



STANDARD OPERATING PROCEDURE

SOP CODE ZOH-001-01	SOP TITLE FIRE SAFETY PREVENTION & EVACUATION
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PART 1

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PART 2

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PART 3

Authoriser	Date of issue:
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Mr Simon Sammut	Date of next revision:
University Secretary	

PART 4 (To be filled in by OOTS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

1.1. New SOP

2. Purpose and scope

2.1. This SOP is designed to provide general information regarding fire prevention as well as to provide a plan for evacuating staff, students and visitors in case a fire develops on UM grounds.

3. Definitions

- 3.1 After Office Hours: Laboratory work/ research are from 17.15hrs up to 06.00hrs Monday to Friday, full days on weekends and public holidays
- 3.2 EF&CD: Estates Facilities & Capital Development Directorate
- 3.2 ERT: Emergency Response Team
- 3.3 FMU: Facilities Management Unit
- 3.4 F/I/C/S: Faculties/Institutes/Centre/School
- 3.5 H&S: Health & Safety
- 3.6 HRMD: Human Resource Management & Development
- 3.7 UM: University of Malta

4. Responsibilities

4.1. FMU

- 4.1.1 The FMU is responsible for the maintenance of all the fire systems including all extinguishers at the UM.
- 4.1.2 Fire safety systems are maintained, inspected and tested in line with acceptable good practice or manufacturer's recommendations.
- 4.1.3 Ensure maintenance agreement and their service intervals are maintained and record of such shall be kept and communicated with H&S.

4.2. Health & Safety Officer

- 4.2.1 It is the responsibility of the H&S Officers to perform regular audits of all the F/I/C/S under their care. This is done to ensure that the F/I/C/S are carrying out the required Fire inspections on a regular basis (Appendix 1).
- 4.2.2 The H&S Officers are also required to respond to fire emergencies, investigate and report the causes of fire and forward any recommendations or any appropriate responsive actions they may deem fit.
- 4.2.3 It is also the responsibility of the H&S Officer to update this document when necessary and ensure current and updated legislative regulations are included.
- 4.2.4 Relevant fire incidents are documented and any remedial changes are communicated.

- 4.2.5 Fire safety advice is provided to all staff and students.
- 4.2.6 Fire risk assessments are conducted in all University premises and communicated as necessary.
- 4.2.7 A process is in place to monitor fire safety in F/I/C/S at least annually.

4.3 HRMD

- 4.3.1 The HRMD Directorate is responsible for providing Health & Safety training Courses. The Fire Wardens courses is also organised through the HRMD Directorate.

4.4 Security Office

- 4.4.1 The Security Office is responsible for:
 - Providing assistance 24/7
 - Liaising with Emergency services to get to the location of the incident.

4.5 Director of Estates, Facilities & Capital Development

- 4.5.1 New and refurbished buildings comply with the current fire and safety legislation so far as it is reasonably practicable.
- 4.5.2 Maintained, through the office of FM, in such a way as to minimise the risk of a fire starting undetected and spreading.
- 4.5.3 Ensures that any contracted works follow the local regulations including use of hot work permits.
- 4.5.4 Any recommendations raised by the health and safety risk assessments are implemented and records of which shall be returned to H&S for their records.

4.6 Deans/Directors/Head of departments

- 4.6.1 Ensures staff and students comply with University procedures and arrangements for fire safety.
- 4.6.2 Encourage staff to attend to appropriate fire safety training.
- 4.6.3 Ensure the building is kept safe and clear from any unwanted material which may obstruct the emergency exit.
- 4.6.4 Any changes in the use of property is duly reported to estates at design stage such that EF&CD can issue approval of such works in correlation with these safety procedure.
- 4.6.5 Faults, malfunctions, false alarms are to be report to FMU and are to be monitored when these issues are resolved.

4.7 Staff, Students and Users of University properties

- 4.7.1 Should inform the Security Office if working in laboratories after office hours.
- 4.7.2 Must not, so far as is reasonably practicable, put themselves or others at risk by their actions.
- 4.7.2 Should know what actions to take in the event of discovering a fire.
- 4.7.3 Must, on hearing the fire alarm, evacuate the building by the nearest emergency exit.
- 4.7.4 Must comply with all fire safety instructions provide by the University or by a fire marshal.
- 4.7.5 Must not tamper with any fire safety equipment provided by the University.

4.8 Conference and Events Unit

- 4.8.1 Named individuals who shall take responsibility of the event.
- 4.8.2 Should comply with any fire safety guidance provided.
- 4.8.3 Put in place appropriate measures for ensuring the good behaviour of attendees of the relevant events, this as far as possible.
- 4.8.4 Should provide guidance to the client.

