

General Policy and Procedure on Fire

On Discovering a Fire

1. Raise the alarm by operating the nearest break glass call point.
2. Dial **9999** from an internal telephone to contact the Fire Brigade stating the location of the fire.
3. Or dial **999** from a mobile phone.
4. Attack the fire with the nearest appropriate extinguisher if it is safe to do so, if you have been trained and your escape route is clear.

On Hearing the Alarm

1. Leave the building immediately, by the nearest safest exit.
2. **Do not** use a lift.
3. **Do not** stop to collect personal belongings.
4. Close all doors and windows when leaving, if safe to do so.
5. Report to your assembly point.
6. **Do not** re-enter the building until authorised by the Fire Brigade or a designated member of staff.

Prevention of Fire – Essential Measures

1. Ensure that fire exits and fire routes are kept clear.
2. Ensure that fire doors are not propped open; these prevent the spread of smoke and fire.
3. It is illegal to tamper with any Fire Equipment (Fire Alarms, Extinguishers etc.), report any faults to maintenance immediately.
4. Smoking and naked flames are prohibited in all buildings.

The responsibility for the health and safety of yourself and others rests with everyone at the University of Buckingham; ensure you are familiar with the fire evacuation procedures, in accordance with the Health and Safety at Work etc Act 1974.

January 2016