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Version: 2b
Supercedes: 2a

Fire Policy for University Offices, Laboratories and Public Rooms

1. Fire precautions

It is the responsibility of **EVERY** member of staff, student or long-term visitor to the department to ensure that

- you are fully aware of
 - the action to be taken in the event of a fire, or when the fire alarm sounds,
 - the locations of fire alarm call points and their operation,
 - the location of fire extinguishers and what type they are; only water and carbon dioxide extinguishers are available in OCDEM with fire blankets in the kitchens,
 - the location of the assembly point (car park 3);
- you obey any instructions given to you by a Fire Marshal;
- all fire exits and escape routes are kept clear;
- all fire doors on magnetic retainers are free to close;
- all other fire doors are closed when rooms are not in use. **DO NOT LEAVE FIRE DOORS WEDGED OPEN when a room is not in use;**
- fire prevention measures are observed;
- fire alarms are not set off accidentally;
- you attend a fire training session.

2. What to do if you find a fire.

- Actuate the nearest alarm call point, or
- **Dial 4444**, when operator replies, state: **'FIRE AT OCDEM – LEVEL n, ROOM nn'**. Do not replace receiver until the operator has repeated address.
- Clear the area of staff, students and visitors.
- If it is safe to do so
 - attack the fire, with the appliances provided, without taking personal risks only if you feel confident to do so, otherwise leave immediately by the nearest fire exit (do not use the spiral staircase or lifts) and go to the assembly point: **Car Park 3** opposite the main entrance;
 - close all doors, and windows, as you leave.
- Do not enter a smoke filled room to investigate a fire, even if you see someone in the room. Ensure you make a fire marshal or the emergency services aware.
- Once you have left the building report to the fire marshals at the assembly point.

3. On hearing the fire alarm.

- Leave the building immediately by the nearest fire exit – **DO NOT USE LIFTS OR THE SPIRAL STAIRCASE.**
 - Do not stop to collect personal belongings,
 - close all doors as you leave,
 - assemble in **Car Park 3** opposite the main entrance,
 - **DO NOT** obstruct the entrance to the building or stand in the road.
- Wheelchair users should go to the nearest **DISABLED PERSONS REFUGE** and await assistance.
- **DO NOT** re-enter the building until authorised to do so.
- **DO NOT** use the spiral staircase to reach the top floor until the smoke screen has been raised.

4. If you are using equipment which is to be left running either overnight or at the weekends, ensure that the appropriate **Unattended Operation of Apparatus and Equipment Authorisation form**¹ has been completed and is displayed next to the equipment.

5. Every member of staff and all students working in OCDEM **MUST** attend a fire lecture.

6. If you leave OCDEM ensure somebody knows you have gone. Time could be wasted searching for you on a roll call.

NOTES

- **Electrical equipment can sometimes cause fires:**
 - VDU screens must be switched off overnight or at the weekend.
 - Other electrical equipment, not required to be run overnight or at weekends, should be switched off.
- **Common naked flame faults associated with fire:**
 - Bunsen burners left unattended.
 - Bunsen burners close to containers of flammable liquids or materials (e.g. cotton wool or tissues).
 - Equipment that uses flammables placed too near to naked flames.
- **Fire extinguishers:**

| Appliance | Contains | Use |
|----------------------|-----------------|------------------------------------------------|
| Red with white label | Water | non-electrical fires, paper, wood, fabric etc. |
| Red with black label | CO ₂ | Electrical fires and flammable liquid fires |
| Fire blanket | | kitchen fires involving burning liquids |

¹ Available from the Departmental Safety Officer – Sandy Humphreys, OXLIP

Update History

| Version | Date | Reason for update | Updated/reviewed by : | Date next review due |
|----------------|-------------|--------------------------------------------------------------------|-----------------------------------------------------|-----------------------------|
| 1 | Oct 2003 | New SOP | Author: SMH, accepted by ORH NHS Trust Fire Officer | Sept 2005 |
| 2 | Sept 2005 | Minor changes required | Reviewed by SMH | Sep 2007 |
| 2a | Oct 2007 | Minor changes required | Reviewed by SMH | Oct 2009 |
| 2b | Nov 2012 | New Header, addition of Safety personnel, minor changes to wording | Reviewed by SMH and AB. | Nov 2014 |
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