

# Edinburgh Photographic Society Members Fire Safety Plan

Edinburgh Photographic Society (EPS)  
68 Great King Street  
Edinburgh  
EH3 6QU



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## **1. Fire Safety Policy Statement**

### **1. Introduction**

This guide summarises the Edinburgh Photographic Society (EPS) Fire Safety Plan for all members who use Great King Street (GKS). It is here to help you understand how to stay safe in the building and what to do if there is a fire.

EPS has legal duties under the Fire Act (Scotland) 2005 and the Fire Safety (Scotland) Regulations 2006. We take this responsibility seriously and work to keep the building safe through regular checks and external inspections.

As members, you also play an important part in fire safety by being aware of escape routes, raising any concerns, and following the guidance in this document.

If you have any questions or would like a walkthrough of the building, please speak to a Council member next time you visit. New members in particular are encouraged to ask for this.

## **2. Fire Safety Responsibilities**

Fire safety is a shared responsibility across the Society.

EPS will:

- Maintain fire alarms, emergency lighting and extinguishers
- Carry out regular checks and arrange external servicing
- Provide clear evacuation routes and signage
- Offer induction and refresher fire safety information
- Commission a formal Fire Risk Assessment every three years or sooner if needed

Members are expected to:

- Familiarise yourself with escape routes and exits
- Know where extinguishers and alarm points are located
- Keep escape routes clear and never wedge open fire doors
- Report hazards or equipment issues as soon as you notice them
- Follow evacuation procedures immediately if the alarm sounds
- Support anyone who may need help during an evacuation if safe to do so

### **3. Fire Risk Assessment**

EPS commissions a professional Fire Risk Assessment every three years. The most recent assessment was completed in October 2025 and the next is due by October 2028.

Relevant actions are reviewed and tracked by the EPS Council.

### **4. Escape Plans and Evacuation**

Plans showing escape routes, exit doors, alarm points, extinguishers and the assembly point are displayed on each floor and at the building entrance.

#### **What to do if the fire alarm sounds**

- Leave the building immediately using the nearest exit
- Do not stop to collect personal belongings
- Do not use lifts (not applicable at GKS)
- Go directly to the assembly point outside the building
- Do not re-enter until told it is safe

#### **Assembly Point**

Front pavement area outside 68 Great King Street, on the opposite side of the road.

### **5. Fire Equipment**

EPS provides and maintains:

- Fire alarms and manual call points
- Fire extinguishers
- Emergency lighting

These are tested monthly by EPS and serviced by external contractors in line with legal requirements.

Members should never remove, move or tamper with safety equipment.

### **6. Supporting Members and Visitors**

If you have mobility needs or may require assistance in an emergency, please let EPS know so we can make sure appropriate arrangements are in place.

Members are asked to look out for visitors or anyone unfamiliar with the building during an evacuation.

### **7. Contractors and Works in the Building**

Contractors working on site follow separate safety procedures, including risk assessments and hot works permits where needed. Please do not interfere with contractor activities or equipment.

## **8. Reporting Concerns**

If you notice:

- Damaged fire equipment
- Blocked exits or escape routes
- Missing signage
- Anything that feels unsafe

Please report it to a Council member as soon as possible.

## **9. Escape Plans**

Floor escape plans are provided on the following pages:

1. Zone 1 – Sub basement
2. Zone 2 – Basement
3. Zone 3 – Ground floor
4. Zone 4 – First floor
5. Floor levels and zones diagram

