Introduction
This leaflet will provide you with a basic awareness of fire safety at the University. Please study it carefully. These are all relatively straightforward matters but they are vitally important. Fire is one of the major safety risks for the University. Even if everyone escaped from a building, a fire could have a devastating effect on the business of the University.

Fire safety at the University
We have a range of measures to reduce the risk from fires:

• Buildings are designed and managed to reduce the likelihood of fires starting;
• Warnings of fire are provided by fire detection and alarm systems;
• Each building has a fire action plan to ensure its prompt evacuation;
• Signposted escape routes provide quick and safe routes out from buildings;
• Fire fighting equipment is provided for tackling small fires;
• The University’s fire safety arrangements are regularly reviewed by fire safety experts;
• Members of staff are made aware of fire safety matters so they can play their role in our fire safety arrangements and we have fire drills to test those arrangements.
Causes of fires
Fires at the University are not common occurrences but they do happen from time to time. The main causes of fires at universities in the UK have been:

- Deliberate fire raising (usually involving children or young adults and combustible waste which has been put out for disposal);
- Discarded smoking materials;
- Electrical faults;
- Portable heaters;
- Cooking (which has been left unattended);
- Contractor operations (such as welding and other hot works);
- Laboratory experiments using highly flammable materials.

What to do if you discover a fire
The following four points will likely be familiar to everyone. However it is the order in which they are listed which is important. There is only one way to respond to a fire and this requires the following actions in the following order:

1. Sound the fire alarm;
2. You or a colleague should call the fire and rescue service by dialling 9-999 and report the exact position of the fire;
3. Tackle the fire, but only if it is safe to do so, do not take personal risks;
4. Leave the building, report to the person in charge and tell then what happened.

What to do if you hear the fire alarm
If you hear the alarm you should always assume that there is a fire somewhere in the building.

1. Commence evacuating the building;
2. Warn others in the vicinity
3. Close any doors behind you;
4. Go to the assembly point.
Escape routes are signposted thus:

Those who are teaching should make sure that students leave the room promptly and are directed towards the fire escapes.

**Disabled persons**

Some disabled people might need assistance if they cannot use the stairs unaided. Arrangements need to be made in advance to provide this assistance. This is usually through the preparation of a Personal Emergency Evacuation Plan (or “PEEP”) for the individual. For disabled students, contact Student Support. For disabled members of staff and visitors, contact the University’s Fire Safety Adviser.

**Fighting a small fire**

All buildings have foam and carbon dioxide extinguishers. Areas of special risk have dry powder and other types of extinguisher. Some areas also have water extinguishers.

WARNING - do not use foam or water on electrical fires. Carbon dioxide extinguishers are provided for this purpose.

A fire needs a source of heat, fuel and oxygen to start. Preventing these components coming together in an uncontrolled manner prevents fires starting. Removing one of the components will result in the fire being extinguished. This is the basis on which fire extinguishers work.
In fighting a small fire, if you have any doubts about your personal safety or if you lack confidence in using an extinguisher, leave the fire and GET OUT and STAY OUT (and remember to close the door behind you).

**And finally******

Take a few minutes **NOW** to:

- Identify your nearest means of escape along with an alternative escape route;
- Find the nearest fire alarm call point;
- Determine where the assembly point is for your building (it will be described on the yellow FIRE notices in the building).

You will then be in a better position to respond if there were to be a fire in the building where you work.

You should note that fire alarms in all buildings are tested weekly. This will give you the opportunity to become familiar with the sound of the fire alarm in your building.

If you have any questions, in the first instance contact your supervisor or your local safety adviser.

*Prepared by the University Fire Safety Adviser - www.abdn.ac.uk/safety/contacts/central*
Fire alarm call point

Fire assembly point

UNIVERSITY OF ABERDEEN