

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.



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 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.
- A Deaf Alerter system is installed, this utilizes a vibrating message pager. Please speak to your line manager, health and safety coordinator, or directly to fire safety. A PEEP will be required and a pager can be loaned to you.



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.

General fire safety information or advice

University Fire Safety Adviser
0118 378 8282
firesafety@reading.ac.uk

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.

Additional information Visit Fire Safety pages

