



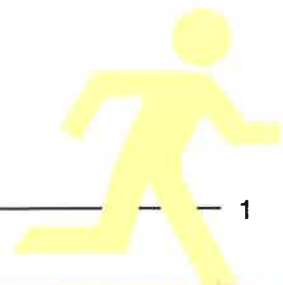
University of Ulster Health and Safety Services
FIRE PROCEDURES GUIDE





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Guide to Fire procedures in the University of Ulster

Introduction

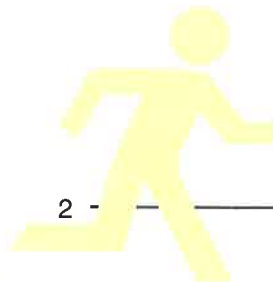
The aim of this guide is to provide information on established fire safety provisions and the procedures to be followed in the event of fire in the University.

It forms part of the Fire and Emergency Procedures Manual which is the main reference document detailing Fire Safety arrangements within the University.

Fire is potentially the greatest risk to life and property. Consequently the University places the highest importance on Fire Safety for its staff, students and visitors.

The University considers the safeguarding of the health and safety of its employees, students and members of the public who may be affected by its operations to be a management priority.

For your safety and that of others it is a legal requirement that you play an active part in maintaining a safe workplace, free from the dangers of fire.

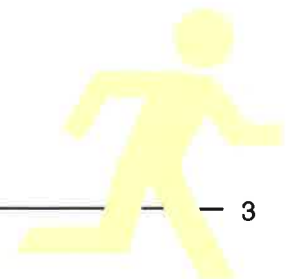




How to use this Guide

This guide is divided into sections which are intended to explain what provisions exist for fire safety in the University and to help you know what to do in the event of a fire.

- Part 1** **Fire Safety Provisions** describes the measures in place to protect you and the building from fire.
- Part 2** **Fire Procedures** describes what you should do if you discover a fire or you hear the fire alarm.
- Part 3** **Appendices** - site plans of each campus showing the designated assembly areas to be used by staff, students and visitors in the event of an emergency evacuation.





1.0 Fire Safety Provision

1.1 Instructions/Communications

- 1.11 **General Fire Action Notices** Give explicit instruction on what to do on finding a fire or hearing the fire alarm. These notices are provided for staff, students and public use and are positioned at the Fire Alarm Break Glass Points and other areas throughout buildings.
- 1.12 **Staff Fire Action Notices** Give general instructions with additional advice on tackling a fire for staff with specific training in the use of extinguishers.
- 1.13 **Guide to Health and Safety** Part of the Health and Safety Manual. This is given to all staff with their contracts of employment. The document refers to Fire/Emergency procedures and Fire Precautions in the University.
- 1.14 **Advice to Guest Notices Fire/Emergency Procedures** Are provided in residences and give explicit instruction on what to do on finding a fire or hearing the fire alarm in living areas.
- 1.15 **Website** Fire Safety instructions/advice is available on the University website at www.ulster.ac.uk/hr/healthandsafety/
- 1.16 **e-mail** Fire Safety developments may be publicised as appropriate via the University e-mail systems.
- 1.17 **Student Handbook** Fire Safety instructions/advice is available to all students through this publication.
- 1.18 **Fire Safety Checklist** This checklist is used by school/department heads as part of the maintenance of safety standards procedures.
- 1.19 **Personal Emergency Evacuation Plans** Personal Emergency Evacuation Plans are produced for students and staff who have mobility disabilities and require assistance during an evacuation.



1.2 Emergency Routes

1.21 All emergency/escape routes are indicated by Emergency Signs which comply with the Health and Safety (Safety Signs and Signals) Regulations (Northern Ireland) 1996.



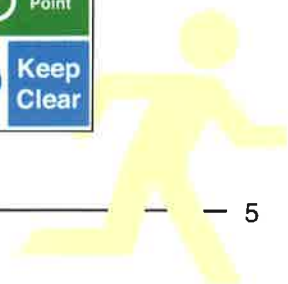
1.22 All Emergency Exits fitted with emergency release mechanisms are fitted with appropriate "method of operation" signs.



1.23 All emergency routes lead to a place of safety outside buildings. Once outside, Assembly Points are clearly indicated by appropriate signs.

1.24 All emergency routes must be kept clear and free from obstruction at all times.

1.25 Emergency Refuge Points are provided for people with disability at appropriate, identified locations throughout the University. These are for use during emergency evacuation procedures and must be kept free from obstruction at all times. Refuge Points are clearly indicated by appropriate signs. Staff and students with particular problems which would prevent them from participating fully in the University Evacuation Procedures may require a Personal Emergency Evacuation Plan. Enquiries regarding this provision should be made through the Equality Unit (Staff) or the Student Disability Office (Students).





