


# 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.



University fire procedure

	<b>On discovering a fire</b> <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 0118 for a University internal phone</li><li>OR dial 0118 378 6300 on a mobile phone</li></ul></li></ul> Your location is: <input type="text"/>
	Only attempt to fight the fire if it is safe to do so. Use an appropriate fire extinguisher. <ul style="list-style-type: none"><li>Do not use WATER on ELECTRICAL OR FLAMMABLE LIQUID fires.</li></ul>
	On hearing the fire alarm, leave the building by the nearest available exit. <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>
	Go immediately to the ASSEMBLY POINT and report to the Fire Warden/Evacuation Officer. The assembly point is at: <input type="text"/>
	Disabled people should remain in the designated Refuge Area and wait for instructions from the Fire Brigade or Evacuation Officer. <ul style="list-style-type: none"><li>Persons accompanying a disabled person must report the presence of a disabled person to the Evacuation Officer.</li><li>University Security can be contacted for information by dialling 0118 378 6300 on a mobile phone.</li></ul>

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 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 call point.
- The sound will be a two tone siren.
- Visual warning signals are provided which will be a strobe and sounder beacon.



Fire alarm call point



Green emergency door release button

## 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.
- Alternative means of escape is provided from all floors.
- 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.



Do not use lifts



Disabled refuge



Commend refuge  
communications  
intercom



## Passenger lifts

- A passenger lift is available in this building, when the fire alarm sounds in the building, the lift will automatically go to the ground floor where the lift doors will open.
- The lift will then remain out of use until the fire alarm is over.
- Do not attempt to use the lift in the event of a fire emergency – always use the nearest available safe fire exit route via the stairs.

## Disabled refuges

- A lift provides access to the upper and lower ground floors therefore fire refuges are provided.
- The refuge will provide protection from fire and smoke for at least 30 minutes and can be found on the exit routes in or near to the fire exit staircase.
- If the fire alarm sounds you should move to a refuge.
- A member of the building fire evacuation team will return to you in the refuge until the need to evacuate or the all clear is given.
- While waiting in a refuge you may have a designated friend or carer stay with you in the refuge during the fire alarm activation.
- To avoid unnecessary risk, you will only be assisted from the refuge on confirmation of a fire.
- Follow the instructions on the information poster in the refuge to summon assistance via the red Commend communications intercom.
- Press the button on the evacuation intercom in order to let Security know that you are in the refuge and may need assistance.
- The evacuation equipment used at the university is evacuation chairs and evacuation mattresses.
- The University has trained staff to operate the evacuation chair, and mattress.



Evacuation chair



Evacuation mattress

## Additional information

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.

### General fire safety information or advice

University Fire Safety Adviser

0118 378 8282 or 8409

[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.