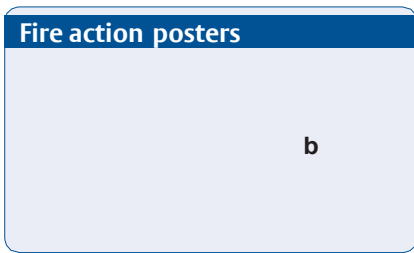


# Fire procedures

## Make sure you know what to do



### Fire alarms

- The 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.
- 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.

#### University fire procedure

**On discovering a fire**

- Operate the nearest fire alarm call point and
  - Dial 0118 378 6300 for the fire brigade
  - Dial 999 on a University personal phone
  - OR dial 9119 378 6300 on a mobile phone.

**What to do:**

- Only attempt to fight the fire if it is safe to do so. Use an appropriate fire extinguisher.
- Do not use WATER on ELECTRICAL OR FLAMMABLE LIQUID fires.

**On hearing the fire alarm, leave the building by the nearest available exit.**

- CLIMB all doors and windows as you leave.
- DO NOT stop to collect belongings.
- DO NOT use the lift.
- DO NOT re-enter the building and instructed to do so by the Senior Fire Officer or the Evacuation Officer.

**Get immediately to the ASSEMBLY POINT and report to the Fire Warden/Evacuation Officer.**

The assembly point is at \_\_\_\_\_

**Disabled people should remain in the designated refuge area and wait for instructions from the Fire Warden or Evacuation Officer.**

- Personal assistance for disabled people must support the presence of a disabled person in a Refuge to the Evacuation Officer.
- University Security can be contacted for information by dialling 0118 378 6300 on a mobile phone.

Fire Action Notice



Fire alarm call point



Deaf Alerter sign



Green emergency door release



Fire exit sign and wheelchair-friendly fire exit route 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.
- 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 sign

### 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 or scan the QR code

