

Chief Executive's Directive

CED 05/22 – Fire Safety, Fire Evacuation Procedures & Training Availability - Reissued

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This CED replaces CED 01/17 cancelled and should be destroyed.

INTRODUCTION

The purpose of this Directive is to inform all airport staff of the fire evacuation strategy for the Terminal Building. This Directive must be read in conjunction with the current Emergency Fire Action Plans for other individual Edinburgh Airport buildings.

The detailed fire strategy encompasses scenarios of investigation of fire alarm activations; stand by situations; progressive horizontal evacuations (PHE) and in extreme circumstances – the full evacuation of the Terminal building.

FIRE SAFETY LAW

Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 detail the legal responsibilities of an employer and other duty holders. The Scottish Fire and Rescue Service (SFRS) are the enforcing authority for this legislation.

For the purpose of this CED, employers and duty holders include all tenants, concessionaires, airlines and handling agents who occupy premises in the Terminal or other Airport Buildings and have a legal obligation to carry out and maintain fire risk assessments for their premises.

Fire Risk Assessments must include the formulating of an emergency fire action plan with evacuation arrangements for all persons likely to be in the premises, keeping escape routes clear and available for use at all times and providing appropriate signage and adequate illumination.

Employers and duty holders are responsible for implementing their emergency fire action plan and for nominating persons to assist with implementing the plan, including the evacuation of persons from the premises. In addition, all employers whose staff use the Terminal Building within the course of their duty, have an obligation to ensure that their staff are fully conversant with the fire evacuation procedure for the Terminal Building as well as the Emergency Fire Action Plan for their individual workplace.

FIRE SCENARIOS

Fire Alarm Actuation Stage 1 (Investigation period)

When the Terminal fire alarm system detects the presence of smoke a message will be transmitted to the Airport Fire Station and Airport Operations Control Centre (AOCC). At this stage no audible or visual alarm will be heard or seen in the Terminal building and no response is required from any person except the Passenger Operational Safety Manager (POSM), the Airport Operations Manager (AOM), the Airport Operations Control Centre (AOCC) and the designated EAL Evacuation Team. The POSM will respond to the location of the alert, determine cause of alert and escalate or stand down where relevant. The AOM will respond to the Main Fire Alarm panel to reset the system if the incident is a false alarm.

NB: the fire alarm will fully activate in the event of significant heat or smoke being produced from an actual fire incident.

Fire Alarm Actuation Stage 2 (Alert Message)

On occasions when the fire alarm activates persons who are located in fire compartments adjacent to the one where the smoke or heat has been detected will be notified by a Public Address Voice Alarm (PAVA) message:

“Your attention please - the fire alarm has been activated in another area. Please remain where you are and await further announcements”

Fire Alarm Actuation Stage 2 (Evacuation Message)

Progressive Horizontal Evacuation (PHE) is utilised to move persons to safe areas within the Terminal building rather than evacuating through emergency exits. This will be implemented where one or more fire compartments evacuate into an adjacent compartment that is not in evacuation.

This evacuation process will be managed and undertaken by a designated “Evacuation Team” assisted by business partners. All business partners are required to have a designated “Fire Marshal” (Appendix C) on duty at all times when their premises are occupied. The Fire Marshal has direct responsibility for the safe evacuation of all members of the public and staff from the individual premises. Where safe to do so, evacuees will be directed by the “Evacuation Team” to move to an adjacent fire compartment. On some occasions this may mean having to evacuate to external locations. Persons who are located in the area that requires to be evacuated will be notified by a Public Address Voice Alarm (PAVA) by the following message:

“Attention, attention, the fire alarm has been activated. Leave the area immediately. Staff will direct you to a safe place.”

NB: If there is any doubt about the instruction being given by the Public Address Voice Alarm (PAVA) message or if you are unclear in any way as to what stage of alert is being broadcast then you must evacuate from the building, using the nearest emergency exit and take up position at the nearest Fire Assembly Point (Appendix A)

REPORTING A FIRE

The procedure for raising the alarm in the Terminal Building is by activating a manual break glass unit and by dialling internal emergency telephone number – 222.

