Basic fire safety advice for all staff and students

EMERGENCY TELEPHONE NUMBER – 3333 on any internal telephone

More detailed advice can be found in guidance note “Fire safety management & emergency evacuation”.

Emergency evacuation

All staff must be aware of the fire evacuation procedure below, and comply with it at all times. It is common to all University buildings but some details vary slightly in certain locations.

If you discover a fire

- keep safe – retreat from fire
- raise the alarm immediately
- evacuate
- do not attempt to tackle the fire unless fully trained
- Campus Security or FM call the Fire & Rescue Service
- (in a small minority of buildings, it is necessary to telephone Campus Security or the Fire & Rescue Service from a safe place – see Fire Action Notices in relevant buildings)

When the fire alarm sounds

- Close windows and doors if safe to do so
- Do not delay or go elsewhere to join other people or collect personal possessions
- Leave quickly but do not panic or rush unduly
- Encourage others to leave, but do not waste time persuading them
- Use the shortest exit route available
- Do not use lifts
- Report any relevant information to Campus Security
- Proceed to the assembly point (as indicated on Fire Action Notices)
- Do not return until authorised
Without putting themselves at risk, staff must ensure that students and visitors in their care (e.g. at lectures or tutorials) evacuate promptly. They should report to Campus Security that the room they are using is fully evacuated. See fire safety guidance note “Responsibilities of session leaders”.

## Fire prevention

Nearly all fires can be prevented easily. Good housekeeping, awareness and sensible precautions will minimise the likelihood of fire occurring. Common causes of fire include faulty or misused electrical equipment, arson, cooking, heating and smoking. Most fires develop only because of carelessness – e.g. combustibles left close to sources of heat or ignition, accumulations of combustible waste, cigarettes not fully extinguished.

Everyone should be encouraged to report hazards to their colleagues, line manager, Departmental Safety Co-ordinator, the Estates Helpdesk or the SHE Unit as appropriate.

### Electrical equipment

Complying with the University's policy and guidance on electrical equipment and portable heaters will minimise the risk of fire.

### Combustible materials

Combustible materials such as paper, cardboard and textiles should be kept at least 500mm from electrical equipment and appliances.

Flammable liquids must be kept in approved fire resisting cabinets, except for single, small aerosol cans of everyday cleaning materials or stationery (e.g. furniture polish or spray fixative).

All waste should be removed promptly. Never leave waste in staircases, corridors, lobbies etc.

### Cooking

Always follow instructions, take care to avoid overheating, and never leave cooking unattended – including use of toasters and microwaves.

### Arson risk

Following the general preventative measures above will minimise risks. Everyone should be encouraged to report suspicious behaviour – all such reports should be brought to the attention of Security.

### Other fire risks

Particular risks such as flammable liquids, soldering, naked flames etc are not covered by this guidance. These will either be covered within building fire risk assessments, or will need further fire risk assessment – contact the Safety, Health & Environment Unit.

For advice on bonfires, barbecues etc. see guidance note “Outdoor fires”.

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