

## Fire Alarms

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### 1. Scope

This is a general guide with the actions you need to take when either you discover a fire or hear a fire alarm. These actions may have to be adapted slightly to suit your particular building.

### 2. Introduction

To comply with the current Fire Safety Policy everyone must evacuate their building in a safe manner by the nearest available escape route. This applies to all staff, students and visitors to the building.

### 3. Guidance

#### 3.1 Actions on discovery of a fire

- Shout **FIRE**
- Raise the alarm by breaking the glass on a **RED** fire alarm call point, they are located by doors to the stairs (storey exit) and by doors to the outside (final exit). They may also be found at other locations depending on the size and complexity of the building.
- Call the Security emergency number 112233 from a desk phone or dial 0117 3311223 from a mobile. Security control will call 999 on your behalf but you can always call the Fire Brigade directly if you know where the fire is.
- **Do not** return to your desk/work area to collect personal belongings.
- Leave the building by the nearest available fire escape route.
- Go to the assembly point and await instruction

### **3.2 Actions on hearing the fire alarm**

- Call Security on 112233 from a desk phone or 0117 3311223 from a mobile to advise them of the fire alarm, **do not** assume someone else has done it.
- Leave the building by the nearest available fire escape route.
- **DO NOT** delay your escape but if you can turn off equipment/close doors and windows as you leave then do so.
- Go to the assembly point and await instruction.
- **DO NOT** call the fire brigade or 999

### **3.3 Notes to be aware of**

- No university buildings have their fire alarms connected to the Fire Brigade. Most do have their fire alarms connected to Security.
- Not all buildings or rooms have automatic smoke detectors so raising the alarm manually will be required to alert occupants to the building quickly.
- Unless by prior arrangement and for valid reason (e.g. patients in theatre, fire investigation team) then all building occupants must leave the building when the fire alarm sounds.
- There should be existing procedures in place for dealing with animals in an alarm or real fire situation.
- Arrangements must be in place to evacuate disabled people who cannot evacuate the building unassisted. See guidance on Personal Emergency Evacuation Plans (PEEP) if needed.
- Staff and students are not expected to fight fires as they may put themselves and other building occupants at risk.
- Any staff member who decides to tackle a fire does so voluntarily, even if training on the use of fire extinguishers has been received.