Health and Safety Policy

FIRE SAFETY

UHSP/4/FS/11

This document sets out in more detail the arrangements for compliance with University Health and Safety Policy and it gives guidance on how these requirements may be met. Fire Safety forms a part of the University Health and Safety Policy. This version of Fire Safety is a revision of UHSP/4/FS/94 which was published in 1994 and revised in 2006. It has been approved by the UEB in consultation with the Joint Safety Advisory Committee, and it will be subject to review.
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FIRE SAFETY

INTRODUCTION

This Policy is aimed at preventing the risk of injury from an outbreak of fire. The University has a duty to make arrangements to:

- minimise the risk of a fire breaking out and the spread of any fire;
- ensure the safety of staff, students, contractors, visitors and other members of the public in the event of a fire;
- minimise the risk to the Fire Service personnel attending any fire.

This duty is placed on:

- Heads of College/Corporate Services for activities within their area of control;
- the Director of Estates for University premises and service infrastructure
- the Director of the Health and Safety Unit to appoint, manage and resource the work of a University Fire Safety Adviser.

This document sets out the Fire Safety Policy and the accompanying guidance provides further detail to assist those who have responsibilities to implement it.

POLICY

Heads of College/Corporate Services

Heads of College/Corporate Services are responsible for making arrangements to ensure that within their area of control:

- the risk of fire breaking out and the spread of any fire from the activities is minimised;
- that staff, students, contractors and visitors are aware of what action to take in the event of a fire breaking out;
- that relevant information is available to the Fire Service to allow them to deal with any fire safely;
- a Fire Safety Co-ordinator and Fire Wardens are appointed in each building that their College/Corporate Service occupies.

To achieve this, Heads of College/Corporate Services are responsible for making arrangements to ensure that:

- the risk of fire occurring and spreading is included in risk assessments carried out for their College/Corporate Service activities and in particular housekeeping standards are maintained;
- action is taken to minimise the likelihood of fire occurring and spreading as a consequence of the College/Corporate Service's activities;
- action is taken on issues relating to the occupation and use of a building that need attention following a fire risk assessment carried out by the University Fire Safety Adviser;
- escape routes, that is, entrances/exits, corridors, stairways and stairwells, are kept clear of obstruction and free from storage of combustible materials;
- the University Fire Safety Adviser is informed of any significant proposed change of use of a building or room;
• all members of staff of the College/Corporate Service receive the necessary information, instruction and training at appropriate intervals and that records of such information, instruction and training are maintained, (see Appendix 1);

• new members of the College/Corporate Service, including students, receive the necessary information, instruction and training as soon as possible, (see Appendix 1);

• people who may have difficulties in emergency evacuation of buildings are identified and, with advice from the University Disability Adviser, a personal emergency evacuation plan (PEEPS) is drawn up and appropriate arrangements made (see Appendix 4);

• any contractors employed by the College/Corporate Service and any visitor invited by the College/Corporate Service are aware of the action to be taken in the event of fire;

• in accordance with guidance from the University Fire Safety Adviser, sufficient Fire Wardens are appointed for the areas of buildings under their control;

• with advice from the University Fire Safety Adviser, Fire Safety Co-ordinators and Fire Wardens have the necessary equipment to enable them to perform their duties, (see Appendix 2);

• Fire Safety Log Books for each building their College/Corporate Service occupies are maintained (see Appendix 6);

• fire drills are carried out at least annually, (see Appendix 3);

• a report of any outbreak of fire is made on the University Fire Report Form and copies are sent to the University Fire Safety Adviser, (see Form 2, Fire Report).

The Director of Estates

In addition to their duties as a Head of a Corporate Service, the Director of Estates is responsible for making arrangements to ensure University premises and service infrastructure are designed, and constructed to current fire safety legislation in such a way as to:

• minimise the risk of a fire breaking out and spreading; and

• in the event of a fire breaking out there are systems in place to ensure the safety of staff, students, contractors, visitors and other members of the public.

(NOTE: The College or Corporate Service occupying the premises has responsibility for risks arising from their activities in the premises.

In the case of premises occupied by Hospitality and Accommodation Services (HAS) see below.)

