

JCMB MoB Fire Committee
Minutes of Meeting 4
Wednesday 30th November 2005 2.00pm
JCMB Room 4309

In attendance: Will Hossack (Convener), Jim Brown, Patricia Cairney, Fiona Curle, Janet Dickson, David Hamilton, Konstantin Kamenev, Micheal Moore, & Rewena Stewart

Apologies: None

Introduction

WJH introduced and welcomed the new members of the Committee. The changes are:

1. Rowena Stewart replaces Nancy Sprague from JCMB Library
2. Patricia Cairney is the permanent replacement for Helen Foster from EUCS.
3. Fiona Curle replaces Sotirios Sabanis from Mathematics.
4. Colin Thomson, technical services manager Physics, co-opted to the Committee.
5. Brain Cameron leaves the Committee as Meteorology are no longer located in JCMB.

Minutes of Meeting of 3rd December

WJH distributed a copy of the minutes for Meeting 3 of 5th May 2004. There were no outstanding items that were not on the agenda. These minutes were agreed.

Changes to Building Occupancy

WJH outlines the changes to occupancy of the upper two floor, being

1. All Meteorology staff are now located in the Crew building, Meteorology retains only 8216 (teaching lab) some storage and roof access.
2. Office space of Level 8 taken over by Physics (Nuclear Physics Group).
3. Level 7 occupied by Physics, Acoustics Group staff, e-Science MSc computer suite, and EPCC meeting room.

There is no significant changes to evacuation, except that as with all computer suites, the new e-Science suite of level 7 would be likely to be difficult to clear.

Fire Stewards

WJH circulated a list of current Fire Steward in the form of the Assembly Point Controller check sheet. The changes were:

1. **Floor 7 & 8:** New steward was Tom Davinson, but he would not be covering Floor 6 east.
2. **Floor 6 east:** currently no steward, there are on-going discussions with Fiona Curle (Mathematics), who occupy offices adjacent to this mainly centrally bookable teaching area. Micheal Moore advised that if it was not possible to find a steward, then Estates & Buildings would be able to inform users of the centrally bookable rooms of the evacuation procedures. WJH agreed to continue discussions with Mathematics.
3. **Floor 5 west:** part of on-going discussion with Mathematics.
4. **Corridor 54:** currently no steward due to staff changes, but since WJH is now located in this corridor, he agreed to do it.
new fire steward, Will Hossack
5. **Corridor 44:** currently no steward due to staff changes, Physics will identify a new steward.
new fire steward, Alastair Hart

David Hamilton confirmed that the Informatics stewards were correct. Trisha Cairney confirmed that the EUCS stewards were correct and that there was a equivalent sheet for EUCS (East), that was used by Bill Swan who is the secondary Assembly Point Controller at EUCS east door.

WJH presented *Fire Steward Role and Duties* sheet. No obvious problems were noted, and committee members were asked to check and feedback any comments. Once checked, it will be distributed to Fire Stewards.

WJH also tabled a large Region Details document, which detailed each Fire Steward regions, escape routes, disabled persons safe areas, special hazards, and location of fire fighting equipment. This is now mostly complete expect Informatics, WJH will be in contact with David Hamilton to help in completing this.

Disabled Person Evacuation

Micheal Moore outlines the University's responsibility and policy of this issue. Details are to be found on the Health & Safety Web site. In short it is the University's responsibility to manage and arrange to recovery of disabled persons in emergency evacuation conditions. JCMB is on the list of buildings to be evaluated this year, and there is a budget set aside for modifications and improvements. The plans will investigate:

1. two-way communication system from Safe Areas to main foyer, (this will be required for any system),
2. zoning the building alarm (rejected in previous investigation due to single circuit sounder system, but in view of the Fire Safety Unit, is a needed upgrade for a building of this size and complexity),

3. upgrade of lift(s) to allow their use for disabled evacuation.

Once this evaluation and upgrades have been completed, planned for by August 2006, a *Recover Team* scheme will be developed.

