University Fire Response Procedure

Introduction
Different procedures apply to the various sites occupied by the University as outlined below, but **in all instances:**

If you discover a fire **you must** raise the alarm and call the Emergency Services, either on Internal 8888 or on 0115 9518888 using an outside/mobile phone to Security or directly using the 999 system.

University Park*, Jubilee Campus, Sutton Bonington Campus, Derby.

When the Fire Alarm operates, in all cases, a signal is sent to Security. During normal office hours in academic buildings and until midnight in Halls of Residence, there will be a delay of 5 minutes following the alarm actuation before the Fire Brigade is called. This is to allow the cause of the alarm to be investigated by the building occupants. Security will summon the Fire Brigade at the end of the 5minute period if the cause of the alert has not been notified to them.

* The Fire Brigade will not attend to Fire Alarm actuations at University Park unless they have verbal confirmation that there is an actual Fire/Incident.

Medical School, Clinical Sciences Building City Hospital
Both of these buildings use the fire procedure outlined by the respective hospitals on site.

Fire Alarm Systems
The majority of University buildings are equipped with a Fire Alarm System.

There are two types of system in use.

Manual Systems
These are operated by the building occupants using **Break Glass Call Points** and usually have Electric Bell Sounders.

Automatic Fire Alarms (A.F.A's)
These are systems, which in addition to Break Glass Points use **Smoke** and **Heat Detectors** to operate the sounders, which are normally Electronic Sirens.

As buildings are refurbished and new buildings are constructed this type of system is becoming more common; the latest systems are called **Intelligent Systems** as they can indicate on the Fire Alarm Panel exactly which detector has operated and where it is located.

The great **advantage** of automatic systems is that they continuously monitor the building when it is empty or in the case of Halls of Residence when the occupants are asleep

The only **disadvantage** is that the detector heads can be actuated by a variety of things such as burnt toast, cigarette smoke, dust, spray polish or air freshener for example which then create an unwanted fire signal.

These are not referred to as **false alarms** as the detector is actually doing its job.

If you hear the Fire Alarm

Leave the building by the nearest exit close but do not lock the doors as you leave.

Staff Members should ensure that all rooms are vacated using the **Fire Token System** where installed.

If you know what caused the Alarm to actuate.
Inform the building **Safety Officer** and **Security** as soon as possible so that the appropriate action can be taken.

If you discover a fire:

1. Raise the alarm using the nearest break glass point.
2. Start the building evacuation procedure.
3. Leave the building using the nearest exit.
4. Contact Security immediately with details.
5. Tackle the fire with an appropriate extinguisher only if safe to do so.

Calling the Fire Brigade
All of the fire alarms send a signal to Security, who will normally call the Fire Brigade.

Either:-

Following confirmation of an incident from a building on internal 8888

Or

After the 5 minute delay when no message has been received, subject to the agreed response arrangement for that site with the Fire Brigade.

Investigating an alarm actuation
The **"occupier"** of the building is responsible for investigating the cause of any alarm actuation. The fire alarm panel will identify the location of any actuation, **do not take risks** if there is any sign of fire leave the building and inform Security immediately.

If the **Safety Officer** or his **deputy** is satisfied that there is no fire, he may where possible **silence the alarm** and allow occupants to re-enter the building.

The alarm may be **reset** either by the **Safety Officer or by the Security Officer in academic buildings.**

In Halls of Residence **the Warden,** a member of the **Halls management team**, a **Nominated Tutor**, or the **Security Officer** may silence and **reset the alarm but only if they have received instruction, and are competent, on the fire panel.**

When a **Fire** has occurred in a building the decision of when it is safe for occupants to re enter the building will normally be made by the **Senior Fire Officer** present.

Fire Response Procedure by Security Officer

On receipt of a call to a fire alarm actuation the Officer should: -

1. Proceed immediately to the address of the alarm. **This must take precedence over any other incident.**
2. On arrival where possible liase with the building **Safety/Fire Officer.**
3. Try to ascertain the cause of the alarm either from the occupants or from the fire alarm panel.
4. Any indication that there **may be a fire** should be reported immediately to Security Control, to call the Fire Brigade.
5. The Security Officer should check the area where the alarm originated, **if safe to do so**.
6. When **the Security Officer** or the on site **Safety/Fire Officer** is satisfied that it is safe to do so, the alarm maybe **Reset.**
7. If there appears to be a fault on the system the **Estates Helpdesk** should be informed, or the engineer on call out-of-hours.

Fire Response Procedure in Security

On receipt of a Fire Alarm actuation in Halls on University Park, the following procedure should be followed: -

1. Notify the Mobile Officer to attend. This must take precedence over any other incident.
2. Inform the Fire Brigade that an alarm has actuated and pass the address inform them that security are investigating and if possible, an estimated timescale. (The Brigade may choose not to attend without confirmation of an actual fire)
3. If a call is received via the 8888 phone stating that there is a fire, inform the Fire Brigade immediately that we have a fire emergency situation.
4. When staffing permits an Officer should be despatched to meet the Fire Engine and guide it to the incident.
5. Details of the call should be logged, including when known, the cause of the actuation.

Fire Response Procedure

- Definite report of fire – immediate notification to Fire Brigade at all times.
- Telephone report of fire alarm or automatic alarm to Security – response as in table below

Time of Day	University Park*, Jubilee Campus, Sutton Bonington Campus, Derby.	
	Academic/ Administrative	Residential
Normal Hours	**0800 - 1800** Confirm fire/false alarm via Officer or local contact within 5 minutes. Notify Fire Brigade after 5 mins if no response.	**0730 - 2400** Confirm fire/false alarm via Officer or local contact within 5 minutes. Notify Fire Brigade after 5 mins if no response.
Out-of-hours	**1800 - 0800** Notify Fire Brigade immediately.	**0000 - 0730** Notify Fire Brigade immediately.

*   The Fire Brigade may choose not to respond to University Park alarms unless they have confirmation of a fire/emergency by phone.