

General Policy And Procedure On Fire

EVACUATION OF BUILDINGS

1. If you see a fire you should sound the alarm.
2. You should also call the fire brigade (Tel: 999).
3. ALL STAFF AND STUDENTS MUST LEAVE ANY BUILDING IMMEDIATELY, LEAVING OFFICES UNLOCKED, WHENEVER A FIRE ALARM SOUNDS.
4. YOU ARE RESPONSIBLE FOR FAMILIARISING YOURSELF WITH THE PROCEDURES.
5. You must obey any instruction to evacuate a building when an alarm sounds.
6. NO PERSON, WHETHER STAFF OR STUDENT, MAY RE-ENTER AN EVACUATED BUILDING UNTIL THE FIRE BRIGADE OR DESIGNATED MEMBER OF STAFF GIVES EXPRESS PERMISSION.

PREVENTION OF FIRE - ESSENTIAL MEASURES

7. You must ensure that fire exits are kept clear.
8. You must ensure that fire doors are not propped open; these prevent the spread of smoke and fire.
9. DO NOT TAMPER WITH FIRE APPLIANCES.
10. DO NOT SET OFF FALSE ALARMS.
11. SMOKING AND NAKED FLAMES ARE PROHIBITED IN ALL BUILDINGS.

Even the most mundane activity can involve risk of fire. The responsibility for the health and safety of oneself and others rests with each and every employee of the University, in accordance with the Health and Safety at Work Act 1974.

ORDER OF THE COUNCIL
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