To achieve this, the Director of Estates is responsible for making arrangements to ensure that in non residential buildings:

• action is taken to minimise the likelihood of fire occurring and spreading in the University premises and service infrastructure;

• new buildings and refurbishments comply with current fire safety legislation

• support is given to the University Fire Safety Adviser as they carry out fire risk assessments;

• action is taken on issues relating to the infrastructure of a building that need attention following a fire risk assessment carried out by the University Fire Safety Adviser;

• measures in place to reduce the risk of fire, such as fire alarm systems, emergency lighting and portable fire-fighting equipment and fixed fire-fighting installations, are maintained in a safe condition and regularly tested (see Appendix 7);

• appropriate fire instruction, warning and exit notices are posted, as recommended by the University Fire Safety Adviser (see Fire Action Notice).
The Director of Hospitality and Accommodation Services

In addition to their duties as a Head of a Corporate Service, the Director of Hospitality and Accommodation Services is responsible for making arrangements to ensure student residences, conference facilities and other premises occupied by HAS are maintained and operated in such a way as to:

- minimise the risk of a fire breaking out and spreading; and
- in the event of a fire breaking out there are systems in place to ensure the safety of staff, students, contractors, visitors and other members of the public.

To achieve this, the Director of Hospitality and Accommodation Services is responsible for making arrangements to ensure that:

- all actions identified in fire risk assessments are addressed
- all fire alarm systems currently linked to the Security Control Room are monitored,
- the Fire Service is notified of any outbreak of fire reported to Security Control or indicated by the fire alarm system;
- a member of Security staff attends all such incidents to render appropriate assistance;
- a Fire Alarm Report is completed for each fire alarm activation, and a copy sent to the University Fire Safety Adviser.

Managers and Supervisors

Staff with responsibility for other staff, students, contractors or visitors have a particular role in ensuring that work is carried out safely to minimise the risk of fire and fire spread. They are also responsible for ensuring that those who are in their charge have appropriate information, instruction and training to be able to work safely and take the correct action in the event of a fire. This includes those conducting lectures and tutorials.

To achieve this managers and supervisors must ensure:

- the risk of fire and fire spread is included in risk assessments of their activities;
- control measures are implemented;
- information and instruction is provided about risks and controls;
- training needs are identified;
- checks on compliance with procedures
- where appropriate Personal Evacuation Plans for individuals are drawn up (see Appendix 4);
- they know what to do in the event of a fire and the local evacuation arrangements for themselves and those for whom they are responsible.

Individuals must

- co-operate and comply with the arrangements made for the implementation of this Policy;
- know what to do in the event of a fire, including leaving equipment in a safe condition, and be familiar with the escape routes from their location;
- consider the risk of fire and fire spread from their activities and reduce or control that risk;
- not interfere or abuse any equipment provided for fire safety;
- attend fire safety training in accordance with this policy (see Appendix 1);
- inform their manager if unable to evacuate their workplace without assistance in the event of a fire.
The Director of the Health and Safety Unit must make arrangements to:

- appoint and manage a University Fire Safety Adviser and ensure that person is given the necessary resources to carry out their duties;
- ensure appropriate fire safety instruction and training is provided as recommended by the University Fire Safety Adviser;
- ensure the risk of fire occurring and spreading in University premises and service infrastructure is assessed; working with colleagues across the University.
ORGANISATION AND ARRANGEMENTS

GENERAL

Once the Fire Service arrives at a fire (or false alarm or other incident), the control and management of the situation becomes the responsibility of the Fire Service. The Senior Fire Officer on hand will take charge. No one can re-enter an evacuated building or area until permission has been given by the Senior Fire Officer. Should the Fire Service not attend permission to re-enter will be given by University Security staff.

COLLEGE/CORPORATE SERVICE LEVEL

Health and Safety Co-ordinators

Health and Safety Co-ordinators are responsible for co-ordinating the fire safety arrangements in their College/Corporate Services by:

- advising the Head of College/Corporate Service on the requirements of the policy;
- liaising with the Fire Safety Co-ordinators appointed in their College/Corporate Service;
- ensuring that Fire Wardens and Fire Safety Co-ordinators are aware of their duties and have adequate information, instruction and training to carry out their duties;
- monitoring that fire drills are carried out;
- monitoring that all staff have appropriate fire training.

Note: Where a College/Corporate Service only occupies one building the Health and Safety Co-ordinator may act as the Fire Safety Co-ordinator as well.

Fire Safety Co-ordinators

Fire Safety Co-ordinators are appointed in each building that a College/Corporate Service occupies. (If a College/Corporate Service occupies only one building then the College/Corporate Service Health and Safety Co-ordinator can also be the Fire Safety Co-ordinator.)

