FIRE SAFETY ADVICE

Fire Action Notices and other fire safety signs are displayed prominently throughout the University buildings and members of staff are urged to familiarise themselves with these notices.

EMERGENCY TELEPHONE NUMBER – 3333 on any internal telephone

ON DISCOVERING A FIRE

a) Move away from the fire and sound the fire alarm by breaking the glass at the nearest fire alarm point.

b) Dial 3333 on the nearest available telephone and report clearly the location of the fire.

c) Tackle the fire with an extinguisher only if you are fully trained and can do so without personal risk. If uncertain about this, close the doors and windows in the area involved, so far as possible and leave the area.

ON HEARING THE ALARM

a) Switch off any equipment being used (if able to do so quickly).

b) Close the window to your room if possible.

c) Check your immediate neighbours have heard the alarm.

d) Leave the building by the nearest safe exit closing all doors behind you. DO NOT RUN. DO NOT USE A LIFT.

e) Go to the Assembly Point indicated on the Fire Notices in the building.

f) Keep fire path clear.

g) Do not re-enter the building until told by the Fire Officer or a Security Officer that it is safe to do so. Please note that the silencing of the alarm is not necessarily the signal to re-enter.
Fire fighting equipment

This is placed in all University buildings – you are not expected to use it unless you have received specific training, but it may be helpful to know where to find it and how to use it. Report the use of any fire-fighting equipment to the appropriate member of staff (e.g. building Receptionist, Laboratory Manager, etc.).

The following gives a brief description of the types of equipment available and their uses. Portable extinguishers are colour-coded with a band and/or other features and it is wise to remember the code.

a) **Hose reels and portable water-based extinguishers (red)**

Use on fire involving wood, paper, furnishing materials, etc. Do not use on fire involving fats, oils, flammable solvents or on electrical equipment.

b) **Fire blankets**

Use on small contained fires of any type. Drop gently but deliberately so as to envelop and smother the fire. Also use to wrap around people on fire but only when they are lying down.

c) **Carbon dioxide extinguishers (black)**

Use on all types of fire but particularly fires involving electrical equipment.

*Caution:* DO NOT hold the horn from which the gas emerges with bare hands – the horn gets very cold. This type of extinguisher is very noisy. There is the possibility of the fire re-igniting after it has been extinguished.

d) **Dry powder extinguishers (blue) and foam extinguishers (cream)**

Use on fires involving fats, oils and solvents. There is sometimes the possibility of the fire re-igniting after it has been extinguished.

Fire precautions and prevention

a) Keep fire escape routes and fire exits unobstructed, easily accessible and free from combustible materials at all times.

b) Do not wedge open fire doors. **N.B.** A few fire doors are designed to be held open on magnetic catches linked in to the alarm system.

c) Follow the University’s smoking policy.

d) Never use bins as ash trays.

e) Do not overload electrical wiring and sockets. Seek advice from Maintenance or the Safety, Health and Environment Unit if unsure.

f) Do not allow combustible rubbish to accumulate.

g) Do not impede the flow of air around convector heaters e.g. by draping clothing etc. over them.

h) Keep flammable solvents to a minimum and store them in closed containers in a fire-proof place.
i) Switch off electrical equipment if not in use, preferably at the mains socket (or by unplugging if there is no switch on the outlet).

j) Maintain a minimum 500mm distance between electrical equipment and combustibles such as paper.

**General Advice**

a) Limit the spread of fire, smoke and toxic fumes by closing all windows and doors, particularly fire doors.

b) If trapped by fire or smoke, get to a room with a window easily accessible to the Fire Brigade, close all doors behind you, await rescue and try to attract attention from the window. If you are forced to exit, throw down soft items such as mattresses and blankets etc. to break your fall, then lower yourself fully from the windowsill before dropping.

c) Think twice before tackling a fire especially if you are alone. Do not put yourself at risk.

d) It is dangerous to open the door of a room in which a fire is burning. If you suspect a fire may be on the other side, test first the door then the door handle for heat with the back of your hand.

e) **DO NOT** attempt to rescue equipment or personal possessions.

f) If clothing is on fire, get into a horizontal position to reduce the risk of injury. Use a fire blanket to muffle the flames. Even rolling on the floor will help.

**First aid for burns**

**FOR SERIOUS BURNS** [i.e. the size of a 50 pence piece or larger], follow the Serious Accident Procedure (see the green and white notices displayed in all buildings).

a) Call for the assistance of a first aider (see building safety notice-board for list of names).

b) Cool the injured part with copious quantities of cold water for as long as possible – ten minutes at least.

c) Apply a dry, sterile dressing or clean clingfilm.

d) **DO NOT** apply lotions, ointments, etc.

e) **DO NOT** attempt to remove charred clothing, etc. from the burn.

f) Seek medical assistance, if necessary.

ACB/ACH
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