

## Fire evacuation procedures for classrooms and meeting rooms

**Do you ever take charge of a group of people in a meeting or training room?**

**Do you know what is expected of you if and when the fire alarm sounds?**

If a fire breaks out, it's essential that room/building occupants evacuate immediately using ALL the available fire exits. Failure to do so will delay the evacuation and could put other people at risk. Therefore, before your meeting or class starts, you should check out the local building emergency procedures. Do this by reading the information on the nearest University fire procedure notice ('what to do' poster). For a centrally booked room this will be in the room. For other spaces go to the nearest fire point outside the room.






If you are in a larger training room or meeting room the space may have alternative fire exits which will be signed with green signs:



If it's a location that you and others are not familiar with, you should deliver a short safety brief before your meeting starts, informing your group of what to do if the fire alarm sounds, where the nearest fire exits are and where the fire assembly point is. For regular meetings in the same location, the time to do this is at the first class/meeting e.g. at the start of term.

If you are taking names then ensure everyone has signed in.

### University fire procedure

	<p><b>On discovering a fire –</b></p> <ul style="list-style-type: none"> <li>Operate the nearest fire alarm call point and             <ul style="list-style-type: none"> <li>Dial (0) 999 for the Fire Brigade</li> <li>Dial 6300 on a University internal phone</li> <li>OR dial 0118 378 6300 on a mobile phone</li> </ul> </li> </ul> <p>Your location is:</p> <p>University of Reading, The Acacias – off London Road W076, Earley Gate Campus, RG6 7BE</p>
	<p>Only attempt to fight the fire if it is safe to do so. Use an appropriate fire extinguisher.</p> <ul style="list-style-type: none"> <li>Do not use WATER on ELECTRICAL OR FLAMMABLE LIQUID fires.</li> </ul>
	<p>On hearing the fire alarm, leave the building by the nearest available exit.</p> <ul style="list-style-type: none"> <li>CLOSE all doors and windows as you leave.</li> <li>DO NOT stop to collect belongings.</li> <li>DO NOT use the lift.</li> <li>DO NOT re-enter the building until instructed to do so by the Senior Fire Officer or the Evacuation Officer.</li> </ul>
	<p>Go immediately to the ASSEMBLY POINT and report to the Fire Warden/ Evacuation Officer.</p> <p>The assembly point is at:</p> <p>Far end of car park near bowling green</p>
	<p>Disabled people should remain in the designated Refuge Area and wait for instructions from the Fire Brigade or Evacuation Officer.</p> <ul style="list-style-type: none"> <li>Persons accompanying a disabled person must report the presence of a disabled person in a Refuge to the Evacuation Officer.</li> <li>University Security can be contacted for information by dialling 0118 378 6300 on a mobile phone.</li> </ul>

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Health and Safety Services

Typical fire procedure poster

If the fire alarm sounds you must:

- **Direct your group to the nearest safe fire exits - make use of all available fire exits from the room and from the building, not just the main entrance/exit doors**
- Ensure that everyone has left the room
- Go to the fire assembly point and if possible account for the people in your group, using your roll call list if you have one
- Report to the Fire Evacuation Officer or Security, or the Fire Service.

If you have any queries or concerns, please feel free to contact us.

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