## **Thank you**

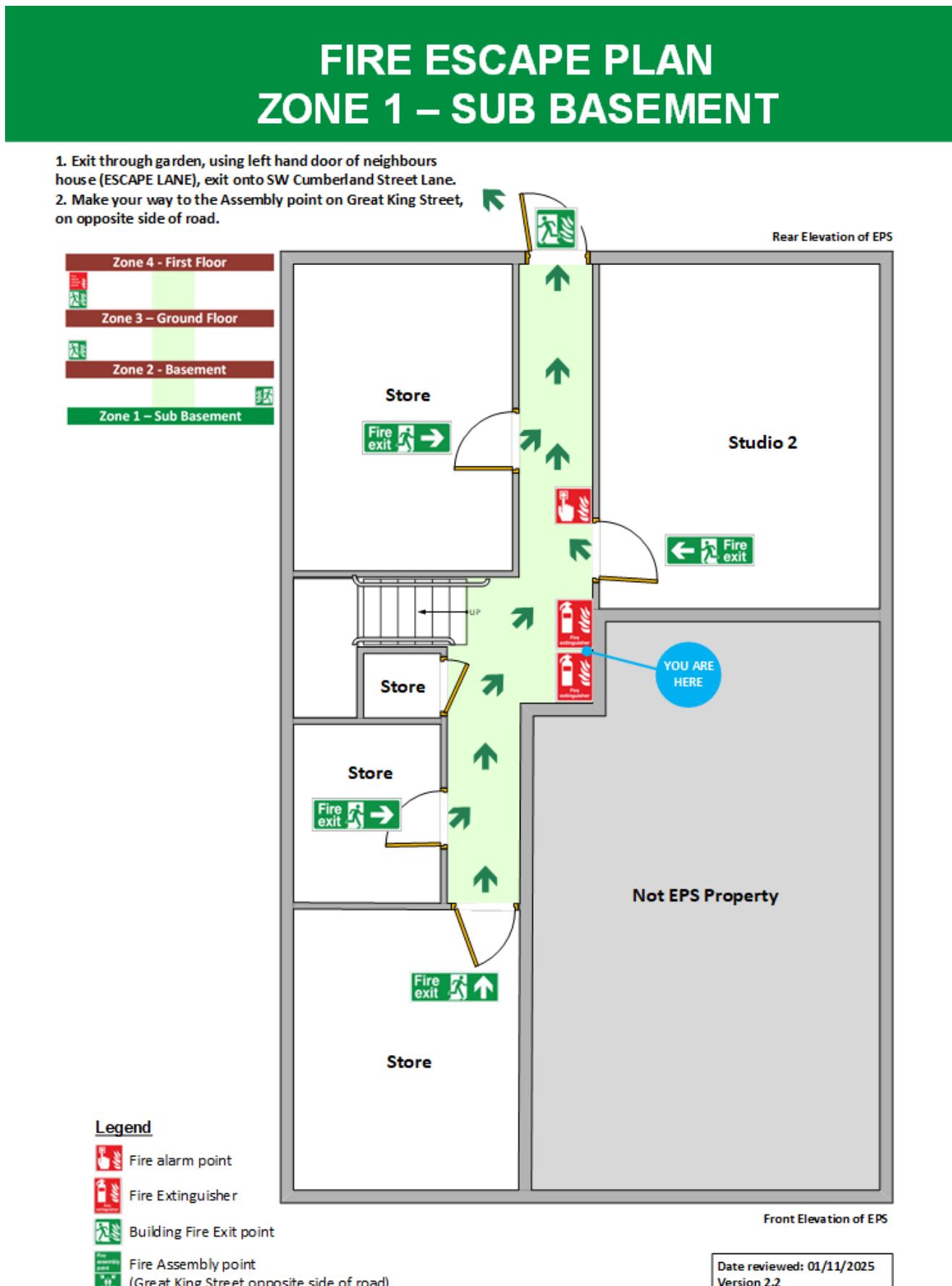
Thanks for taking the time to read this. Your awareness and cooperation help keep everyone safe.

If you would like a building walkthrough or refresher briefing, just ask a Council member when you visit.