The function of the Fire Safety Co-ordinators is to assist Heads of College/Corporate Services and College/Corporate Service Health and Safety Co-ordinators in discharging their duties under Fire Safety Policy. Where buildings are occupied by more than one College/Corporate Service then there will need to be liaison between Fire Safety Co-ordinators, (e.g. when arranging fire drills).

In the event of a fire alarm, Fire Safety Co-ordinators will:

- go to the assembly point and receive reports from Fire Wardens;
- liaise with the Fire Service and/or University Security staff.

Fire Wardens

Fire Wardens are assigned to a particular area of a building. In the event of a fire alarm, Fire Wardens will:

- check that, within their designated area, all rooms are vacated, that doors and windows are closed. However, they should not put themselves unnecessarily at risk to do this;
- prevent persons re-entering the building until permission has been given by the Fire Service;
• report to the Fire Safety Co-ordinators or Fire Service personnel at the assembly point on any persons believed to be still in the building and any rooms they could not check.

UNIVERSITY LEVEL

University Fire Safety Adviser
The University Fire Safety Adviser is responsible to the Director of the Health and Safety Unit. The function of the University Fire Safety Adviser is to:

• advise and assist Heads of College/Corporate Services in carrying out their duties under this policy;
• advise on and arrange training for University employees on their specific duties;
• advise on fire precautions required in new and refurbished premises and service infrastructure to ensure they comply with current and proposed legislation and good practice of fire protection;
• carry out risk assessments of the University’s existing premises and service infrastructure and advise on how to bring them up to the current fire safety standard;
• advise on and monitor the provision of fire fighting equipment and fire and evacuation notices;
• advise on the making of appropriate alternative arrangements for when fire alarm systems are out of action;
• liaise with the Fire Authority and other relevant statutory authorities on matters of fire safety;
• collate and investigate reports of fire incidents;
• act on reports received from the Fire Authority;
• liaise with the College/Corporate Service Health and Safety Co-ordinators, Fire Safety Co-ordinators and Fire Wardens;
• carry out regular monitoring of fire safety arrangements and procedures.

University Health and Safety Unit
The University Health and Safety Unit:

• will liaise with the Health and Safety Executive over any appropriate fire related issue;
• report to the Health and Safety Executive any fire related Dangerous Occurrence as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.
APPENDIX 1

INFORMATION, INSTRUCTION & TRAINING

Information, instruction and training should be specific to the particular premises. All staff should receive training at appropriate intervals, to ensure that existing members of staff are reminded of what action to take and that new staff are made aware of the fire routine for the premises.

Training should be based on written procedures and should be appropriate to the duties and responsibilities of the staff.

The records should include:

- the date of the instruction or exercise;
- the name of the person giving the instruction or organising the exercise;
- the names of the persons receiving the instruction or participating in the exercise;
- the nature of the instruction, training or drill; and
- comments on the instruction, training or drill including the effectiveness, problems encountered, further training required etc.

College/Corporate Service Health and Safety Co-ordinators and Fire Safety Co-ordinators

College/Corporate Service Health and Safety Co-ordinators and Fire Safety Co-ordinators should be instructed in:

- how to identify potential fire hazards and the procedures for their control;
- evacuation procedure;
- actions to be taken in the event of fire breaking out;
- particular fire risks in their College/Corporate Service;
- how to deal with problems which may be associated with less able people.

Fire Wardens

Fire Wardens should be instructed in:

- evacuation procedure;
- actions to be taken in the event of fire breaking out;
- fire prevention hazard spotting.
- Fire Wardens should receive training as a minimum every 2 years

Individual Staff and Postgraduates

All staff should be instructed in:

- the location and contents of fire procedure notices;
- location of fire alarm points and methods of operation;
- the action to be taken on hearing the fire alarm;
- the means of escape from their work place including all alternative routes to a place of safety;
- the location of assembly points;
• the need to raise the fire alarm without question or hesitation should a fire be discovered or suspected;
• the location and type of fire appliances available, (if trained to use them);
• the location of fire doors and their purpose;
• no smoking rules;
• the particular fire risks in the College/Corporate Service;
• if appropriate, their duties to ensure the safe evacuation of anyone in their charge.

All members of staff should receive fire training as a minimum every 2 years.

