

## **FIRE AND FIRST AID**

### **FIRE**

The fire alarms are tested in HRB every Wednesday morning at 10 am, except when exams are in progress. This lasts for approximately 10 seconds. In 1GS the test is at 10.00 every Thursday morning.

Should the alarm sound at any other time you must evacuate the building by the nearest exit, switching off any dangerous equipment you are using if it is safe to do so.

The fire rendezvous point for HRB is the northwest corner of George Square (Middle Meadow Walk corner, opposite Chrystal MacMillan Building) The fire rendezvous point for 1GS is outside the Informatics Building, across Crichton Street.

If a fire should start in your lab or if you see smoke, alert your colleagues immediately. Do not tackle an office fire yourself unless you feel able to do so without putting yourself at risk. Do not tackle ANY laboratory fire – just leave!

Set off the nearest fire alarm as you leave the building - these are located on all the stair landings and by the exit doors.

Telephone 2222 (0131 650 2222 from a mobile) and let security know what the problem is and where it is.

As a general rule, the above procedures should be carried out by the area fire steward(s) or laboratory manager and all you should do is evacuate the building.

### **FIRST AID TREATMENT**

Should emergency first aid be required phone reception at HRB on 51 1145 and ask for your nearest qualified first-aider.

There are a number of First Aiders in the CDBS and their names, contact telephone numbers and office locations are listed on the first aid notices in every corridor. Notices are on corridor walls on every level. The current list of first aiders is at the bottom of this document.

There are first-aid boxes in labs and corridors, find your nearest one and remember where it is! In extreme cases, aid should be sought at the Royal Infirmary A&E department.

In a medical emergency, call 999 and request an ambulance. However, please also inform security on 2222 (0131 650 2222 from a mobile) so that they can assist the ambulance staff in locating the casualty.

### **ACCIDENTS**

Accidents and incidents, including “near-misses” should be reported to the Building Manager, James Griffiths or any member of the Technical Support team. These will be recorded in the online system at the link below. The Health and Safety Officer and Technical Support team are available to assist with the report if needed.

<http://www.ed.ac.uk/schools-departments/health-safety/accident-reporting>

If emergency assistance is required outside of normal working hours then please telephone the University Security team on 2222 (0131 650 2222 from a mobile).



**In the event of Illness or Injury, call a First Aider**

<b>First Aider</b>	<b>Room</b>	<b>Tel</b>	<b>Mob</b>
James Griffiths*	108	650 3551	07580 757081
Mike Molinek	108	650 3872	07383 012996
Mark Patrizio	108	650 3114	07966 882251
Janet Philp*	G35	651 1495	07775 595840
Krisztina Vinko	108	650 3872	07762 862185
Alastair Couttie	Stores	650 3119	
Sutherland Maciver**	443	650 3714	07834 710103

**To call an Ambulance, dial (9)999 from any extension at a safe location and report *the precise location* of the casualty (*Hugh Robson Building 15 George Square, EH8 9XD*), and send someone to Reception to guide attending Paramedics to the casualty**

**Report all accidents using the on-line form at <http://www.ed.ac.uk/schools-departments/health-safety/accident-reporting/reporting-form/form>**

\* Defib trained; \*\* ONLY defib trained