For those companies who operate on the Airport and who do not have access to an internal telephone line then telephone number 0131 333 2228 must be used. This number will automatically transfer to the 222 system.

Any person discovering an outbreak of fire must take the following action:

- activate the fire alarm system by breaking the glass of the red break glass alarm point, then
- report the location of the fire on internal telephone extension 222 or 0131 333 2228 on non-Airport exchange lines. 999 may also be used on a non-Airport telephone exchange line, and
- attack the fire if safe to do so, but do not put yourself or others at any risk.

EVACUATION PROCEDURES

All staff at the airport are trained in how to assist the public in the event of an evacuation. Members of the public must be instructed and guided to a safe place and where relevant to the nearest Fire Assembly Point (see Appendix A). Where an assembly point is in use, the senior member of each company present must take a roll call of their staff and anyone else under their control and on arrival at the Fire Assembly Point must report to an 'Assembly Point Coordinator'.

It should be noted that in the event of the building or part of the building being evacuated for fire lifts must not be used, and where the building has been evacuated then no persons, other than trained members of the EAL response team, must re-enter the building unless given permission to do so by the senior fire officer in charge of the incident.

All staff must be aware that LED lights (small square light switch style panels with "Fire Alarm" thereon) are positioned at all entry points to stairs that are designated fire exits. Where the red LED light at the centre of the small panel is illuminated then the stair at that location must not be used and an alternative exit must be used.

BAGGAGE SORTATION HALL

At times, the level of noise within the baggage sortation hall may prevent the PAVA message from being fully heard and therefore all staff working within the Baggage Hall must be familiar with the special arrangements in place for ensuring that persons within are alerted about a fire situation. PAVA messages will continue to be broadcast; however coloured beacons will also flash i.e.:

Stand By: Stage 1 (as above): A WHITE beacon will flash

Evacuate: Stage 2 (as above): A RED beacon will flash

PLANTROOMS

Staff working within the plant rooms of the Terminal building should be aware that a two-stage fire alarm alerting system is in operation which incorporates bells and some areas bells and a visual alerting system.

Stage 1 Intermittent bells - prepare to evacuate

Stage 2 Continuous bells - evacuate immediately using the nearest emergency exit

It should also be noted that in some areas of the plant rooms where noise levels are high, then a visual alerting system (i.e. a red flashing beacon) also exists and will activate at both Stage 1 and Stage 2.

AIR TRAFFIC CONTROL TOWER (ATC)

Staff working within the Air Traffic Control Tower should be aware that in the event of an activation of a red break glass/manual call point or two AFA detectors a full evacuation of the facility must take place. In the event of the activation of just one AFA detector, a five-minute investigation period will commence, and a nominated representative of the ATC staff will investigate the cause of the alarm.

EVACUATION AND RESCUE OF PERSONS OF REDUCED MOBILITY

Persons of Reduced Mobility (PRM) require particular care and consideration when being evacuated as they may have very slow body movement or in some cases may be completely immobile. Many Persons of Reduced Mobility are accompanied by a carer or companion, but some may not be. Protected areas - 'Refuge Points' have been identified on the first and second floors of the Terminal Building and these are identified on attached Appendix B. Each 'Refuge Point' is marked with the signage indicating its designation as a Refuge Point. All staff are responsible for making themselves familiar with the location of the 'Refuge Points' and in the event of having to evacuate such persons, assist in their evacuation to that location and use the following procedures.