Mike Moore noted that few potential *Recover Team* members from JCMB had attended the initial set of training sessions; of the order of 4. WJH noted that he had attended one, and the approach by the University was very sensible. He strongly encouraged other members of the Committee to attend a sessions, and also to bring it to the attention of other personnel within their Unit or School. Mike Moore also stressed that attending one of these training sessions was *not* a commitment to join a *Recovery Team*, that would be sought when the building modifications were completed and a full recovery policy has been developed and the team members were happy with the policy and supplied equipment.

WJH noted that at present the current disabled recovery plan as detailed on the back-page of the building evacuation leaflet is still active.

Operations of Assembly Point Controllers

WJH noted a clear problem with the extra tasks been undertaken by the *Assembly Point Controller*, in particular they had be beside the Fire Control Panel and internal telephone to communicate with Fire Officers and security, but were also expected to be outside the building to check off cleared fire steward regions and control the external crowd. Mike Moore recognised the problem, it was all part of the new role require from *Assemble Point Controller*, where unless a fire was confirmed, then the Fire Service would only send a single appliance. It was therefore the responsibility of the *Assemble Point Controller* to diagnose the alarm. This problem would be compounded when Disabled Persons Recovery Teams were operational as the Assembly Point Controller would also be responsible for managing any required recovery.

The Fire Unit are running a series of new training courses for Assembly Point Controllers, then next on 1st December. Colin Thomson agreed to go. WJH had also informed Peter McDonald, but it was unclear if he was able to attend.

There is to be a Assembly Point Controllers course at KB in early spring, see Health & Safety web site for details.

WJH had been approached by several Fire Stewards after the last (false) alarm, that they were unable to communicate with the *Assembly Point Controller* who was inside the building rather than outside ticking off the cleared area sheet. WJH proposed that, provided that it was safe to do so, then Fire Stewards should re-enter the building as far at the front foyer to communicate with the *Assemble Point Controller*. It was agreed that members of the Committee would communicate this with their local Fire Stewards.

Crowd Control about JCMB Front Entrance

WJH raised the common problem of external crowd control, and in particular keeping the cobbled area clear for Fire Service appliances. This was highlighted at the last alarm where there was only one servitor on duty, who was acting *Assembly Point Controller*, and there was nobody to direct crowds with the loud hailer.

David Hamilton suggest some light plastic fencing round the door, which may help, there was some going free in Informatics. WJH to try and arrange. This does not however address the

problem of crowds further up the cobbled area; only a loud hailer would help. WJH will raise this issue with Peter McDonald and the servitors.

Mike Moore noted that crowd control was part of Fire Steward duty, but as David noted, that Fire Stewards would be reluctant to take on this role and most saw their duty “ended” once they has exited the building. Few even saw preventing people re-entering the building as their task. The questions of arm bands or other high visibility vests for Fire Stewards was raised. The Fire Unit has these available for the cost of £12.00 each, but it was doubtful if many Fire Stewards would be willing to wear them.

The problem raised was of people exit on an alarm, going to their car in the JCMB car park and blocking the route of inbound *Fire Appliances* as they leave the area. This is also not very compatible with using the car park as an assembly area. Nobody could see a sensible answer to this clearly stupid behaviour!

Other Fire MOB Business

WJH noted that with the renewal of the building heating system there was potential for the breaks in the fire stopping. Jim Brown confirmed that checking replacing this was part of the heating system contract and a full check would be undertaken when the work was completed. There was no other fire/evacuation business.

First Aid

WJH noted that there was no effective coordination of First Aid in JCMB, in particular the many of the local notices where severely out of date and also the list, from Occupational Health, contained numerous people who had either left the building, retired or, while they had attended the First Aid course, were not active *First Aiders*. Janet Dickson noted that First Aid documentation used to be a task undertaken by the old JCMB *Safety Committee*. By the state of many of the notices, it does appear that no systematic update to notices, especially in the common building areas have been applied since then.

WJH suggested that someone may wish to be the building coordinator, but there was no obvious candidate. It was agreed that all members of the Committee would check the active lists in their Units or Schools and we should form a definitive list at the next meeting.

Date of next meeting

Due to the on-going First Aid business, we agreed to have the next meeting early next year. The agreed date is

2.00pm Wed 1st Feb, 2006

venue to be arranged, but almost certainly room 4309.

Any other business

There was no other business.

Will Hossack
December 9, 2005