## APPENDICES

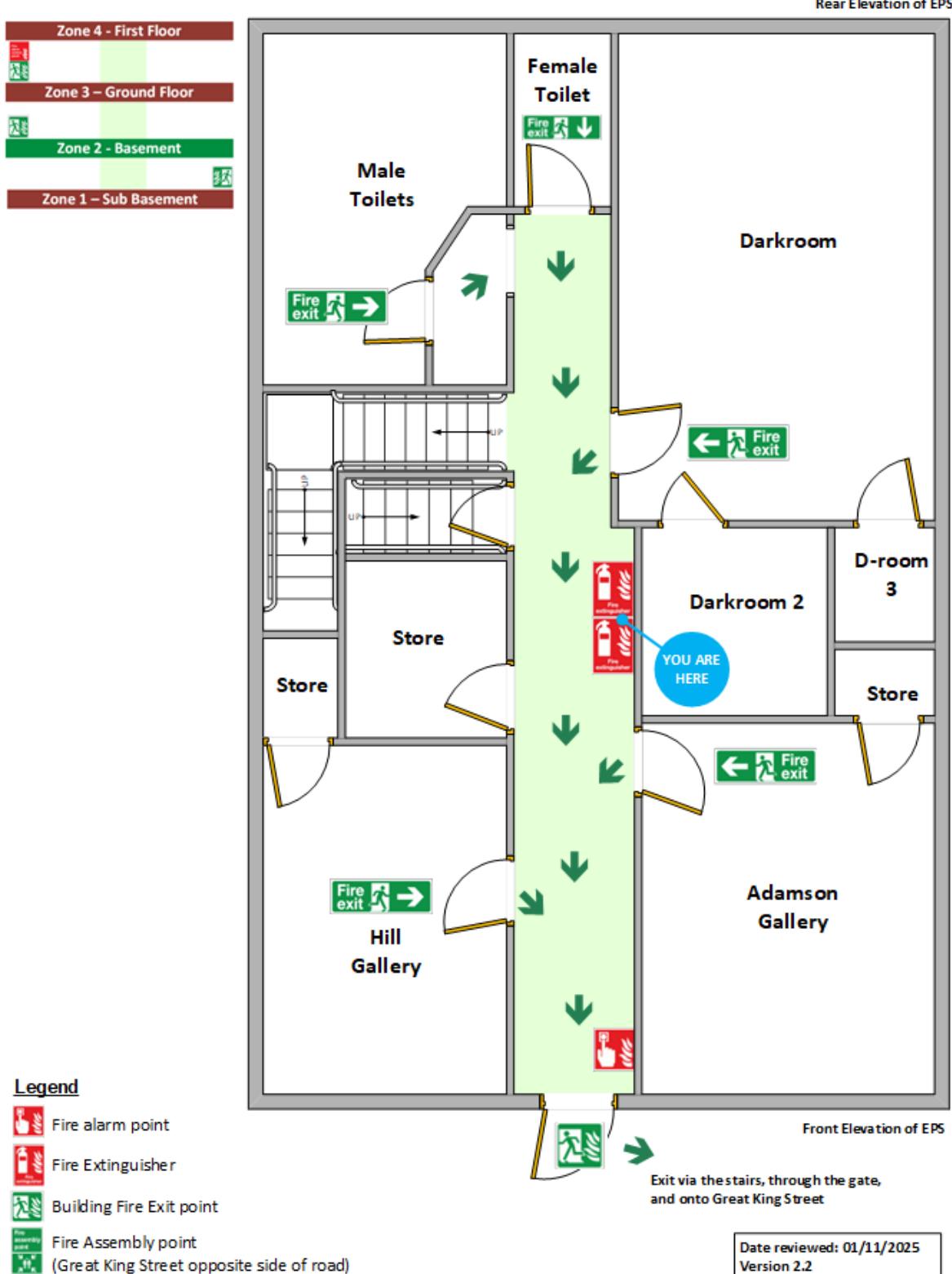
## A. Fire Escape Plans:

### 1. Zone 1 – Sub basement



## 2. Zone 2 – Basement

# FIRE ESCAPE PLAN ZONE 2 – BASEMENT

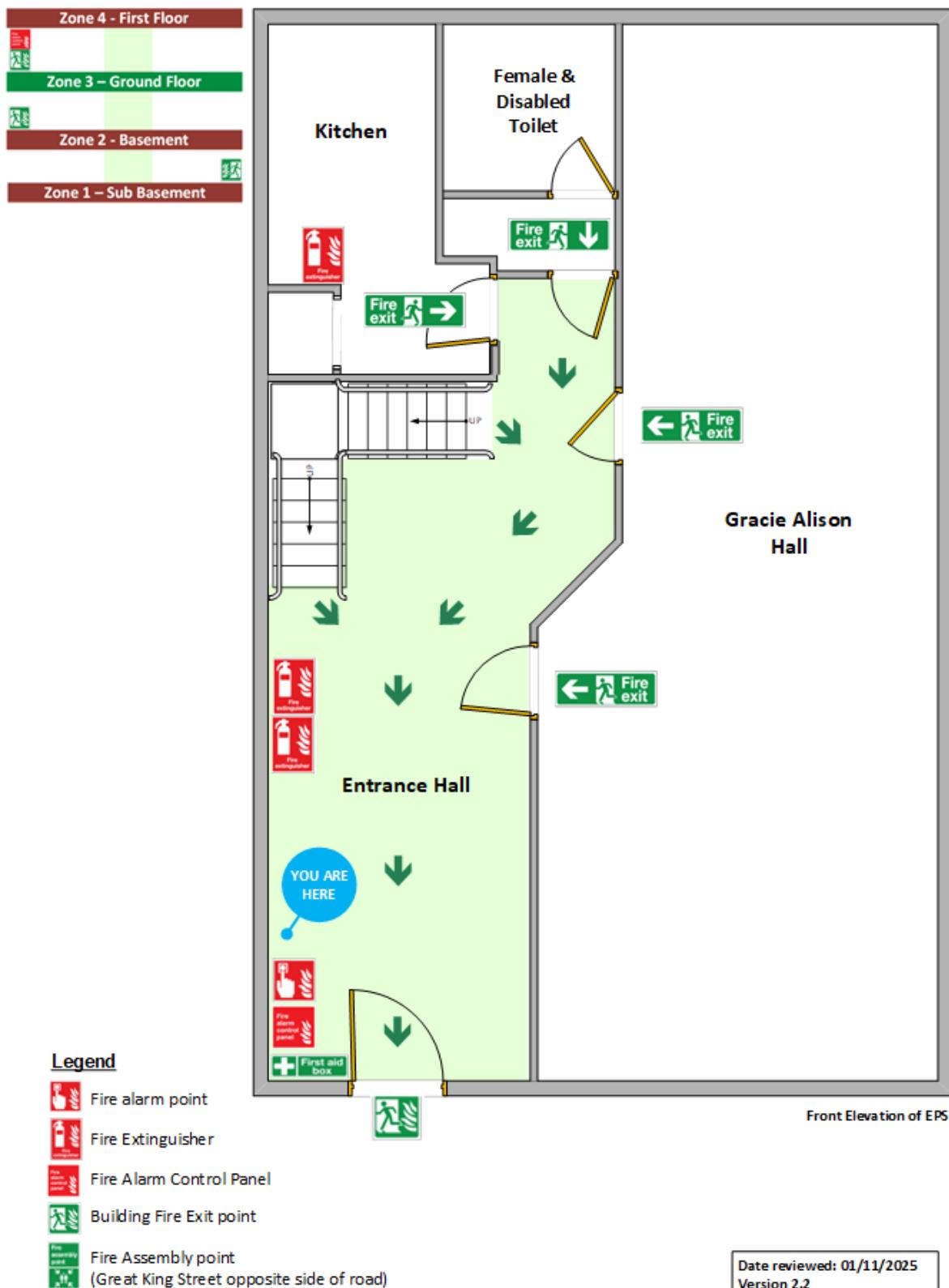


Exit via the stairs, through the gate,  