During a full or partial Terminal evacuation, then the following course of action for Persons of Reduced Mobility must be followed:

- If on the ground floor staff member is to take the evacuee to an area that is in an "alert" or no state of alarm, this may be a fire Assembly Point
- If on the first or second floor take the evacuee to an adjacent part of the building that is in an "alert" or no state of alarm or to the nearest Refuge Point
- Where a Refuge Point is being used, position evacuee within reach of the telephone
- Use the telephone to inform the Airport Operations Control Centre (AOCC) of the location of special needs evacuee
- Inform special needs person that the point is smoke, and fire protected and provide assurance about assistance
- AOCC staff will instigate the following procedure for evacuating Persons with Reduced Mobility (PRM) to a place of ultimate safety. Contact the PRM duty manager who will dispatch two trained PRM staff with an evacuation chair to the relevant refuge point. Where circumstances allow, the POSM will accompany the PRM staff to make a dynamic risk assessment of the situation. They will assist the evacuee to an ultimate place of safety which will be the nearest assembly point and on arrival they must report to the assembly point coordinator.
- **NB** Staff should not proceed into any area where they feel they may be at risk. If the refuge point is in anyway comprised by smoke or fire, then the AOCC must be contacted immediately and the Scottish Fire & Rescue Service (SFRS) informed to allow trained fire fighters to carry out any evacuation.
- The Assembly Point Coordinator must inform the AOCC that the special needs evacuee is now in a place of safety.
- Staff member and the carer or companion of special needs person must evacuate to the nearest assembly point leaving the special needs person at the 'Refuge Point'.
- On arrival at the assembly point the staff member must inform the Assembly Point Coordinator of the location of the PRM.
- Assembly Point Coordinator must inform the Airport Operations Manager (AOM) of the location of the evacuee.
- AOM will confirm with AOCC that the agreed procedure for evacuation from the refuge point has been instigated.
- AOM must inform the POSM of the location of the evacuee. POSM to liaise with the SFRS.

It must be borne in mind that the rescue of any persons from Refuge Points will be undertaken by SFRS where the integrity of that Refuge Point is at risk or where the safety of the person within is at risk. SFRS will not routinely undertake rescue from these areas. EAL staff should not remove evacuees from the refuge areas.

EVACUATION INTO AIRSIDE LOCATIONS

A number of Terminal locations have the fire exits that permit an evacuation to an airside (fresh air) location. Although the majority of evacuations will involve utilising safe areas of the Terminal Building, it must be borne in mind that an airside evacuation route may be the nearest route to a place of safety. (location of Fire Assembly Points - Appendix A).

The decision by any individual to evacuate to an airside location should not be discouraged, but where partial evacuation processes are underway, and it is safe to do so, then direction should be given to relocate to a safe area within the Terminal building. Great care must be taken when evacuating to an airside location and the presence of moving vehicles and aircraft must be considered.

SECURITY SCREENING

The design of the Terminal building and its evacuation strategy gives the potential for persons evacuating from a landside location to mix with persons in an airside location. The Airport Operations Manager (AOM) or nominated deputy must dynamically assess the cause and impact of the evacuation and on “stand down” of the evacuation, consider the need for all persons at an airside assembly point to be reprocessed through security screening protocols.

EVACUATION OF ALL AREAS OF THE TERMINAL BUILDING (FULL EVACUATION)

The decision to evacuate all areas of the Terminal Building will be taken by Edinburgh Airport Limited (EAL) Airport Operations Manager (AOM) or nominated deputy, in consultation with the Scottish Fire and Rescue Service Incident Commander and Police Scotland Senior Officer.

RESPONSE OF EMERGENCY SERVICES AND EAL DEPARTMENTAL REPRESENTATIVES

In all cases of a single or multiple automatic fire alarm (AFA) activation it is necessary for an interrogation of the fire panel to be undertaken by the AOM and the Scottish Fire and Rescue Service. The primary purpose of this interrogation is to determine the precise location of the AFA activation.

The Terminal Building main fire alarm panel is located in a landside location on the Ground Floor (South side) of the Terminal Building adjacent to the main sprinkler control valves and can be accessed externally using the fire exit leading out to the inner forecourt.

The EAL POSM will respond to the location where the alarm has activated, having been provided with the address of activation and the type of device by the staff in the Airport Operations Control Centre.

