

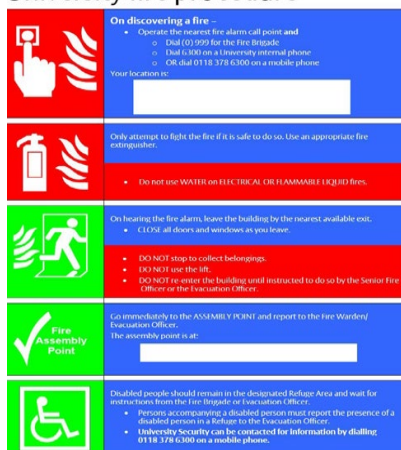
Fire procedures

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 fire procedure



The poster is divided into five horizontal sections with icons and text:

- On discovering a fire:** Icon of a hand pointing to a fire alarm call point. Text: Operate the nearest fire alarm call point and:
 - Dial (0) 999 for the Fire Brigade
 - Dial 0300 for a University internal phone
 - OR dial 0118 378 6300 on a mobile phoneYour location is: [Blank box]
- Only attempt to fight the fire if it is safe to do so. Use an appropriate fire extinguisher.** Icon of a fire extinguisher. Text: Do not use WATER on ELECTRICAL OR FLAMMABLE LIQUID fires.
- On hearing the fire alarm, leave the building by the nearest available exit.** Icon of a person running. Text: CLOSE all doors and windows as you leave.
 - DO NOT stop to collect belongings.
 - DO NOT use the lift.
 - DO NOT re-enter the building until instructed to do so by the Senior Fire Officer or the Evacuation Officer.
- Go immediately to the ASSEMBLY POINT and report to the Fire Warden/ Evacuation Officer.** Icon of a checkmark. Text: The assembly point is at: [Blank box]
- Disabled people should remain in the designated Refuge Area and wait for instructions from the Fire Warden or Evacuation Officer.** Icon of a wheelchair. Text: Persons accompanying a disabled person must report the presence of a disabled person to the Evacuation Officer. University Security can be contacted for information by dialling 0118 378 6300 on a mobile phone.

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.
- 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 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 call point

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.



Disabled access

- There are no disabled refuges on the upper floors. Therefore access for wheelchairs users is limited to the ground floor.
- Level access and egress is only via the main entrance, Meadow suite patio area, and corridor leading to the staff toilets and changing area.
- If you cannot exit the building in an emergency within 2½ minutes you may need a PEEP (personal emergency evacuation plan), you should inform your disability representative, line manager, or Fire Safety Adviser so that your evacuation arrangements can be reviewed.
- Visitors should inform the reception desk, bar staff, or staff member they are visiting if they require assistance to evacuate the building.

Additional information



For more information scan the QR code or visit [Fire safety](#) and click on Policy, CoPs & Safety notes to look at Safety Note 20 Evacuation of disabled persons, and Code of Practice 56 PEEPS.

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