5. Health and Safety requirements

- 5.1 H&S shall liaise with FMU to ensure that all the fire systems are regularly maintained as per regulations. H&S shall ensure that a proper log is kept for all systems indicating clearly what type of service and the date the system has been maintained.
- 5.2 All fire systems are checked once a year unless otherwise stated and as stipulated by the relevant standards / authority.
- 5.3 Fire extinguishers are inspected twice a year by a contractor. An inspection label is attached to each extinguisher which indicates the record of inspection or testing and the next service date.
- 5.4 The hoses reels are annually hydrostatically tested by a private contractor.

6. Procedure

6.1 Fire Prevention

- Corridors and staircases must provide safe routes of escape in case of emergency. The use of such spaces as working or storage areas thus preventing free passage is not permitted, and in particular there must be no storage of flammable materials in these places.

- Emergency doors must be kept clear at all times and must be easily opened by any person who may require to use them in an emergency.
- Combustible items/flammable liquids should be handled by competent personnel and properly stored.
- All Hot Works carried out inside UM grounds require a Hot Work Permit issued by the Health & Safety officer.
- Electrical equipment, cords and plugs should be kept in good condition. All heat producing equipment should be regularly maintained in order to prevent accidental ignition.
- Doors marked 'FIRE DOOR - KEEP CLOSED' must not be wedged. Failure of such doors to close of their own accord should be reported at once to the UM H&S Officer.
- Fire-fighting equipment must be kept free of obstructions and readily available.
- Procedures for testing fire alarms should be in place. Any person noticing a fault should immediately report it to the EF&CD Directorate / FMU and to the UM H&S Officer.

<https://www.um.edu.mt/hrmd/secure/policies/OccupationalHealthandSafetyPolicy.pdf>

6.2 Staff should be aware of:

- (a) the Fire evacuation procedure as per 6.6
- (b) the position of the nearest telephone,
- (c) the nearest fire extinguishers and their correct use,
- (d) the escape routes,
- (e) the assembly points.

6.3 Each building site is to have a fire evacuation map posted by the entry doors and by all fire extinguishers within the building. The map should be a floor plan of the area with the location of exit doors and fire extinguishers identified. Arrows should be drawn on the map through the corridors indicating the quickest exit route.

6.4 Fire and Evacuation Drills

6.4.1 Staff should be given training and this activity shall be recorded. This is a legal requirement and this exercise shall be carried out bi-annually. A full fire drill must be held at least twice in a period of twelve months in every building of the UM as per L.N. 44 of 2002 Workplace (Minimum Health and Safety Requirements) Regulations. The drill is to be followed by a post mortem meeting on the outcomes to assess any shortcomings and suggest any room for improvements. The H&S Officers are responsible for maintaining the schedule and record log for the evacuation drills.

<http://justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=10720&l=1>

- 6.4.2 The H&S Officers perform regular audits to ensure that the necessary fire drills are done and to make sure that buildings are in line with local H&S regulations. The F/I/C/S also carry out fire inspections (as per Appendix 1).
- 6.4.3 All building occupants are legally obliged to participate in periodic emergency evacuation drills. The purpose of the drills is to ensure that all occupants become familiar with the plan, learn how to safely evacuate their areas and become accustomed with emergency exits. These drills require that everyone responds to the given instructions and leave their areas immediately out of the building or to the designated zone in an orderly manner.
- 6.4.4 Persons with special needs should participate in the evacuation drills if their condition permits. If they cannot participate, they should be briefed on how they would be assisted in an actual emergency evacuation.

6.5 FIRE evacuation procedure

6.5.1 In the case of an emergency such as a fire, escape of toxic chemicals or any other urgent situation:

- All employees are expected to immediately evacuate the building according to the emergency evacuation plan.
- all doors should be pulled closed and left unlocked if possible. Do not return for personal items.
- Elevators should not be used in an emergency evacuation. Any members of the public should be escorted out.
- Assist disabled persons down the stairs
- Proceed to a safe designated location at least 100 feet away exits.

If you discover smoke and/or a fire:

- Activate the nearest fire alarm call point.
- Notify another person nearby.
- Dial 112 to report the fire.
- Help activate the building's occupants if safe to do so.
- If any occupant being a Fire Warden deems the fire is controllable us a fire extinguisher it put out a small contained fire.

