**Title:** Fire & Other Emergencies Policy

**Keywords:** Safety, Health, Safeguard, Protect, First, Aid, Environment, Emergency, Risk, Accident, Investigation, Hazards, Hazardous, Substances, COSHH, Chemical, Clinical, Waste, Asbestos.

**Description:** Policy regarding Hazardous Substances at BU.

**Publish Date:** February 2014

**Next Review Date:** 1st May 2019

**Expiry Date:**

**Policy Owner:** Karen Parker

**Audience:** Staff & Students

### **Fire and other Emergencies**

#### **Fire Policies and Procedures**

Bournemouth University, as a responsible employer, recognises its legal obligations under the Regulatory Reform (Fire Safety) Order 2005 to protect its employees and others from the danger of fire. The University will comply with all statutory requirements regarding Fire and Health and Safety legislation.

The BU Fire Safety Policy & Management Standard; Fire Safety Plans; Fire Risk Assessments and Fire Safety Information are contained within the [Fire Section](https://staffintranet.bournemouth.ac.uk/workingatbu/healthsafetywellbeing/hs%26fire/fire/) of the [Health, Safety & Wellbeing Intranet Pages](https://staffintranet.bournemouth.ac.uk/workingatbu/healthsafetywellbeing/hs%26fire/fire/)

#### **2. Emergency Evacuation Procedures**

The continual volumes and movement of people around the University site(s) means that it is not possible to operate a ‘Roll Call Procedure’ (i.e. where people’s names are checked off a list at the Assembly Point).

For this reason we have a ‘Negative Head Count’. Fire Wardens appointed for each area check that rooms are clear before they leave and then report this to Fire Marshals at the Assembly Points. The Fire Marshals then inform the Fire Brigade (meaning that just ONE person should approach the Fire Brigade with information for each building and this should avoid confusion).

Fire Wardens and Fire Marshals wear high visibility jackets so that they can be identified at a distance. However, if for any reason a Fire Warden is not present it is your individual responsibility to ensure you evacuate the building.

**3. Duties of Individuals**

If you discover a fire, operate the nearest ‘Break Glass’ to activate the Fire Alarm.

When the Fire Alarm sounds, leave the building by the nearest exit:

* Do not use any lift.
* Go quickly to your nearest assembly point. These are noted on the Fire Routine Notices displayed around the Campus and are a safe distance from buildings.
* Do not remain near the building or block entrances or approaches to buildings – this may delay fire brigade access.
* Obey instructions issued by both the Fire Wardens and Fire Marshal.
* Do not re-enter the building until instructed to do so by the Fire Marshal.
* Do not tackle a fire unless you are sure that you can do this safely, have been trained to do so and your escape route is clear (some extinguishers are only suitable for certain types of fires. If in any doubt, do not attempt to fight the fire).

**4. Fire Officer**

The University has an appointed Fire Officer (based within Estates), to provide competent advice and to manage and advise on day to day fire management issues, policies and procedures.