

Systematic fire safety management

Department of Human Geography,
Lund University

DESCRIPTION

This documentation concerns fire safety management at the Department of Human Geography, Lund University, Lund and covers floors 1, 3, 4 and 5 at Geocentrum 1.

The document is structured according to the emergency services' 7 steps for systematic fire safety management and is available on the department's website and on notice boards at the department. Complete fire safety documentation, containing further information, is kept by the fire safety officer.

1. RESPONSIBILITY

The Act on Protection against Accidents states that: *Owners or occupiers of buildings and other facilities are to maintain a reasonable level of equipment for fire extinguishing and other accidents and take any other measures necessary to prevent fire and to prevent or limit damage resulting from fire.* (Chapter 2 Section 2 of the Act on Protection against Accidents)

Systematic fire safety management is to be conducted in cooperation with Akademiska Hus and the other departments at Geocentrum. The department is responsible for floors 1, 3, 4 and 5 at Geocentrum 1. The main responsibility for safety rests with the head of department. Responsibility for coordinating and reporting fire safety management is delegated to a fire safety officer. The department's buildings are the property of Akademiska Hus, which is responsible for implementing any measures required to correct structural deficiencies in the buildings.

The Department of Physical Geography and Ecosystem Science (INES) is responsible for fire safety on floors 0 and 2 in Geocentrum 1. Contact person: Marcin Jackowicz-Korczynski (marcin.jackowicz-korczynski@nateko.lu.se, 046-2223794)

Some lecture rooms and laboratories are also used by staff and students from INES. Likewise, we have two store rooms on floor 0 and room 212 on floor 2, where INES is responsible for fire safety. The large lecture room, Världen, which can be booked centrally at Lund University, is also used by other departments. Each department is responsible for its own staff and students, but the Department of Human Geography is responsible for the premises.

Policy

The fire safety policy of the Department of Human Geography complies with general Lund University guidelines: "Within Lund University, we are to work on fire safety to protect lives, health and property and to promote ongoing activities and safeguard continuous operation. All those who visit the University's premises, employees, students and guests, are to feel safe with regard to fire protection and access to secure evacuation."

2. ORGANISATION

The department has no officer responsible for flammable substances or gases as no such substances are used at the department. The following functions/responsibilities have been delegated:

Principal: Karl-Johan Lundquist, head of department, tel: 046 222 84 13

Work duties:

- Check compliance and follow-up.
- Participate in regular fire safety inspections.
- Inform LU Estates of who the fire safety officers are.

Fire safety officer: Linda Stihl, tel: 046 222 84 24, 0704 57 63 23

Deputy: Ola Jonsson, tel: 046 222 84 22, 0703 177 177

Work duties according to the delegation rules:

- Plan, coordinate and communicate fire safety management work.
- Maintain/update documentation and take part in inspections of the department's systematic fire safety management work (pursuant to Chapter 5 Section 1 in the Act on Protection against Accidents (2003:778)).
- Coordinate training in general fire safety, and document implementation.
- Plan and implement annual evacuation drills.
- Conduct checks, analyse risks and take measures within the framework of their expertise.
- Conduct systematic fire safety inspections once per year according to Lund University's checklist, quarterly checks, including evacuation routes, and follow-up of any shortcomings.
- Be the coordinator for the evacuation leaders.
- Ensure that reports of accidents/incidents involving fire are completed according to LU procedures.

Evacuation leaders

In case of evacuation, one evacuation leader is needed for each floor of the building. No particular people are appointed to be evacuation leaders. One volunteer per floor takes on the role as evacuation leader in case of evacuation. There is a jacket in the corridor. The evacuation leader's task is to check that nobody remains on the floor in question. The evacuation leader is to check all the rooms on the floor, including the lavatories and the lift. The evacuation leader informs the emergency services that the floor is empty. Then the evacuation leaders guard the building's entrances so that nobody re-enters the building. The emergency services announce when it is safe to re-enter the building.

Other staff:

Work duties:

- Alert, Call the emergency services, Extinguish, Evacuate
- Become familiar with the department's procedures
- Take an active role in organising evacuation

Facility maintenance of fire alarm:

Akademiska Hus, Conny Delshagen (operations technician). tel: 046 311314,

Out-of-hours emergency: 046 311310

3. TRAINING

Fire safety officer:

Is to have the knowledge necessary to conduct the work. This is ensured through Lund University's training in systematic fire safety management. The officer should undergo training at least once every fourth year. The training covers:

- Regulations
- Systematic fire safety management – the seven steps
- Emergency services supervision

All staff:

Pursuant to a vice-chancellor's decision (18 December 2003) all staff is to undergo fire safety training once every five years. The training covers:

- How fires start
- How fires develop
- Basic fire prevention
- Evacuation and human behaviour
- Action plans and procedures
- Systematic fire safety management (SBA)
- Firefighting equipment, including practical exercises

New employees:

All new employees, including substitutes, are to be introduced to the department's fire safety management within their first weeks at work. The information should include:

- Action plans and procedures
- Evacuation plans
- A survey of the premises with regard to evacuation, fire safety and fire-fighting equipment.

