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**JCMB MoB Fire Committee**  
**Minutes of Meeting 2**  
**Wednesday 3rd December 2.00pm**  
**JCMB Room 4309**

**In attendance:** Will Hossack (Convenor), Jim Brown, Helen Foster, Andrew Harrison, David Hamilton, Michael Moore, Jim Hogg, Sotirios Sabanis & Nancy Sprague.

**Apologies:** Brian Cameron.

### **Minutes of Meeting of 22nd October**

WJH distributed a copy of the minutes for Meeting 1 of 22nd October and outlined the main items.

### **Matters Arising**

WJH confirmed that all the items would be covered by agenda items.

### **Update of Priority 1-3 work from Estates & Buildings**

Jim Brown outlined that work was in progress in many issues and agreed to prepare a short report for the next meeting.

### **Report of Annual Fire Evacuation test**

WJH confirmed that he had received a “pass report” from Fire Safety Unit on the recent Fire Evacuation Test. The problem items noted were:

1. One class of students failing to evacuate from 3218 until told to leave by Fire Safety Unit staff. This was a problem of lack of Fire Stewards in this area and should be resolved when proper Fire Stewart cover was in place.
2. Delay in clearing mathematics computer room, also other computer rooms, while students “just completed an e-mail, saved data, logged out etc.”. Mathematics room eventually cleared by Fire Steward after several minutes. EUCS are aware of this common problem and are investigating methods of forced shutdown of computers in public labs when an alarm sounds. Helen to keep committee informed on progress.
3. Failure to keep front of building area clear of crowds leaving the building. Another well known problem that should again be solved with more and better trained Fire Stewards.
4. Difficulty in opening one fire door due (North West door) due to stones from bike rack area. This was reported to Sotirios Sabanis, (Maths) by one of their staff. Mike Moore and Jim Brown both noted that such problems should be immediately reported to Estates

& Buildings who will fix as a matter of urgency. Mike Moore also noted that such obstructions should be noted by Fire Stewards once we have regular inspection in operation.

5. WJH also noted the usual crush on the main staircase. Again this will be eased when we have better Fire Steward cover directing to “closest” fire exits. Mike Moore also suggested we should consider phased / zoned evacuation to reduce the main “rush”. Discussed later.

## **Emergency Evacuation Document**

WJH presented an updated version of the joint building evacuation leaflet that incorporated the revisions, mainly from Mike Moore. The major variation from Mike’s changes are:

1. The leaflet should be self contained and not rely on the blue notices.
2. Only water and CO<sub>2</sub> fire extinguishers were noted, we have no “Dry Powder” in this building.
3. The “disabled evacuation” section was revised.

Mike Moore suggested that we check the wording of the “Disabled Evacuation” section with the Disability Office for appropriateness of of wording, action on WJH.

WJH also suggested that the Disabled Section should also serve as the “documented disabled evacuation policy”. This was agreed as appropriate.

Sotirios was concerned that undergraduate students would receive one of these type leaflets from each building and would end up with piles of waste paper, (that they would never read). WJH though it not necessary, or desirable, to issue to all students.

The suggested distribution was:

1. All University employed staff and PG students who’s normal place of work is JCMB.
2. Extended stay visitors who have been allocated work or office space. It be issued at the same time as their room key.
3. Advanced year UG who’s normal workplace is JCMB, and are in the building for extended periods, (typically 3rd year and above). These could be conveniently distributed with their annual course booklet.
4. Disabled personnel, for UGs via the teaching office.
5. Copies available in library, work-rooms, computer labs, experimental labs and entrance ares via wall mounted leaflet dispensers.

WJH will update leaflet and circulate asap.

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## **Disabled Evacuation Procedures**

Sotirios Sabanis forward a suggestion from the recent Mathematics Safety Committee meeting that the corridor telephones be re-located into the “Disabled Safe Areas” which (in many cases) were within a few meters. Mike Moore noted that there was no requirement to have a telephone in these regions, it was however obviously desirable. It was generally thought that this was a high cost option that would be unlikely to be funded. Helen Foster agreed to raise this matter with the telephone administrators at their next meeting and report back.

## **Fire Stewards**

WJH presented an initial paper on Fire Stewards which outlined the duties and suggested areas. To obey the criteria that no area should take longer than 3 minutes to check and did not involve going “up-stairs” from the normal workplace, resulted in 28 Fire Stewart areas. These areas being dictated by the geography of the building and not the School / Unit occupation layout.

Action on all to identify Fire Steward’s for the areas predominately within their School or Unit.

Once a complete list has been compiled WJH will discuss Fire Steward Training with the Fire Safety Unit.

## **Building Zoning**

Mike Moore and Jim Brown agreed to investigate zoning of the building alarm initially concentrating on the EUCS section but also the more general case of zoning into “wings”. They will report back to the next meeting.

## **Web site**

WJH appologised for lack of a web site. A provisional site will be alive before the next meeting.

## **Date of next meeting**

Date of next meeting was agreed as Wed 25th Feburary at 2.00pm in either JCMB 4309 or 4316, to be confirmed by e-mail.