



## Fire Procedures - a Short Training Guide

This document is intended to provide a basic introduction to the fire safety measures that are in place within the University. It provides information on what to do in the event of a fire and also illustrates some of the basic signs and equipment with which building users should be familiar. This training leaflet should be used in conjunction with the Safety and Environmental Protection Service (SEPS) leaflet Fire Extinguisher Use Codes that can be found at:

[http://www.gla.ac.uk/media/media\\_39733\\_en.pdf](http://www.gla.ac.uk/media/media_39733_en.pdf)

SEPS also provide more in-depth fire safety training via an on-line training module that can be accessed using a GUID. Information on this is on our main fire safety web page. <http://www.gla.ac.uk/services/seps/firesafety/>

For staff appointed to the role of Area Fire Officer or Fire Warden, face-to-face training is available. Details of this training can be obtained by contacting Safety and Environmental Protection Service by telephone on extension 5532 or by email at [safety@glasgow.ac.uk](mailto:safety@glasgow.ac.uk)

### On Discovering a Fire:

Raise the alarm by operating the nearest Fire Alarm Call Point.



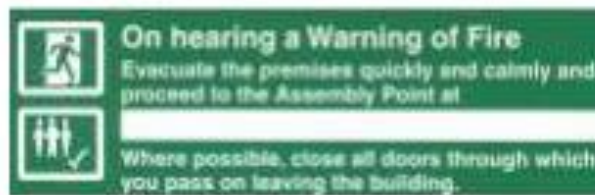
A bell, siren or electronic sounder (depending on premises) will then sound continuously.



Evacuate the building.



Proceed to the designated assembly point.



### **On Hearing a Warning of Fire**

- Evacuate the building quickly and calmly.
- Proceed to the designated assembly point DO NOT delay your departure by collecting personal belongings.

Where possible, close room doors behind you.



DO NOT use lifts.



DO NOT re-enter the building until advised that it is safe to do so by University staff in control of the incident.

**Do not fight a fire if:**

- It is dangerous to do so.
- You are on your own.
- There is a possibility of your escape route being cut off by fire or smoke.
- The fire continues to grow.
- The fire is involving hazardous materials.

**IF IN DOUBT GET OUT**

In addition, you should familiarise yourself with:

The escape route from the premises:



The position and operation of Fire Alarm Call Points



The correct method of calling the Fire and Rescue Service.

The evacuation procedure for the premises.

The location of assembly points.



The position and operation of fire-fighting equipment.



The position of fire doors and the need to keep such doors closed when not in normal use.



Any specialised close down procedures, together with security measures appropriate to the risk.

The position and content of Fire Action Notices.

