

# Fire procedures

Make sure you know what to do

## Fire action posters

When you are in a building, familiarise yourself with the information on the building Fire Action Notice. These will be located adjacent to fire alarm break glass call points.



Fire Action Notice



Fire exit sign and wheelchair-friendly fire exit route sign



## Fire alarms

- This building has a fire alarm system that incorporates automatic fire detection.
- A red break glass 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 red break glass fire alarm call point.
- The sound will be a two tone siren.
- Visual warning signals are provided which will be a strobe light or a sounder beacon.



Fire alarm call point



Green emergency door release

## 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

- 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](mailto: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.



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