

Systematic fire safety management

Department of Geology,
Lund University

Documentation on systematic fire safety management
at the Department of Geology, Lund University

DESCRIPTION

This documentation concerns fire safety management at the Department of Geology, Lund University, Lund and covers the Gamla Ekologen building (part of Geocentrum 2), the Geology library (Geobiblioteket), room 013 (Field storage room) in Geocentrum 1 and rooms A001 and A002 in the Hangar behind Geocentrum 2.

This document is available on the department's website and on notice boards at the department. The complete fire safety management file, containing further information, is kept by the fire safety officer.

RESPONSIBILITY

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 following rooms in Gamla Ekologen belong to the Department of Physical Geography and Ecosystem Science (INES) and are not included in the area supervised by the Department of Geology: 124, 125, 219, 220, 406, 426, 427, 472, 474.

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Some lecture rooms and laboratories are also used by staff and students from INES. The large Pangea lecture hall, which is available for booking on Lund University's central system, is also used by other departments – in recent years mainly the Departments of Psychology, Sociology and Sociology of Law, and the School of Social Work. Each department is responsible for its own staff and students, but the Department of Geology is responsible for the premises.

See also tabs 1-3 in the fire safety management file.

POLICY

The fire safety policy of the Department of Geology 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.”

ORGANISATION

The following functions/responsibilities have been delegated:

Responsible principal: Mikael Calner, head of department
tel: 046 2221424, 0727 327900

- Checks compliance and follow-up.
- Participates in regular fire safety inspections.

Fire safety officer: Helena Alexanderson, assistant head of department
tel: 046 2224483
Deputy: Mikael Calner, head of department
tel: 046 2221424, 0727 327900

- Plans and coordinates fire safety management.
- Maintains/updates the documentation.
- Plans and implements fire safety training and evacuation drills.
- Implements checks/measures within the limits of her expertise.
- Compiles reports in view of fire safety inspections and takes part in regular inspections.

Fire safety inspectors: Per-Erik Fahlén, caretaker (floor 5)
Helena Alexanderson, professor (floor 4)
Mikael Calner, professor (floor 3)
Mattias Olsson, research engineer (floor 2)
Git Klintvik-Ahlberg, laboratory assistant (floor 1)
Ingemar Hansson, research engineer (A001, A002)
Robin Gullstrand, senior librarian (Geolibrary)
Åsa Wallin, research engineer (013, 033 in Geol)

- Implement checks according to agreed inspection plan.
- Implement measures within the limits of their expertise.
- Report errors and shortcomings to the fire safety officer.

Flammable goods manager: Mattias Olsson, research engineer
Deputy: Åsa Wallin, research engineer

Gas officer: Ingemar Hansson, research engineer

Other staff:

- Rescue, Alert, Extinguish, Evacuate

Fire alarm maintenance officer: Akademiska Hus, Valcones Vasconcelos
tel: 046 311314, 0722 283255,
24 hour emergency stand-by: 046 311310

TRAINING

Fire safety officer:

Must have the necessary knowledge to do the job. This is provided through Lund University's training course on systematic fire safety management. The fire safety officer should attend the course at least once every four years. The course includes rules and regulations, systematic fire safety management – the seven steps and the inspection by the Emergency Services.

Fire safety inspector:

Must have the necessary knowledge to do the job. This is provided through general fire safety training (see All staff below), but can usefully be complemented with other fire safety training courses offered by Lund University. Fire safety inspectors should attend the course at least once every five years.

Flammable goods manager:

Must have the necessary knowledge to do the job. This is provided through Lund University's training on flammable goods. The flammable goods manager should attend the course at least once every four years. The course includes flammable goods, legislation, classification plans, responsibilities and tasks as well as systematic fire safety management.

All staff:

Is to undergo general fire safety training at least once every five years. This includes how fires start, the course of fires, fire safety engineering, evacuation and human behaviour, action plans and routines, systematic fire safety management and equipment, incl. practical handling.

New employees:

All new employees, including substitutes, must get information about fire safety at the department. The information should include action plans and routines, evacuation plans as well as an introduction to rooms considering evacuation, fire safety and 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.

Staff and students (thesis workers) who use flammable goods:

As for All staff and Students above, plus internal training and introduction to storage and handling of flammable goods incl. risk assessment for the substance and experiment in question.