1.3 Fire Warning Systems

1.31 The University has a comprehensive system for giving warning in the event of fire. The manual system consists of a series of Break-Glass Alarm Points located throughout all buildings, on escape routes, at exit doors and staircases.

An automatic system comprising both smoke and heat detectors is installed throughout all buildings.

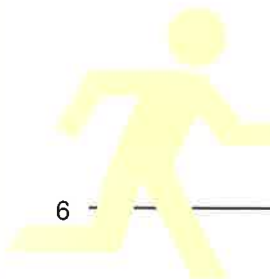
All systems are maintained and tested on a regular basis as part of a programme through the Department of Physical Resources.

The Fire Alarm sounders are tested weekly - on Wednesdays at 1:10pm and 5:55pm. During the test, the alarm will sound for a short period (around 10-15 seconds). You should continue working normally during the test. Any continuous sounding of the alarm is not a test and should be treated as a genuine alarm.

1.4 Emergency Lighting

1.41 Emergency Lighting which comes into operation in the event of an interruption of the power supply is installed throughout all buildings.

The Emergency Lighting System is maintained and tested as part of a programme through the Department of Physical Resources.





1.5 Fire Fighting Equipment

- 1.51 The University is fully equipped with appropriate fire extinguishing equipment positioned throughout all buildings.

Additional individual appliances are provided to cover areas of perceived risk such as plant rooms, kitchens and laboratories.

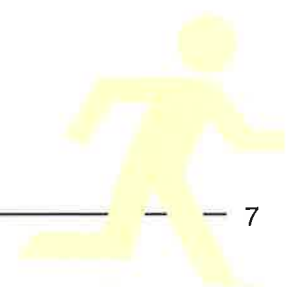
The fire fighting equipment is maintained and tested by contract through the Department of Physical Resources.

1.6 Training

- 1.61 All staff are made aware of the fire safety provisions and evacuation procedures.

Staff with specific responsibilities will receive additional training in fire procedures and the use of extinguishers through courses offered by the Staff Development Unit.

It is the responsibility of each Head of Department/School to ensure his or her staff have received fire safety training appropriate to their job and the needs of the University.





1.7 General

- 1.71 Fire Doors, designed to prevent the spread of fire and smoke are provided throughout all University buildings and are identified by appropriate signs:



It is important that these doors are kept shut when not in use.
FIRE DOORS MUST NEVER BE WEDGED OPEN!

1.72 **Storage of Flammable Materials**

Flammable materials should only be stored in accordance with the relevant regulations in the special storage facilities provided.

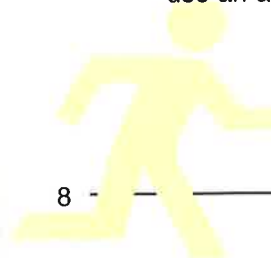
1.73 Smoking

The University has a **NO SMOKING** policy.

1.74 Electrical Equipment

Only electrical equipment tested and maintained in accordance with current regulations may be used in the University.

Over loading sockets by using adaptors is a fire hazard. If necessary use an additional multi-plug socket block.





2.0 Fire Procedures


2.1 In the event of a fire in the University the information contained on the general Fire Action Notices (Reproduced Below, Detailed on next page) dictate:

- The action to take on discovering a fire
- The action to take on hearing the alarm

All staff, students and visitors are required to follow the directions on these notices.

It is essential that you are aware of these instructions **BEFORE** a fire occurs and follow the instructions without hesitation in an emergency.

FIRE SPREADS QUICKLY!



FIRE ACTION

ON DISCOVERING FIRE (NO MATTER HOW SMALL)

- Sound the alarm by breaking the nearest fire alarm break glass point
- Warn people in immediate vicinity
- Leave the building using the nearest available route by following the Emergency Exit Signs
- Go directly to the Assembly Point at

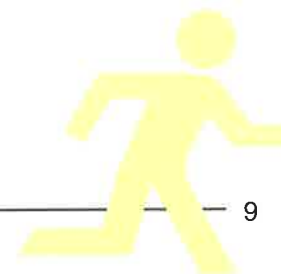
ON HEARING THE ALARM

- Leave the building using the nearest available route by following the Emergency Exit Signs
- Go directly to the Assembly Point at

• Do not re-enter the building until you are told by a uniformed member of Security Staff or the Emergency Services that it is safe to do so.



