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**JCMB MoB Fire Committee**  
**Minutes of Meeting 3**  
**Wednesday 5th May 2004 2.00pm**  
**JCMB Room 4309**

**In attendance:** Will Hossack (Convenor), Brian Cameron, Janet Dickson, Konstantin Kamenev, Patricia Cairney, Jim Hogg, Sotirios Sabanis & Nancy Sprague.

**Apologies:** Jim Brown, Peter McDonald, Helen Foster & Micheal Moore

### **Introduction**

We welcome three new members to the committee, these being Konstantin Kamenev, new representative from CSEC replacing Andrew Harrison, Janet Dickson, BIOSS, and Trisha Cairney, EUCS temporary replacement for Helen Foster.

WJH apologised for cancellation of the last meeting due to AUT action, and in particular to Jim Hogg to was accidentally missed from the cancellation e-mail.

### **Minutes of Meeting of 3rd December**

WJH distributed a copy of the minutes for Meeting 2 of 3rd December and outlined the main items.

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

Jim Hogg apologies for Jim Brown's absence due to other urgent meeting. He confirmed that all "urgent" work forwarded to Estates & Building had been completed. The main item was sealing of fire stop panels above corridor door etc and the filling of (countless) holes in the corridor brickwork due to cabling, plumping, heating etc. This was a major piece of work, which is now completed.

WJH also noted that the replacement of ordinary glass many door was ongoing. This typically happening when space was refurbished, for example on corridor 33.

WJH also noted that installation of a disabled access lift to level 8 had started. This means that all public parts of JCMB now have disabled access. Jim Hogg noted that need to now implement a "Safe Area" on level 8.

### **Annual Inspection of Fire Extinguishers**

WJH reported that he had received the report on the annual inspection of building fire extinguishers from Fire Safety. All items passed the inspection..

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## **Emergency Evacuation Document**

WJH confirmed that the common evacuation leaflet mailed to all was the “final version” and should now be distributed via the Schools and Units. It was agreed that these should be printed on “Goldcrest Yellow” paper, a standard reprographics colour, and distributed by Schools and Units as follows:

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 asked for all to suggest locations for the leaflet dispensers and also to think how they could be “kept filled up”. Please e-mail suggestions.

Trisha Cairney requested permission to amend the source of the current evacuation leaflet since EUCS (east wing) does not currently use a disabled “save area” policy. Jim Hogg noted that this was being discussed at the moment and may result in extra “save areas” being located in JCMB main building. WJH agreed to e-mail the document source, but requested that as soon as EUCS east wing has a “save area” scheme in operation, we all return to a single leaflet.

## **Communication with Disabled Safe Areas**

Jim Hogg outlines some of the implications of the new Fire Brigade arrangement, in particular.

1. Automatic alarm will not generally result in a “full multi-appliance” call out. It is more likely to result in a single appliance with full call-out only if active fire is confirmed.
2. Responsibility for disabled evacuation will reside with the building “owners”, ie the University. The Fire Brigade will only be involved if a “rescue situation” arises.

These arrangement have two major implications, being

1. The University must assemble and coordinate “disabled evacuation teams” to evacuate disabled people from the “save areas”.
2. Disabled people may have to stay in “save areas” much longer that the 4-6 minutes envisaged under the current system where the Fire Brigade would perform the evacuation.

The Fire Safety is currently considering these implications and in particular reviewing the location of “safe areas”. This will include some means of communication from the building control panel.

Given this move, the suggestions at last meeting regarding re-location of corridor telephones was proposed.

## **Fire Stewards**

WJH reported that he now had a 36 names fire stewards in allocated areas, see circulated document. There were two problem areas, these being:

1. Floor 6 east. This is currently covered by Brain Cameron who also covers the whole of floor 7 & 8. This area has extensive teaching rooms, PG offices from Geoscience and Mathematics staff offices (MTO). WJH requested a steward from Mathematics. Sotirios reported that, after discussion with Head of School, that Mathematics are not willing to supply an additional Fire Steward for this area Brain has agreed to continue cover of this area.
2. EUCS (east). Fire Steward have been arranged, but names not communicated due to Helen Foster being ill. Trisha Cairney agreed to forward this information.

WJH presented a suggest pro-forma for each fire steward area that detailed the fire steward name and contact, area covered, main evacuation routes, special conditions and hazards, and location of local fire fighting equipment. WJH agreed to make a first draft of as many areas as possible and then circulate to the appropriate committee members. Jim Hogg had not seen this idea else where, but saw it as a good idea as in details to each Fire Steward exactly which area they cover. WJH also noted that, where ever possible, the “high risk” areas with chemical, radiation, lasers etc., were covered by Physics fire stewards.

## **Fire Steward Training**

Jim Hogg agreed that holding a training session at JCMB was a sensible scheme. The ideal maximum for one session is 15. WJH will circulate Fire Stewards the committee with information when this is arranged.

## **Building Zoning**

Jim Hogg discussed the possibility of zoning with Jim Brown. Unfortunately while the fire control panel implements this the sounder system does not and is on a single loop. Zoning would require major re-wiring of the sounder system and is not currently viable. Trisha Cairney also noted that EUCS (east) staff were **not** in favour of being zoned off. It was agreed that no further action on this would be taken and the currently “full building” evacuation will continue.

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## **Mico-Computer Laboratory Issues**

Trish Cairney reported on the EUCS decision NOT to implement automatic log-off on public microlabs in the result of a Fire Alarm. There were two problems, one being that some servers were used in other services outwith the building, and secondly it was seen as too much of an inconvenience to users who may lose work.

It was accepted that central servers that servers other users or run batch services should NOT be involved in this, there was never any intention to interrupt such services. However the “inconvenience to users” argument was totally rejected. In the event of a fire alarm, the procedure is to “evacuate the building immediately” and not to wait until work had been saved, e-mail completed etc., before leaving.

WJH had been approached by Fire Stewards covering the Microlabs requesting “Fire Steward Tabards” to assist them in identifying themselves during an evacuation. Trish Cairney reported that this had been discussed several times at EUCS safety meetings and been rejected due to the cost of supplying tabards to all fire stewards. WJH saw no requirement of these for *all* stewards, only those directly involved in the microlabs where the evacuation problems are most acute.

The committee recommends that tabards are issued to the two Fire Stewards covering the third floor microlabs, (Angus Rae & Neil Hamilton-Smith) and possibly Marie Cole, who covers the Graphics Workshop and upper lecture theatre foyer which may involve a large number of students. Jim Hogg noted that these were available via the Fire Safety Unit at approx £10 each.

### **Web site**

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

### **Date of next meeting**

To be arranged by e-mail.