vans, and it was hoped that the servitors be encouraged to distract people from parking there. Jim B suggested that a yellow lined area be painted at the front of the building to discourage this. Jim B mentioned that the Fire Safety unit will be devolved to areas, Jim B being responsible for King’s Buildings. Colin T was concerned that due to the ongoing work being done in the building that debris was gathering under some of the doors, and they were not closing well. This would be checked out by Jim H and the contractors.

### **First Aid coordination**

Currently the only area of the building where First Aid signs are correct are in Informatics, many other signs are out of date. Lists can be provided from Health & Safety of the names of those people who have been on the courses, but they are not necessarily active with First Aid duties. Will H stated that there was a clear role for

someone to act as First Aid Coordinator. David H was prepared to check First Aid notices in the building and notify the appropriate departments to update their records.

**Admin of committee business**

Will H mentioned that Doreen Hamilton had taken on the role of Secretary to this group for future meetings.

**AOCB**

ColinT mentioned that the doors leading to the roof are left unlocked and are not closing when windy. This is energy inefficient, also deemed a fire hazard, as in the event of a fire would act as a chimney. This would be discussed with Health & Safety to see that door closures were fitted.

**Date of next meeting**

The next meeting will be approx 2 weeks after the next Fire Practice unless there is urgent business to discuss.

Doreen Hamilton  
Secretary