The general fire action notice overleaf is applicable to all occupants of the University.

As a member of staff or as a course tutor you have a general duty to ensure the safe evacuation of the students within your charge as far as is practicable.

Upon arrival at the venue you should familiarize yourself with the evacuation procedures and the assembly point. This information is normally posted within the venue room or close to a fire alarm break glass call point.

If the fire alarm sounds you should direct the occupants of the room out of the building to the assembly point. Fire Wardens wearing yellow tabards will also sweep the building to ensure that it is cleared of occupants.

Should any disabled students be present you should assist their exit and seek the assistance of fire wardens if necessary.

You should go to the assembly point with your students and await further instructions from the Lead Fire Warden before re-entering the building.

Fire Extinguishers are available on the escape routes. However, only fight the fire if it is safe to do so. Do not take personal risks. Otherwise close the door and leave the building.

Contain foam and can be used on fires that involve combinations of paper, wood, textiles, oils and fats. However, when intending to use foam extinguishers near electricity cut off the power first.

Contain carbon dioxide and can be used on most types of fires involving live electrical equipment and flammable liquids in their early stages. The gas is not toxic, but it is an asphyxiant. Care should be taken when used in small confined spaces.

Fire blankets can be used to smother small flammable liquid fires cover small appliances that are on fire wrap around people whose clothing is burning.
IMPORTANT - Fire Action

All University buildings have built in Fire Safety systems of high standards that alert you to a real or potential fire, protect you from its effects and enable you to make your way to a place of safety.

You have a responsibility to cooperate and act IMMEDIATELY when you hear the fire alarm.

FIRE NOTICES

Fire notices are posted throughout all buildings informing you of what to do in case of fire. Make sure that you are familiar with the arrangements in your building(s).

IF YOU DISCOVER A FIRE

Sound the alarm by breaking the glass in the nearest fire alarm call point

Call the Fire Service - Dial 888; 999 or 222 (check the Fire action notice in the building)

Tackle the fire only if you are trained and it is safe to do so – do not take risks

Make your way to the Assembly Point and await instructions from Staff.

IF YOU HEAR THE FIRE ALARM

Leave the building by the nearest available exit

Close doors in the vicinity and evacuate the building

If it is practicable and safe to do so switch off equipment

Go to the Assembly Point and await instructions from Staff.

DO NOT
- Stop to collect personal belongings
- Use the lift – unless authorised to do so
- Re-enter the building for any reason unless authorised to do so

REMEMBER YOUR RESPONSIBILITY WHEN THE FIRE ALARM SOUNDS – COOPERATE AND EVACUATE IMMEDIATELY