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Appendix 1: FIRE ACTION NOTICE

1 SUMMARY

This Code of Practice applies to all University buildings, excluding residential property. It sets out generic emergency evacuation procedures that apply across each of our campuses and with which staff, students, tenants, and visitors must comply to ensure their own safety.

All persons on university property

- local risk assessments are used to identify any other emergencies, which could require a building to be evacuated, and to develop local procedures to take account of this.
- after any emergency evacuation, procedures are reviewed to ensure that any lessons are learnt, and procedures are modified if necessary.

3.2 Duties of all building occupants

All staff, students, and other building occupants must comply with the building emergency procedures, both during a 'real' incident and during practice drills. Any staff member or student who fails to do so may be subject to disciplinary action. Contractors who fail to do so may be excluded from university premises.

Any person who intentionally and wilfully misuses or interferes with equipment provided for alerting building occupants to a serious and imminent danger may be subject to disciplinary action.

the Fire Service and must not be viewed as a substitute for calling the Fire Service. The Fire service operate a call challenge policy and therefore, will not send a fire appliance unless there has been a confirmed fire. However, the fire service will automatically attend all halls of residence and Hotels.

University Security will investigate all fire alarm activations.

The standards of the fire alarm system within university buildings often exceeds those required, thereby helping to ensure the earliest possible warning of a fire.

4.2 Fire action notices

Standard “FIRE ACTION NOTICES” should be displayed beside fire alarm call points in circulation corridors, bedrooms, areas of high circulation, e.g., bars, common rooms, lecture theatres, etc.

- Available and appropriate type of fire extinguishers/fire blankets.
- Confidence and competence of the individual in being able to operate the appropriate extinguisher(s) safely.

- anyone who is waiting in a refuge.
- The location of, and what is on fire if one has been discovered

Under no circumstances must Fire Wardens endanger themselves and significantly delay their own evacuation from the building.

Fire Wardens should then be ready to respond to requests for assistance from the Evacuation Officer.

5.5 Reporting post fire incident

All fires and emergencies occurring on university premises regardless of size must be reported to

6 TRAINING

Training courses are available online on the University LMS system. These are Fire Safety Induction/Refresher, Fire Warden, Fire Evacuation Officer, Fire Evacuation for people who require assistance, and the safe use of fire extinguishers.

There will also be training around spills and other laboratory activities. Contact the School Health and Safety Coordinator, and the Health and Safety Services Biological and Scientific Adviser for further information regarding training in these areas.

7 ADDITIONAL INFORMATION

Safety Code of Practise 24 Dangerous Substances and Explosive Atmospheres.

Safety Code of Practise 34 Fire Safety Design Guide

Safety Code of Practise 46 Part 3 (section 10 and appendix 2) Management and use of work equipment – Pressure systems.

Safety Code of Practise 55 Spill Management.

CLG Means of escape for disabled persons.

CoP 56 PEEPS

SN20 Evacuation of Disabled People.

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Appendix 1:

Appendix 2: Summary of generic evacuation procedure

1. Laboratory users to make safe any experiments in progress, turn off any electrical or open flame appliances.
2. Occupants to close room doors and windows if safe to do so.
3. Occupants to alert anyone in their immediate vicinity and raise the alarm by using the red break glass call point. Report to the assembly point.
4. Lifts will ground or stop on the next available floor during a fire alarm activation. In some University buildings, evacuation lifts may be available –