New Staff

All new members of staff should receive induction briefing on their first day of employment (see Form 1, Induction Fire Briefing Checklist). This should be given by a member of staff in their College/Corporate Service. New staff should attend fire briefing within 3 months of their appointment.

Contractors and Visitors

Contractors or long term visitors should receive similar briefing as for members of staff. Short term visitors should be looked after by the person inviting them to the University.

Students

As part of their School/Department induction process, new students should receive instruction in the points listed for individual members of staff as soon as possible after their arrival at the University. For most students this will be at the start of the Autumn Term.

Lectures, Seminars, Tutorials etc

It is the responsibility of the person giving the lecture, seminar, talk etc to take charge of an evacuation if the need arises. This person should acquaint themselves with the local arrangements before commencing. This responsibility should be made clear to any non-member of the University invited to the University or booking the University’s facilities.

Arrangements for Fire Safety Instruction and Training

The University Fire Safety Adviser will make arrangements to deliver fire safety instruction and training. It is the responsibility of Heads of College/Corporate Services to make arrangements to ensure that staff and students attend as appropriate.

Fire Drills

The purpose of a fire drill is to ensure that staff and students are familiar with the correct procedure to be followed if their building has to be evacuated in an emergency. A fire evacuation drill should be carried out at least once a year. Appendix 3 gives details of how to arrange a fire drill.
APPENDIX 2

EQUIPMENT FOR FIRE SAFETY CO-ORDINATORS AND FIRE WARDENS

The equipment needed by Fire Safety Co-ordinators and Fire Wardens to enable them to perform their duties and to be easily identified includes:

**Fire Safety Co-ordinator**
- loud hailer;
- a fluorescent jacket.

**Fire Warden**
- ‘Fire Warden’ armband.

Advice on obtaining the equipment is available from the University Fire Safety Adviser.

APPENDIX 3

ARRANGING A FIRE DRILL

- The College/Corporate Service Fire Safety Co-ordinator for the building should arrange a date and time for an evacuation drill.
- Consideration should be given to the evacuation of less able people.
- If a building is shared by different College/Corporate Services the Fire Safety Co-ordinators for each College/Corporate Service in the building should liaise with each other. Appropriate persons in the building should be consulted to ensure that the timing is convenient and hazardous situations will not be created unnecessarily.
- Usually the drill should be carried out early in the Autumn term and should be timed to take place when the maximum number of new students is in the building. However the timing may vary depending on local circumstances.
- Arrangements for the assistance of an engineer or electrician to activate the fire alarms should be made direct with the Estates Office. As fire alarms are tested regularly the fire drill could be arranged to coincide with one of these tests, provided the timing is such that the maximum number of new students will be involved.
- The organiser of the drill is responsible for informing Security Control that the drill is to take place. On completion of the drill Security Control should be informed that the drill is complete. **Failure to inform Security Control may result in the Fire Service attending.**
- The College/Corporate Service Fire Safety Co-ordinator should submit a report (See Form 3, Report of a Fire Drill), via the College/Corporate Service Health and Safety Co-ordinator, to the Director of the Health and Safety Unit. Any defects to the fire alarm or associated door release or closure mechanisms should be made to the Estates Office via building fault reporting procedure. The job number quoted should be recorded on the fire drill report.
- College/Corporate Service Fire Safety Co-ordinator, via the College/Corporate Service Health and Safety Co-ordinator, should report any lack of co-operation on the part of any individual to the Head of College/Corporate Service.
APPENDIX 4

PERSONAL ECACUATION PLANS

(PEEPS)

The aim of a Personal Emergency Evacuation Plan PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety and to give Colleges and Corporate Services the necessary information so as to ensure that the correct level of assistance is always available.

Individuals with disabilities such as mobility, hearing and visual impairments may need assistance evacuating a building. However, it is important to note that people with ‘hidden’ conditions may need support too, for example individuals with heart conditions.

The development of a PEEP is based on a discussion between the person concerned and their line manager or supervisor in respect of staff, and the appropriate tutor, academic supervisor or member of staff designated by the Head of College in respect of students.

In many cases the individual will be the best qualified to identify the ways of addressing any issues raised.

An individual’s PEEP should be reviewed if there is a significant change in their condition or if the location of where they work or study changes.

