

FIRE SAFETY

- On health and safety notice boards and near fire exits, a fire action notice is displayed giving details on what action to take in the event of a fire.
- Fire evacuation procedures will be rehearsed regularly and all students must make sure they understand how to raise the alarm and what the evacuation procedures are (instructions below).
- Fire escape routes are clearly labelled and indicate the safest and shortest routes to a place of safety.
- All students must familiarise themselves with the location of their fire escape routes and fire assembly points.
- Whilst the workplace is in normal use, doors on escape routes must not be locked, fastened, blocked or wedged open.
- In every DMU service, there are trained health and safety co-ordinators, fire warden and first aiders.
- Fire wardens carry out a regular check to ensure that the fire exits and routes are clear and safe for their area. In the event of a fire (or other emergency), fire wardens will direct everyone to the nearest safe exit and ensure everyone has been evacuated safely.

Emergency procedure if you discover a fire:

- Shout "FIRE!"
- Raise the alarm using the nearest break glass call point
- Inform the person in charge that there is a fire; please be as accurate as possible when reporting the location
- Assess the situation; only tackle the fire with the appropriate appliance if you have been trained and it is safe to do so – never put yourself or others at risk
- Leave the building via the nearest, safest exit and proceed to your assembly point

Emergency procedure if you hear the fire alarm:

Every employee, student, contractor and visitor must:

- Evacuate the building immediately via the nearest, safest exit and proceed to your fire assembly point, closing doors and windows on the way out (but only if safe to do so)
- Remain at your designated assembly point and await further instructions

Under no circumstances should you:

- Stop to collect personal belongings
- Delay evacuation
- Use the lifts
- Re-enter the building until instructed to do so

Fire assembly points (Fire & Bomb)

Please make yourself aware of the fire assembly point in your building/s. The fire assembly

information can be found on the Fire Action Sign, which can be located in the entrance to the building, in the main corridors and on health & safety noticeboards.

Bomb Assembly Point – Castle Gardens (not included on the posters)

Personal Emergency Evacuation Plans

If you have a disability or injury that may affect your ability to evacuate quickly in the event of an emergency, then you will need a Personal Emergency Evacuation Plan (PEEP). Speak to the CEM Engagement Team or your tutor, who will ensure one is completed, in consultation with local fire wardens and health and safety co-ordinator.

Fire warning system

The fire warning system in university buildings is by alarm sirens. The sirens are tested at approximately 9am every Monday morning. Some laboratories also have security alarm systems. These may be confused with fire sirens. If in doubt, leave the building immediately.