In all cases when the fire alarm system activates the Airport Operations Manager will respond to the main fire alarm panel and liaise with Police Scotland Duty Sergeant and the Scottish Fire & Rescue Service Incident Commander. If the alarm is within the main Terminal, then the attending fire appliances and the EAL Duty Engineer will also respond to this location.

If the fire alarm actuation is within the South East Pier, then the initial responding appliances from the SFRS will make their attendance directly to the South East Pier and the Duty Engineer will respond to the fire alarm panel located on the ground floor of the South East Pier. Security Staff on duty within Security Control Post 4 should permit safe unhindered access to fire appliances and other emergency services who are responding under blue lights.

Airport Security Staff who are, or may be, on duty at this Security Post must make themselves familiar with the current Security Operational Notice (SON). It should also be noted that in the event of an AFA activation there is the potential for the POSM and EAL Engineers to require urgent access through Security Post 4 to access the fire panel. Security Staff on duty at Control Post 4 should be aware of this.

Stand-down – If there is an obvious cause for the stage 2 evacuation of a compartment e.g. the malicious activation of a break glass call point or careless use of an aerosol spray activating a detector then the AOM may take the decision to “silence and reset” the system prior to the arrival of the Scottish Fire and Rescue Service. However, if the Scottish Fire and Rescue Service are in attendance then the Fire Service Incident Commander must be consulted prior to the system being reset.

TESTS AND DRILLS

To ensure that all fire warning facilities are maintained and are operational, the testing of the fire alarm system within the Terminal Building will take place at pre-notified times. Additionally, evacuation exercises may take place with little or no prior warning.

FIRE EXTINGUISHERS

EAL install and maintain Fire Fighting equipment within common user areas at Edinburgh Airport and those areas occupied by EAL staff. Where a third party owns and fits their own fire extinguishers then it is the responsibility of those companies to ensure that they have the appropriate Fire Extinguishers in place and that a programme of testing and inspection exists.

PROVISION OF FIRE SAFETY AND EVACUATION TRAINING

It is a requirement of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) regulations 2006 that all staff within Edinburgh Airport receive EAL Fire Safety and Evacuation Training. It is the responsibility of each company or department operating within the Airport to ensure that all their staff receive this training which should also be a requirement detailed in their Fire Risk Assessment. Similarly, it is the responsibility of each company or department to record the names of staff who have received the training.

It is the responsibility of managers to ensure their staff fire training is up to date and refresher training should be booked prior to the expiry date of the previous training.

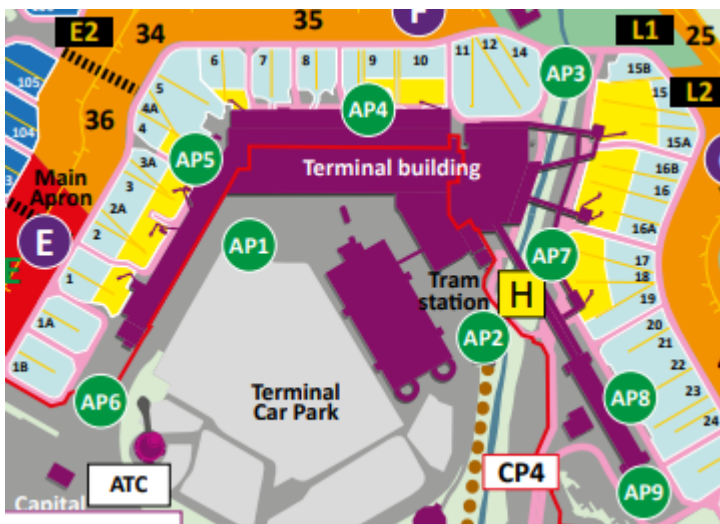
*The initial and annual refresher fire safety and evacuation training is available as an online computer-based learning package. In order to access the training an email should be sent to **firetraining@edinburghairport.com** stating the name of the individual requiring the training (first and last names), the email address the individual will use and the name of the company requesting the training. Access to the online training will be provided by email within 7 days of receipt of the request.*

CHARGES

EAL currently charge a fee for the provision of fire and evacuation training.

