

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.

Reading

University fire procedure







Fire exit sign and wheelchair-friendly fire exit route sign



Fire alarms

- All buildings have 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 fire alarm call point.
- The sound will vary between buildings but will be a voice alarm interspersed with a siren, warbling tone, bells or klaxon.
- Visual warning signals may also be provided such as a strobe light or a sounder beacon.



Fire alarm manual call point



Green emergency door release button

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.

General Emergency Evacuation Plan W135 CARRINGTON







Disabled refuge



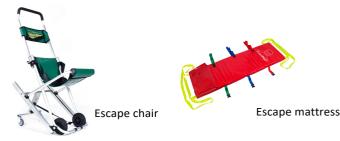
Commend refuge communications intercom

Passenger lifts

- A passenger lift is available in this building to the upper floors, when the fire alarm sounds in the building, the lift will automatically go to the ground floor where the lift doors will open.
- Lifts will then remain out of use until the fire alarm is over.
- Do not attempt to use the lifts in the event of a fire emergency always use the nearest available safe fire exit route via the stairs.

Disabled refuges

- This buildings allows access to the upper floors (via passenger lifts) has fire refuges.
- The refuges provide protection from fire and smoke for at least 30 minutes and can be found on the exit routes in or near to the fire exit staircase.
- If the fire alarm sounds you should move to a refuge.
- A member of the building fire evacuation team will return to you in the refuge until the need to evacuate or the all clear is given.
- While waiting in a refuge you may have a designated friend or carer stay with you in the refuge during the fire alarm activation.
- You will be assisted from the refuge on confirmation of a real fire. This is to avoid unnecessary stress upon you being evacuated due to a false alarm.
- Follow the instructions on the information poster in the refuge to summon assistance via the red Commend communications intercom.
- Press the button on the evacuation intercom in order to let Security know that you are in the refuge and may need assistance.
- This building has an Escape chair and an Escape mattress.
- The University has trained staff to operate the evacuation lift, escape chair, and escape mattress.





Additional information

For more information scan the QR code or visit **<u>Fire safety</u>** and click on Policy, CoPs & Safety notes to look Safety Note 20 Evacuation of disabled persons, and Code of Practice 56 PEEPS.

General fire safety information or advice University Fire Safety Adviser

0118 378 8282 or 8409

firesafety@reading.ac.uk

assistance to familiarise yourself with the evacuation routes within a University building.

you need:

• Further information about the fire safety arrangements for a particular building.

Please contact the University Fire Safety Advisor, school disability representative, if