See https://www.intranet.bham.ac.uk/university/hsu/documents/pdfs/peeps2010.pdf for more information.
APPENDIX 5

FIRE RISK ASSESSMENTS

Legislation requires that fire risk assessments are carried out and documented, and that remedial actions are taken where necessary. A fire risk assessment is an organised and methodical look at an organisation’s premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people if a fire does start.

Note: When a fire risk assessment is primarily looking at the risk to people, not property.

University Procedure

1. The University Fire Safety Adviser carries out/arranges to have carried out a fire risk assessment of a particular building. Included in the assessment will be the
   - Fire safety management arrangements;
   - Activities/work taking place, equipment and substances being used;
   - Category of user of the building;
   - Construction and layout of the building;
   - Provision, suitability and condition of the fire alarm system and emergency lighting;
   - Provision, suitability and condition of fire fighting equipment;
   - Provision, suitability and conditions of fire doors and other smoke/fire spread equipment; and
   - Provision, suitability, condition and availability of escape routes.

2. The University Fire Safety Adviser will identify if any risks the building.

3. The University Fire Safety Adviser (s) will produce a report which will categorise the fire risks identified and their severity and whether action needs to be taken by the Head of College/Corporate Service or the Director of Estates. (Note: some risks identified may be so serious that immediate action is required. At the other end of the scale some may be less serious and actions can be carried out when the building is next refurbished.)

4. The University Fire Safety Adviser (s) will send a copy of the report to the Head of College(s)/Corporate Service(s) who has responsibility for the particular building and the Director of Estate Management. (Note if a building is shared a copy will go to the head of each college/corporate service which occupies the building.)

5. The Head of College/Corporate Service and Director of Estates must make arrangements to address the issues identified in the report for which they are respectfully responsible, including monitoring and reporting on progress. This will be recorded in the Building Fire Safety Logbook (see Appendix 6).
6. After the initial Fire Risk Assessments they should be reviewed:
   • If a significant change is made to the structure or layout of a building
   • If a significant change is made to the use of the building

(Note: the change of use or change to the structure or layout of a building may be so great that a new complete risk assessment will be required.)
Each University Building has a Fire Safety Logbook. It is the responsibility of the College/Corporate Service who occupies the building to keep it up to date. (If a building is occupied by more than one College and/or Corporate Service then arrangements must be made between them to update the log book.)

**The Log Book is to record:**

- Fire related defects reported and the action taken;
- Certain weekly checks on escape routes, emergency lighting, fire fighting equipment;
- Certain monthly checks on escape routes and fire fighting equipment;
- The annual fire drill; and
- Fire training for new staff on starting work and at least every two years thereafter.

The logbook should be kept in an accessible location and may, from time to time, be inspected by personnel from the University’s Health and Safety Unit or the Enforcing Authority, i.e. West Midlands Fire Service.

A copy of a Log Book and further information about its use can be found at:
https://www.intranet.bham.ac.uk/university/hsu/documents/pdfs/Fire_Safety_Log_Book.pdf

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The **Estates Office (Maintenance Section)** is responsible for carrying out and keeping records of:

- Weekly checks on the fire warning system;
- Monthly checks on the emergency lighting;
- Six monthly checks on the fire warning system and emergency lighting;
- Annual checks on emergency lighting and fire fighting equipment;
- Three-yearly test on the emergency lighting;
- Miscellaneous checks on mechanical equipment if applicable.

The records of these checks will be held in the Estates Office.
The University of Birmingham

INDUCTION FIRE BRIEFING CHECK LIST

*The University Fire Safety Policy requires Heads of College/Corporate Services to arrange for new staff to have fire induction briefing on their first day at work. The points on the check list should be covered.*

<table>
<thead>
<tr>
<th>Premises</th>
<th>College/Corporate Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of new member of staff</td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td>Date</td>
</tr>
</tbody>
</table>

Tick

- Action to be taken on hearing the alarm explained
- Fire alarm point, location shown & method of operation explained
- Fire action notice, location shown & contents explained
- Means of escape seen
- Means of escape, clear of obstructions

Need for Person to inform manager if not able to evacuate without assistance

- Assembly point seen (where applicable)
- Fire alarm system, brief explanation
- Raising alarm without question or hesitation fully understood
- Location of fire appliances
- Location of fire doors and their purpose explained
- Rules on no smoking explained and understood
- Particular fire risks in department pointed out
- The importance of good housekeeping

Signature of new member of staff

Name of member of staff conducting training  
Signature  
Position

A copy should be retained in the College/Corporate Service.
### The University of Birmingham
### FIRE REPORT

