Fire procedures

Make sure you know what to do

Fire alarms
- All buildings have a fire alarm system that incorporates automatic fire detection.
- A manual fire alarm call point is located at every staircase or external exit door. There is also a fire action notice by the manual call point and the back of hotel room doors.
- If you discover a fire and the fire alarm is not yet sounding, then raise the alarm by pressing the manual 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.
- Some buildings have a Deaf Alerter system, which utilizes a vibrating message pager. Look for the Deaf Alerter sign when you enter the building.

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.

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.
Passenger lifts

- If your building has passenger lifts, when the fire alarm sounds they should 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.

Refuges

- If you cannot move downstairs in an emergency within 2½ minutes you may need a PEEP (personal emergency evacuation plan), you should inform your school disability representative, line manager, or Fire Safety Adviser so that your evacuation arrangements can be reviewed.
- All buildings that allow access to the upper floors (via passenger lifts) have fire refuges. These 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. Follow the instructions on the information poster in the refuge to summon assistance via the red Command communications intercom.
- A member of building fire evacuation team will return to a person in the refuge until the need to evacuate or the all clear is given.
- A person in the refuge will only be evacuated on confirmation of a real fire. This is to avoid unnecessary stress upon the person being evacuated from the refuge.

Evacuation lifts

- A limited number of University buildings have an evacuation lift. These are; Chemistry, Hopkins, Library, Health Life Sciences, Minghella, Enterprise Centre, London Road LO16, LO22, LO29, LO33.
- If you are unable to evacuate the building via the stairs make your way to the evacuation lift.
- If the fire alarm sounds you should move to a refuge. Follow the instructions on the information poster in the refuge to summon assistance via the silver Windcrest communications intercom.
- The lift will need to be operated by a member of the building evacuation team.
- Press the button on the evacuation intercom button in order to let them know that you need to use the evacuation lift. The lift will then be brought up to you and you will be assisted into the lift.
- A person in the refuge will only be evacuated on confirmation of a real fire. This is to avoid unnecessary stress upon the person being evacuated from the refuge.

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

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