and onto Great King Street

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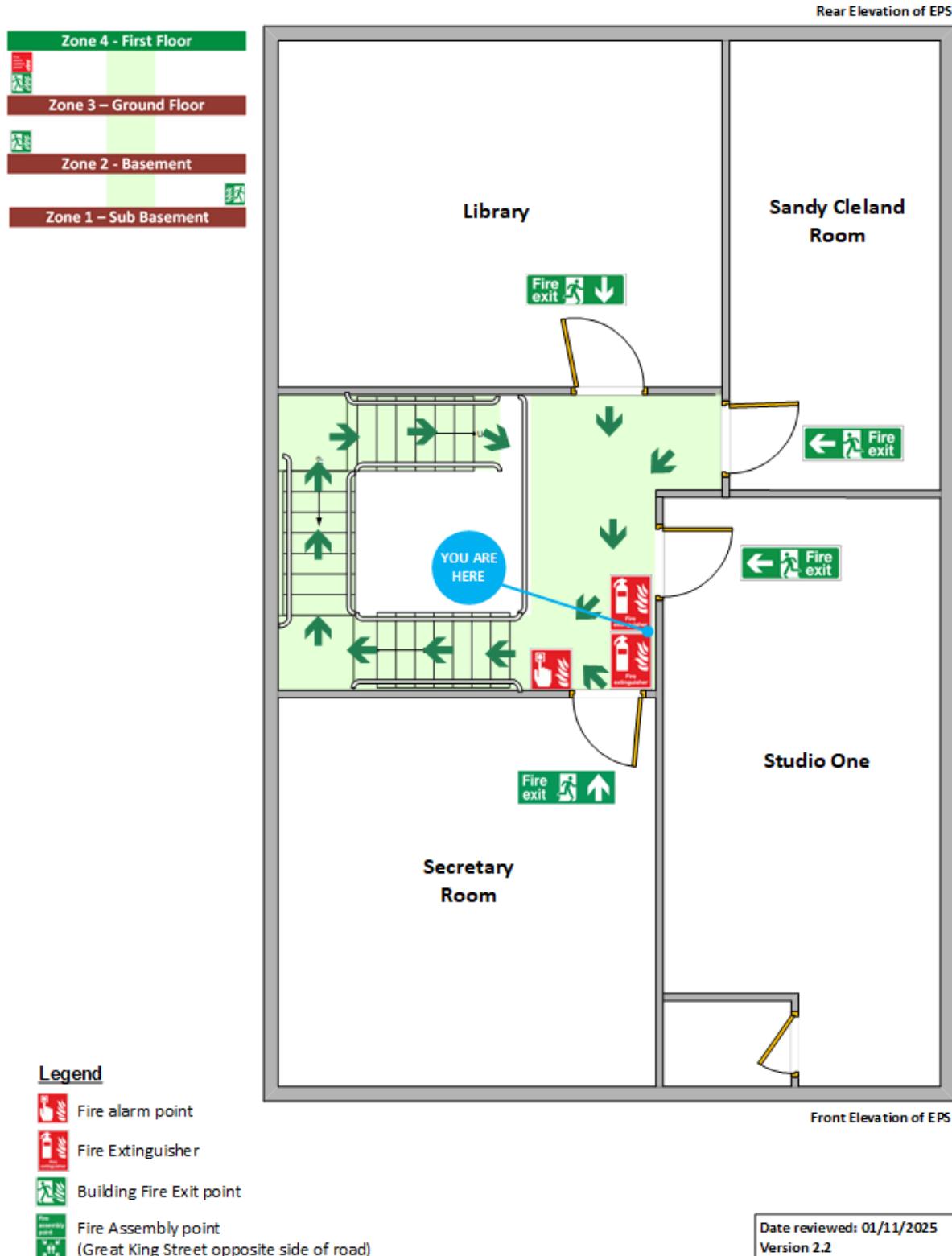
### 3. Zone 3 – Ground floor