Students:

At the start of each new academic year, students are to be informed of the procedures applicable in case of fire/evacuation. This is to be done orally through a presentation or in writing through the Student Safety brochure.

Evacuation drill:

An evacuation drill is to be held once per year. The drill can usefully be planned and implemented in consultation with INES.

4. INSTRUCTIONS AND PROCEDURES

The following procedures apply at the department:

Fire and evacuation precautions

ALERT those around you that a fire has started.

SAVE and help people who are in immediate danger and evacuate the premises. If possible, close doors and windows to reduce the spread of fire and smoke. In a fire, smoke rises which is why it is easier to see and breathe close to the floor. Crawl out of a burning or smoke-filled room.

CALL the emergency services by activating an alarm or via SOS Alarm by phone 112 or 0 112 if you are using an internal phone, if necessary. Geocentrum has an automatic fire and evacuation alarm that also alerts the fire brigade.

EXTINGUISH the fire if you think you can do so without taking any unnecessary risks. Fire extinguishers are located in the corridors. Their exact location is shown on the evacuation plans.

EVACUATE the building via the evacuation routes indicated on the plans and guiding signs. Choose a smoke-free route and evacuate via the stairs – lifts must never be used in an emergency. Help each other and especially people with disabilities. Calm behaviour can save lives in a catastrophe. The evacuation routes must always be kept clear. To prevent the spread of smoke and fire, the evacuation routes are equipped with fire doors which close if the alarm sounds. The fire doors must never be blocked in an open position.

- *When teaching:* each lecturer engaged in teaching checks that all students, and any other participants, have left the classroom before the lecturer leaves the premises last and closes the door. Then the students and lecturer gather at the assembly point.
- *Student areas:* If there are staff members at the reception, they check the student areas before leaving the building.

- *Offices*: other staff help each other to ensure that colleagues in adjacent rooms evacuate the building.
- *If it is impossible to evacuate*: Each floor and the stairwell constitute separate fire cells. If you cannot get out of the building, go to a fire cell where there is no fire and contact the emergency services.

HEAD FOR THE ASSEMBLY POINT and wait there for information from the management or emergency services. The assembly point for Geocentrum 1 is at the southern end of the parking lot behind the building (between Geocentrum 1 and Gerdahallen, in the direction of the city centre). Students should gather around their lecturer. If anyone is missing or injured, report it immediately. The assembly point for the building is clearly marked on the evacuation plans and the location is signposted. Do not return inside the building until permission is given by the emergency services. Keep an eye on those around you. The University security staff usually act as communication officers in an evacuation. Look for people in high visibility jackets marked "UNIVERSITY SECURITY".

Daily routines:

- Lights are to be switched off in rooms which are not in use.
- Rooms and corridors are to be neat and tidy. Evacuation routes must be kept clear.
- Smoking is not permitted within 15 metres of the entrances, to avoid smoke being sucked into the building by lower indoor pressure. Cigarette butts are to be disposed of in appropriate containers.
- Storage of flammable goods or chemicals is not permitted on departmental premises
- Waste is to be sorted according to instructions. The waste sorting room constitutes a separate fire cell.
- Coffee machines/kettles are only to be plugged in to sockets equipped with a timer

Other procedures:

- Information to new employees is to be provided during their introduction to the workplace and to students at the start of each semester and briefly at the start of each course.
- Report incidents, or if you discover something that requires intervention, to the fire safety officer, head of department or building supervisor. Incidents are to be documented in an incident report signed by the health and safety representative and the head of department and sent to the registrar.
- In case of hot work (welding, cutting, etc.) the contractor must have a valid hot work certificate. Permission is normally only required for fire-classified premises. Contact the caretaker.
- Party activities on departmental premises must be authorised by the building supervisor (husprefekt).
- No overnight stays on the premises are permitted.

- Candles must not be placed close to flammable objects. Tea lights must not be positioned close together as they can overheat. Hold your hand behind the flame when blowing out candles so that parts of the wick do not come off. Do not blow out all candles at once, as this can produce enough smoke to set off the fire alarm. Never leave lit candles unattended.
- In case of renovations or changes to the premises, contact the building supervisor.
- If there is a power cut,
 - the alarm system and the emergency lighting system will stop working after a time. They are connected to back-up battery power. Akademiska Hus is responsible for checking power restoration, operation and maintenance.
 - the ventilation and climate control system will stop working. Akademiska Hus is responsible for checking restoration.
 - the lifts have back-up battery power for alerting the emergency services. Checks of the emergency alarms are carried out regularly by Akademiska Hus. In case of a power cut during working hours, the reception desk manager for the day checks that no one is stuck in the lift. Outside working hours, the security company checks the lifts when doing its rounds.
 - at night the premises are dark and there is no emergency lighting. Pocket lights are kept at the reception desk.
 - access systems and code locks are rendered inoperative. Staff can exit the building, but cannot enter again. Checks of the lock mechanisms are conducted regularly.