<table>
<thead>
<tr>
<th></th>
<th>Building Name:</th>
<th>College/Corporate Service:</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>Date:</td>
<td>Time of incident:</td>
</tr>
<tr>
<td>5</td>
<td>Location:</td>
<td>Description of occupancy:</td>
</tr>
<tr>
<td>7</td>
<td>Fire discovered by:</td>
<td>(Name of person if applicable)</td>
</tr>
</tbody>
</table>

#### Method of raising alarm:

- Break glass point
- Automatic detection
- Backed up by telephone call (44444/999)
- Other (give details)

#### Method of fighting fire:

- Extinguisher (type if applicable)
- Other (give details)

#### Evacuation:

- (describe)

#### Injuries:

- (describe)

#### Full details of incident:

#### Name of person reporting incident [block capitals]:

**Signature:**

**Telephone No:**

**Date**

Please complete this form and send a copy to the University Health and Safety Unit.
**FIRE ALARM REPORT**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
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<table>
<thead>
<tr>
<th>Building/location and room no:</th>
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<table>
<thead>
<tr>
<th>Name of Security Officer</th>
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<tr>
<th>Name of Fire Officer in charge</th>
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<tr>
<th>Number of Tenders/Which Station</th>
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<table>
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<tr>
<th>Name and Details of any Staff or Students present</th>
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<tr>
<th>Internal or Mobile Telephone No</th>
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<table>
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<tr>
<th>If in Student Accommodation are Students from University/Hospital or External visitors</th>
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<table>
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<tr>
<th>Brief Details of the occurrence:</th>
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<table>
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<tr>
<th>False Alarm or Real Fire*</th>
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*smoke logging and electrical burn-outs should be classed as 'real fire’*

<table>
<thead>
<tr>
<th>If real fire, have photographs been taken and Incident Form been completed?</th>
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<table>
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<tr>
<th>Any further action needed?</th>
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**To:** University Fire Safety Adviser  
Fax No: 43309

The above report is forwarded to you for your information

<table>
<thead>
<tr>
<th>Signature..................................................</th>
<th>Signature..................................................</th>
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</thead>
<tbody>
<tr>
<td>Security Manager</td>
<td>Deputy Security Manager</td>
</tr>
</tbody>
</table>

Please complete this form and send a copy to the University Health and Safety Unit
<table>
<thead>
<tr>
<th>Location of drill (building &amp; building number)</th>
<th>Date</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>College/Corporate Service(s) involved</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>How long did it take to evacuate everyone from the building?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If applicable, how long did it take to get everyone to a place of safety? (i.e. to a protected staircase or other protected area)</td>
<td></td>
</tr>
<tr>
<td>Were these timing satisfactory? (i.e. everyone should be evacuated from the building or to a place of safety within 3 minutes)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Were occupants advised of the drill in advance?</td>
<td>Yes/No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Problems identified</th>
<th>Action to be taken</th>
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</table>

<table>
<thead>
<tr>
<th>Defects identified (e.g. with fire alarm, automatic door release, closure mechanisms etc.)</th>
<th>Date reported to Estate Management on tel. 46406</th>
<th>Estate Management Job Number</th>
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<th>Comments</th>
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<tr>
<th>Name of person completing form [block capitals]:</th>
<th>Position</th>
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<tr>
<td>Signature</td>
<td></td>
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</table>

Please complete this form and send a copy to the University Health and Safety Unit
The University of Birmingham

FIRE ACTION NOTICE

The Standard Fire Action notice is shown below. Different telephone numbers appear in off-campus versions of this notice.

FIRE ACTION

ACTION IN THE EVENT OF FIRE

1  Raise the alarm by breaking the glass at the nearest fire alarm point:

Enter here the location of the nearest call point

2  Dial 44444 on the nearest telephone and give details to Security Control including:
   i  the location of the fire
   ii  some indication of its extent
   iii  whether the occupants of the building are in danger

3  If trained and provided you do not put yourself at risk, attack the fire with the extinguishing equipment provided

ACTION TO TAKE ON HEARING THE ALARM

1  Leave the building immediately using the nearest safe exit route and report to the assembly point:

Enter here the location of the assembly point

Do not stop to collect personal belongings
Do not use lifts
Do not re-enter building until authorised to do so

2  Wait at the assembly point for further instructions