

# Fire procedures






Make sure you know what to do

## Fire action posters

When you are in a building, check out the important information on the building fire action poster. These will normally be located at every manual fire alarm call point.

University of Reading

**University fire procedure**

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

Fire Action Notice



Fire exit sign and wheelchair-friendly fire exit route sign



Fire assembly point sign

## 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 alarm call point



Deaf Alerter sign

## 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.



Do not use lifts



Disabled refuge



Commend refuge  
communications  
intercom



Windcrest refuge  
and lift  
communications  
intercom

## 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 Commend 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.

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