# Emergency procedure in case of fire

## Procedure 1: Fire and evacuation procedure for all staff – all premises

It is essential all staff and students know the emergency procedures, escape routes, extinguisher positions and any special hazards in each building they use.

Detailed evacuation procedures are available on the Health and Safety pages of the intranet. Staff and students are given a Health and Safety induction on joining which includes Fire and Evacuation procedures. Fire action notices are posted above each fire call point with abbreviated instructions.

If you start or discover a fire or see smoke:

1. Sound the fire alarm – break glass within the Fire Alarm Call point or revert to local arrangement if a fire alarm is not installed.
2. Only if safe and trained to do – attack small fires using the appropriate appliances provided.
3. If fire gets out of control or if your exit is threatened – leave the building and inform security by dialling 3333.

If you hear an alarm:

1. If safe to do so, switch off all gas appliances and dangerous electrical items – compressed gas supplies such as oxygen, acetylene, compressed air, and hydrogen must be isolated at the cylinder.
2. Close doors behind you – if safe to do so and does not hinder your evacuation, do not leave doors wedged open nor locked.
3. Leave the building by the nearest available safe exit.
4. Report to the assembly point – as indicated on the nearest Fire Action Notice.

**Never tackle a fire unless it is safe, and you are trained to do so.**

**Do not take risks. Do not return to the building for any reason unless authorised to do so. Do not use lifts.**

If any person is aware of how the incident started or is aware of any person remaining in the building, they must report to the Fire and Rescue Service or University Security as soon as possible

## **Procedure 2: Fire checklist – security procedures**

Action:

1. Initiate evacuation of building if not done so already.
2. Incident controller takes charge.
3. Deploy Security to the scene.
4. Inform Fire Service.
5. Senior Fire Officer takes charge on arrival.
6. Senior Fire Officer returns control to the University when satisfied it is safe.

## Procedure 3: Re-occupation of a building

Following a fire alarm, authorisation to re-enter a building will only be given by specified members of University staff or a member of the Fire and Rescue Service.

Under no circumstance should any person re-enter a building unless authorised to do so.

* Where a fire alarm practice is being undertaken authorisation to re-enter a building will be given by authorised personnel.
* Where a fire alarm is activated through automatic detection or by means of a manual call point, authorisation to re-enter a building will be given by authorised personnel or a member of the Fire and Rescue Service who will investigate the cause of the activation.
* If Fire and Rescue Service personnel are unavailable, due to industrial action etc. The University shall authorise certain key staff to undertake investigation duties and approve re-entry into a building.
* The University operates a call challenge system ahead of requesting the attendance of the Fire and Rescue Service.
* Upon activation of an alarm all University Buildings will go into full evacuation mode. Security will investigate the location of activation, during this time the monitoring station will be told to hold off calling the fire brigade. Only if a genuine alarm will the emergency services be called.
* All personnel conducting activation investigations will be suitably trained to ensure the safety of all persons.