# FIRE ESCAPE PLAN ZONE 3 – GROUND FLOOR



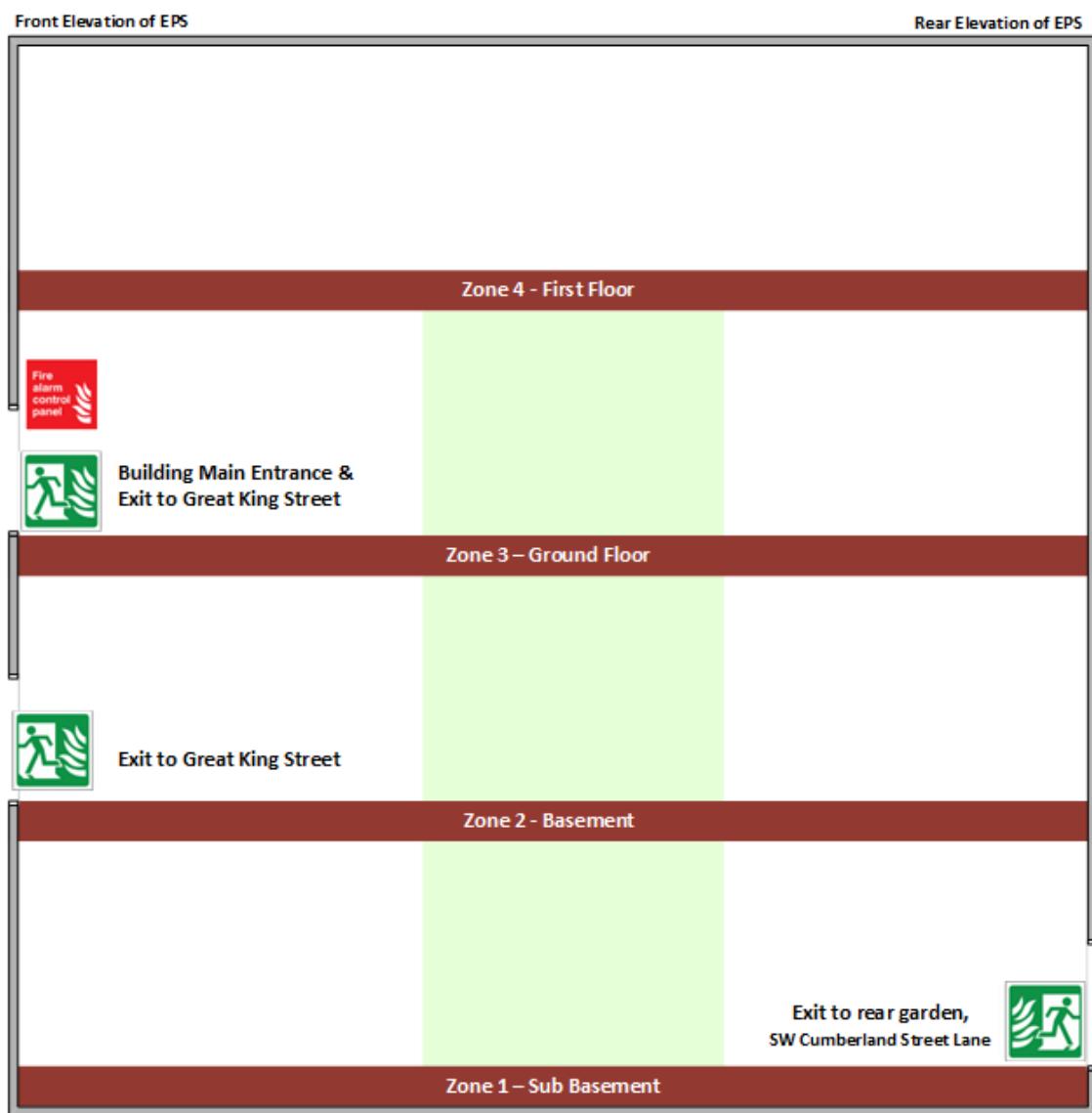
#### 4. Zone 4 – First floor

# FIRE ESCAPE PLAN ZONE 4 – FIRST FLOOR



## 5. Floor levels and zone

# **FIRE ESCAPE PLAN FLOOR LEVELS & ZONES**



### Legend



### Building fire exit point



Assembly point  
(Great King Street opposite side of road)



## Fire Alarm Control Panel



## Building core stairwells

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6. Fire action poster!