Evacuation drill:

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

See also tabs 6-9 in the fire safety management file. Training certificates are filed under tab 6.

INSTRUCTIONS AND PROCEDURES

The following procedures are to be applied at the Department of Geology:

If the fire alarm sounds:

Alert and help others as needed. Attempt to extinguish the fire if you can do so without risk. If possible, shut down any laboratory processes that should not be left unattended, turn off heating plates etc. **Evacuate the building via the nearest emergency exit.** Lecturers are responsible for ensuring that all students taking part in an ongoing class are evacuated. Assembly and head count take place at the assembly point in the parking lot north of Geocentrum 2.

Daily routines:

- Lighting is to be switched off when rooms are not in use.
- Rooms and corridors are to be kept tidy.
- Flammable goods and other chemicals are to be handled according to laboratory instructions.
- Flammable goods are to be kept securely in a locked cabinet set aside for this purpose.
- Waste should be handled according to Lund University guidelines; information about waste sorting is found at the waste bins. There are special instructions for hazardous waste, please contact the lab manager.
- Smoking is only permitted in designated areas.

Other procedures:

- In case of power cuts, see special procedure in the fire safety management file, tab 12.
- Information for new employees is provided in conjunction with their introduction to the workplace and for students at the start of each academic year and briefly at the start of each course. (Tab 13, tab 8)
- Report any incidents or anything you discover which needs to be addressed to the laboratory manager, the building supervisor or the head of department. (Tab 14)
- 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. (Tab 15)
- Candles must be placed and handled with care, see Tab 16. Blow out the candles before you leave the room.
- Party activities on departmental premises must be authorised by the building supervisor (husprefekt). (Tab 16).
- Overnight stays must be authorised by the head of department.
- In case of renovation work or alterations to premises, contact the building supervisor.

All employees are responsible for ensuring that established procedures are followed. More information is available under tabs 11-17 in the fire safety management file.

DOCUMENTATION OF FIRE SAFETY

In the Gamla Ekologen building, approximately 110 employees and 150–200 students engage in research and teaching, including laboratory work. In 2003 an extension was added to the original building from 1936 and mainly contains the INES activities and library; all together this complex constitutes Geocentrum 2. Field equipment and a number of chemicals are kept in room 013 in Geocentrum 1. Room A001 in the Hangar contains the Carbon 14 laboratory's accelerator, while room A002 is a waste storage room.

Floor plans:

Floor plans for Geocentrum 2 are filed under tab 19 in the fire safety management file.

Evacuation routes:

These are displayed on each floor of the building. Overviews are also found under tab 19 in the fire safety management file.

Alarm:

An automatic fire alarm connected to the fire station is installed in all buildings except the Hangar, and is checked according to operation and maintenance procedures in the fire safety management file tab 23.

Special risks:

Storage of flammable goods, see fire safety engineering documentation under tab 21 in the fire safety management file or the KLARA database. Flammable goods are to be stored in approved cabinets with ventilation.

Assessment of other special risks is dealt with under tab 22.

Permits for flammable goods are kept under tab 20 in the fire safety management file.

OPERATION AND MAINTENANCE

The following fire safety technology structures are installed and must be checked and maintained.

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.

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

Responsibility: Akademiska Hus

Fire barrier walls:

See floor plans (tab 19 in the fire safety management file).

Checked 4 times per year.

Responsibility: Akademiska Hus

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.

Certificates of inspection and minutes are available from Akademiska Hus and under tabs 25–28 in the fire safety management file.

CHECKS /FOLLOW_UP/INCIDENT REPORTS

The department's fire safety is checked 4 times per year . A checklist is used during these internal inspections. Any observations are recorded on the checklist and subsequently addressed. The measures taken are to be noted with the relevant date in the appropriate field.

Checks are carried out by the fire safety inspectors and reported to the fire safety officer.

New checklists are kept under tab 17. Completed checklists are kept under tab 25 in the fire safety management file.

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.

Reports from the annual review are kept under tab 26; fire safety inspection reports are kept under tab 28.

Incident reports

Incidents are to be documented and reported to the head of department.

Reports for fire-related incidents are kept under tab 29 in the fire safety management file; other incident reports are available from the head of department.