DO NOT USE LIFTS
DO NOT STOP TO COLLECT PERSONAL BELONGINGS





2.2 ON DISCOVERING FIRE (no matter how small)

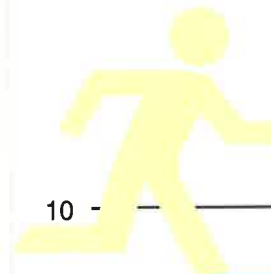
- (1) Sound the alarm by breaking the nearest Fire Alarm Break-Glass Point
- (2) Warn people in the immediate vicinity
- (3) Leave the building using the nearest available route by following the Emergency Exit Signs
- (4) Go directly to the Assembly Point

2.3 ON HEARING THE ALARM

- (1) Leave the building using the nearest available route by following the Emergency Exit Signs
- (2) Go directly to the Assembly Point
- (3) Do not re-enter the building until you are told by a uniformed member of Security Staff or the Emergency Services that it is safe to do so

**DO NOT USE LIFTS
DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

DO NOT TAKE PERSONAL RISK





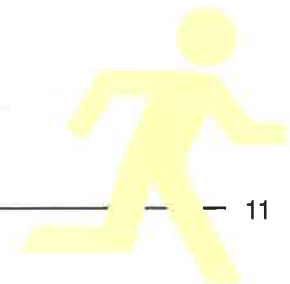
2.4 Fire Drills

2.41 Fire Drills are used to test our procedures and ensure that they will work effectively and efficiently in a real emergency.

It is a legal requirement that we carry out fire drills.

It is imperative that everyone responds to the Fire Alarm and follows procedures without any hesitation.

Full co-operation in all Fire Drills is mandatory for all.

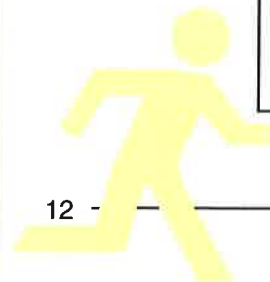
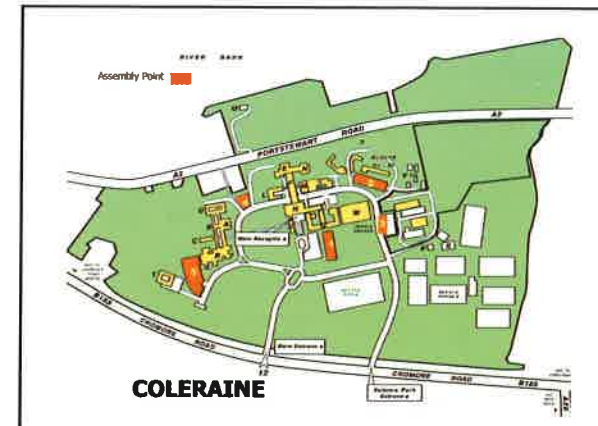


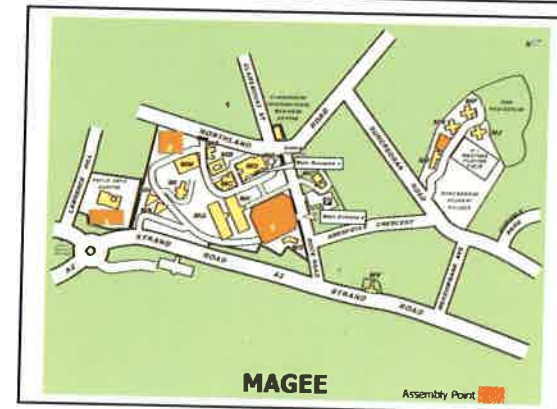
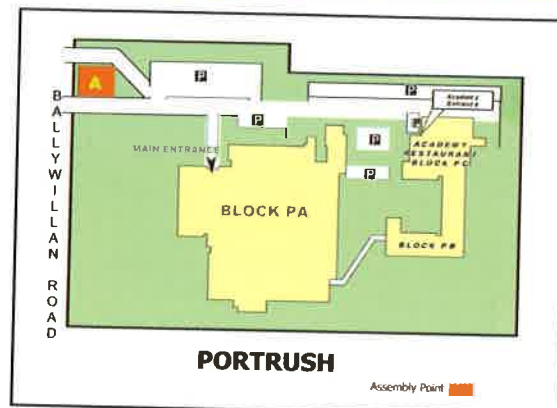


APPENDICES

3.1 Appendix 1

Campus Site Maps showing designated Assembly Points







Telephone: 028 9036 6952

www.ulster.ac.uk/hr/healthandsafety