6.5.2 H & S representative shall be duly informed of the fire risk or any other responsible person concerned with evacuations in cases of need.

6.5.3 In cases of evacuation, the Security office shall be informed and Civil Protection (112) shall be notified. If possible, Trained Fire Wardens could attempt to extinguish the fire, using the fire equipment available, but only if this does not endanger personal safety: in particular staff should not open a door or a fire door if they suspect a fire is behind it.

6.5.4 In the eventuality that a department has a staff member, a student or a visitor with a disability, emergency personnel should be notified immediately and assisted to the nearest point of exit or safe fire zone (stair core) as indicated in the evacuation plan.

6.5.5 Following an actual fire the H&S Officers are also required to investigate and report the causes of the fire and forward any recommendations or any appropriate responsive actions they may deem fit to the Health and Safety Committee.

7. References

- 7.1 Occupational Health & Safety Policy, 2020, [Online], Available at <https://www.um.edu.mt/hrmd/secure/policies/OccupationalHealthandSafetyPolicy.pdf> [Accessed 30th March 2020].
- 7.2 Legal Notice 44 of 2002, Workplace (Minimum Health & Safety Requirements) Regulations Art 9 (15) [Online], Available at <http://justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=10720&l=1> [Accessed 30th March 2020].

8. List of appendices/worksheets

- 8.1. Appendix 1: Monthly Fire Inspection Checklist
- 8.2. Appendix 2: UM Emergency Action Plan

Appendix 1: Monthly Fire Inspection Checklist

Monthly Fire Inspection Checklist			
Building/F/I/C/S name			
Item	Yes	No	Remarks
Fire points available, clearly visible and unobstructed.			
Fire Extinguishers located in their designate positions (hooked or inside the cabinet).			
Fire Extinguishers date of inspection is valid.			
Emergency escape route is clear of obstructions.			
Emergency door functional and free of obstructions.			
Emergency signs in place.			
Internal areas are clean.			
Evacuation plan, list of fire wardens and first aiders visible.			
Lift communication available inside lift cabin and functional.			
Hose reels date of inspection is valid.			
Dry risers are unobstructed and signage in place.			

- For Lift and Fire Extinguishers non-conformities inform Facility Management Unit in writing.
- For missing signage or damage to Emergency doors, inform the Health & Safety Office in writing
- For obstruction of emergency routes & emergency doors inform the Faculty Officer/Manager/Dean.

Signature of the person who conducted the inspection.

Date

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Appendix 2: UM Emergency Action Plan

UM Emergency Action Plan
All Accidents must be reported to the Security Office and the Health & Safety Office.
Individuals on site and Security to liaise together in all cases
Serious Injury or Casualty impaired to move from accident site
1. Contact first aiders personnel to report to accident site and phone an Ambulance on 196.
2. Contact Security Officers at the Main Gate.
3. The Security guard ensures that there is enough room for emergency vehicles to enter the site. The casualty should not be moved before the arrival of the Paramedics except where imminent danger might cause further injury.
4. Ensure that the call for the Ambulance was done. Security at the Main Gate to escort the ambulance on site.
5. Inform the Health & Safety Office (+356 2340 3450/+ 356 7973 4717 after office hours) who will contact the OHSA.
6. Inform the HRMD department (+356 2340 2810).
7. Contact the Police ONLY when advised by the Security Manager.
Fire
1. Contact Fire Wardens to come on site. If fire cannot be contained call the Civil Protection department on 112.
2. Inform Security Guard at the Main Gate (+356 2340 2803).
3. Evacuate personnel from affected areas and adjacent buildings/areas.
4. The Security Guard is to escort and accompany the CPD throughout their presence on the University premises at all time.
5. Inform the Health and Safety Office.
8. Follow the procedures outlined in the Fire and Evacuation Contingency Plan.
Hazardous Spill
1. Stop all activity in the area.
2. Evacuate all personnel from the area and inform Security Office.
3. Contact the HAZMAT unit within the Civil Protection Department on 112.
4. Ensure that no fire, smoking sparks or any other ignition sources are allowed in the vicinity. All engines within the immediate vicinity should be switched off.
5. Inform the Health and Safety Office.
Bomb Threat
1. Inform the Security and the Health and Safety Offices.

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2. Gather all the relevant information from the receiver of the phone threat, if possible including the location and timing of the explosive.

3. Inform the Explosives Ordinance Bomb Disposal within the Armed Forces.

Gas leakage

1. If the odour is strong, evacuate personnel from the area.

2. Inform Security at the Main Gate.

3. Contact the Health and Safety Office.