**APPENDIX A
DESIGNATED ASSEMBLY POINTS
TERMINAL BUILDING**

Assembly Point Location	Assembly Point Number	Airside/Landside
Entrance to short stay car park	AP1	Landside
East end of plaza at tram terminal	AP2	Landside
Stand 14	AP3	Airside
Stand 9	AP4	Airside
Stand 4	AP5	Airside
Stand 1B (airside coaching station)	AP6	Airside
Beneath south east pier connector	AP7	Airside
Stand 22	AP8	Airside
South of south east pier	AP9	Airside



**APPENDIX B
DESIGNATED REFUGE POINTS
TERMINAL BUILDING**

Floor Level	Escape From	Escape Through	Point of Refuge	Refuge Point ID	Tel Ext No.
Ground Floor	Various	Nearest Emergency Exit	Designated assembly point	N/A	
First floor landside	Retail Outlets / catering	Stairwell 25	Stair landing at exit from food court	A	3873
	Seating area east	Stairwell 26	Stairwell 26 landing	B	3781
Second floor landside	Airline office corridor	Stairwell 25	Stairwell 25 top of stairwell	C	3897
	Airline office corridor east	Stairwell 26	Stairwell 26 landing	D	3861
	Airline office corridor west	Emergency exit west service stair	Stairwell 15 landing	E	3451
First Floor airside	Gate 1 area	Gate 1E, 1F	Gate 1E/1F stair landing	1	4034
	Gate 2 and 3 area	Gate 2	Gate 2 stair landing	2	3957
	Gate 4 area	Gate 4	Gate 4 stair landing	4	3431
	Gate 5 and 6 area	Gate 6	Gate 6 stair landing	6	4239
	Gate 7 area	Gate 7	Gate 7 stair landing	7	3377
	Gate 9 area	Gate 9	Gate 9 stair landing	9	4101
	Gate 10 area	Gate 10	Gate 10 Stair landing	10	3793
	Gate 11 area	Gate 11	Gate 11 Stair landing	11	3785
	Gate 12 area	Gate 12	Gate 12 stair landing	12	3783
SE Pier	Gate 13 & SEP connector	Gate 13	Gate 13 Stair landing	13	4371
	Gate 14/16	Gate 14	Gate 14 Stair landing	14	4372
	Gate 15/17	Gate 15	Gate 15 Stair landing	15	4373

	Gate 18	Gate 18	Gate 15 Stair landing	18	4374
	Gate 19	Gate 19		19	4375
	Gate 20/22	Gate 20	Gate 18 Stair landing	20	4376
	Gate 21/23	Gate 21	Gate 19 Stair landing	21	4377
			Gate 20 Stair landing		
			Gate 21 Stair landing		

APPENDIX C

Fire Marshal Duties – EAL Business Partners

Background – The current evacuation strategy for the Terminal Building is Progressive Horizontal Evacuation which uses voice messages. All staff must follow the instruction they receive in the mandatory staff fire training and assist in any evacuation. Fire Marshals are an integral part of EAL Fire Evacuation Strategy

Each business partner is required to have a member of staff designated as a fire marshal on duty at all times when their premises are occupied. The fire marshal should be the duty manager (or their nominated deputy) and will be easily identifiable to staff and members of the public by wearing the fire marshal lanyard during normal business and by wearing the fire marshal surcoat if the fire warning system activates.

Fire Marshal Specific Duties

- During normal business hours they must wear an (EAL supplied) Fire Marshal lanyard to aid identification
- When an “evacuation message” is broadcast affecting their premises they must don the (EAL supplied) Fire Marshal surcoat, take charge of the evacuation of their premises and assist with the evacuation of the affected compartment in line with existing procedure

The Passenger Operational Safety Team are available to provide advice and specific training to individual business partners.

Approved by: Gordon Dewar – Chief Executive
Adam Wilson – Operations Director

