

Fire procedures

Make sure you know what to do

Fire action posters

When you are in a building, familiarise yourself with the information on the building Fire Action Notice. These will be located adjacent to fire alarm break glass call points.



University of Reading
University fire procedure

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|  | On discovering a fire <ul style="list-style-type: none">Operate the nearest fire alarm call point and<ul style="list-style-type: none">Dial (0) 999 for the Fire BrigadeDial 0300 on a University internal phoneOR dial 0118 378 6300 on a mobile phone Your location is: <input type="text"/> |
|  | Only attempt to fight the fire if it is safe to do so. Use an appropriate fire extinguisher. <ul style="list-style-type: none">Do not use WATER on ELECTRICAL OR FLAMMABLE LIQUID fires. |
|  | On hearing the fire alarm, leave the building by the nearest available exit. <ul style="list-style-type: none">CLOSE all doors and windows as you leave.DO NOT stop to collect belongings.DO NOT use the lift.DO NOT re-enter the building until instructed to do so by the Senior Fire Officer or the Evacuation Officer. |
|  | Go immediately to the ASSEMBLY POINT and report to the Fire Warden/ Evacuation Officer. The assembly point is at: <input type="text"/> |
|  | Disabled people should remain in the designated Refuge Area and wait for instructions from the Fire Brigade or Evacuation Officer. <ul style="list-style-type: none">Persons accompanying a disabled person must report the presence of a disabled person to the Evacuation Officer.University Security can be contacted for information by dialling 0118 378 6300 on a mobile phone. |

Fire Action Notice



Fire exit sign and wheelchair-friendly fire exit route sign



Fire assembly point sign

Fire alarms

- This building has a fire alarm system that incorporates automatic fire detection.
- A red break glass fire alarm call point is located at every staircase or external exit door.
- If you discover a fire and the fire alarm is not yet sounding, then raise the alarm by pressing the red break glass call point.
- The sound will be a two tone siren..
- Visual warning signals are provided which will be a strobe and sounder beacon.



Fire alarm call point



Green emergency door release

Fire exits

- On hearing or seeing the fire alarm sounding make your way to the nearest available safe exit route and leave the building without delay.
- Swipe access doors on escape routes will automatically release on the activation of the fire alarm.
- A green break glass call point is located next to the swipe access door. Should the door not release press the middle of the green break glass call point and the door will release.

Fire assembly point

- Make your way to the designated fire assembly point. This will be identified in the building fire action notice.
- Do not re-enter the building.
- Wait at the assembly point until you are informed by the Evacuation Officer or University Security that it is safe to return to the building.



Disabled access

- As there is no lift in the building there are no disabled refuges on the upper floors. Therefore access for wheelchair users is limited to the ground floor.
- Level access and egress is via the main entrance, Meadow suite patio area, and corridor leading to the staff toilets and changing area.
- Visitors should inform the reception desk, bar staff, or staff member they are visiting if they require assistance to evacuate the building.



Additional information

For more information scan the QR code or visit [Fire safety](#) and click on Policy, CoPs & Safety notes to look at Safety Note 20 Evacuation of disabled persons, and Code of Practice 56 PEEPS.

- assistance to familiarise yourself with the evacuation routes within a University building.
- Further information about the fire safety arrangements for a particular building.