All employees are responsible for ensuring that established procedures are followed.

Particular risks:

Teaching and office work are conducted on floors where staff and students with certain disabilities or insufficient sense of direction may need to use the lift to get in and out of the building. There are no temporary evacuation sites in the building.

Each floor constitutes a fire cell and the stairwell is also a separate fire cell. In case of fire, people who are unable to leave the building by themselves or with assistance from others are to retreat to a fire cell where there is no fire and attempt to notify the emergency services of their location.

5. DOCUMENTATION OF FIRE SAFETY

Fire safety inspection report:

Kept with other systematic fire safety management documentation by the fire safety officer.

Building plans:

Included in the fire safety management documentation kept by the fire safety officer. Is to include:

- Fire cell boundaries including their fire safety class
- Evacuation routes including the location of signage
- Location of fire-fighting equipment, such as fire extinguishers
- Fire safety technology installations

Evacuation routes:

These are displayed on each floor of the building

Alarm:

An automatic fire and evacuation alarm, connected to the fire brigade, is installed in all buildings, and checked according to operational and maintenance procedures.

Fire cell boundaries:

Each floor of the building constitutes a separate fire cell. The waste sorting room, the south stairwell and the north stairwell including the lift constitute separate fire cells. Each fire cell is to be able to withstand fire for approximately 60 minutes.

Smoke vents:

The building has no smoke vents. Airing can be achieved by opening the windows in the stairwells.

6. OPERATION AND MAINTENANCE

The following fire safety technology structures are installed and must be checked and maintained. Inspection certificates and reports are available from Akademiska Hus and in the documentation kept by the fire safety officer.

Fire alarm:

Functional check once per quarter

Responsibility: Akademiska Hus

Audit inspection: once per year

Responsibility: Precendo (via Akademiska hus)

Evacuation drill: once per year

Responsibility: fire safety officer

Evacuation route signs (lit/translucent):

Checked 4 times per year.

Responsibility: Akademiska Hus

Service on uninterruptible power supply (UPS), once per year

Responsibility: Akademiska Hus

Evacuation routes:

Checked 4 times per year.

Responsibility: fire safety officer

Fire cell boundaries:

See plans for their location.

- Fire cell boundaries are checked once per year and doors checked 4 times per year.

Responsibility: Akademiska Hus

- Doors in fire cell boundaries

Handheld fire extinguishers:

- See evacuation route plans.

- Status check once per quarter.

Responsibility: fire safety inspectors

- External inspection once per year

Responsibility: Kidde

Kidde is to contact the department before its visit to compare notes on any changes such as the location of fire extinguishers, etc.

7. CHECKS /FOLLOW UP/INCIDENT REPORTS

The department's fire safety is checked 4 times per year (January, April, August, November). A checklist is to be used for this self-inspection. Any observations are recorded on the checklist and followed up as necessary. Once the necessary measures have been taken, the date is recorded in the appropriate column. The checks are carried out by the fire safety officer.

Once per year, the entire systematic fire safety management is reviewed.

Every three years, the emergency services Räddningstjänsten Syd conduct a supervisory review. The review includes the systematic fire safety management of the property owner and the occupier, both through a review of the documentation and through practical checks.

Follow-up:

Once per year, the documentation is to be checked in order to guarantee that it is correct, and compiled in view of the emergency services' regular fire safety inspection. This is done by the fire safety officer.

Incident reports

Incidents are to be documented and reported to the head of department. The report is then sent to the registrar according to LU procedures.

Registration number: _____

Delegation OF SYSTEMATIC FIRE SAFETY MANAGEMENT

The ultimate responsibility for fire safety rests with the head of department.

The following tasks are delegated to the fire safety officer:

- Plan, coordinate and communicate fire safety work.
- Maintain/update the documentation and take part in the supervision of the department's systematic fire safety management (pursuant to Chapter 5 Section 1 of the Act on Protection against Accidents (2003:778)).
- Coordinate training in general fire safety, and document its implementation.
- Plan and implement annual evacuation drills.
- Conduct checks, analyse risks and take appropriate measures within their scope of expertise.
- Conduct systematic fire safety inspections once per year according to Lund University's checklist and quarterly checks, including evacuation routes, and follow up any shortcomings.
- Coordinate the evacuation leaders.
- Ensure that accident/incident reports relating to fire are completed according to LU procedures.

Applicable from _____ to _____

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Head of department

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Fire safety officer