

1.0 Fire Instructions

In the event of a fire, **the safety of life** shall override all other considerations, such as saving property and extinguishing the fire.

All staff will receive instruction on what to do if there is a fire on campus during Department induction training and online via Skill gate.

On discovering a fire the following actions are to be taken:-

- Raise the alarm and shout for assistance.
- Operate the fire alarm call point.
- Telephone (9) 999 immediately followed by dialling 2222 and inform the Reception who can then arrange to meet the Emergency Services.
- Vacate the building along escape route to open air and assemble at your designated assembly point (or the nearest assembly point).

On hearing the fire alarm, the following action is to be taken:-

- If you see flames, see smoke or sense danger exit the area immediately by the quickest escape route.
- If you do not see flames, see smoke or sense danger as you stand up and leave the room pick up your coat/warm clothing, mobile phone and car keys.
- Close windows, switch off electrical equipment and leave room, closing the door behind you.
- Walk quickly along escape route to open air.
- Report to your dedicated assembly point (or nearest assembly point).

The University has taken advice from the local fire service with regard to the evacuation of disabled personnel and adopted their policy of using safe refuge areas and subsequent evacuation in the event of an emergency.

Should any disabled person be above ground level when the alarm is raised, they should proceed to the nearest safe refuge area. At each refuge area there is a push-button operated communication system linking the refuge point to the Reception staff. Reception will arrange for evacuation using the Evacuation Chairs located across the University.

During emergency evacuations the Fire Wardens and Campus Support Assistants will check to ensure that the buildings are clear of personnel.

Once it is considered safe to return to your place of work the alarm will be sounded in three short bursts. It is imperative that personnel wait for three soundings before re-entering the building.

Fire alarms are tested weekly, fire extinguishers are inspected monthly and fire extinguishers thoroughly examined annually.

At the halls of Residence there is to be a fire drill, in each Hall, within one week when new students arrive.

Fire drills across the Campus will be held regularly to assess the understanding of these procedures.

2.0 Bomb threats

The overriding consideration must always be the safety of the general public and staff and precautionary steps should be taken to ensure that they are not put at risk.

Each threat needs to be carefully evaluated with the help of the police and then any subsequent evacuation of premises should usually be preceded by a positive and efficient search procedure to determine the nature and location of the threat.

On receiving a direct threat to the University **do not** sound the fire alarm, contact the following:-

Reception	2222
Vice Chancellor	2070
Head of Finance and Facilities	2049
Estates and procurement Manager	3024
Head of Student Support	5708
President of the Student Union	3071
Police	999

During normal working hours, the decision to evacuate the University will be made by a member of the Senior Management Team (SMT) after consultation with the police. Out of normal working hours the decision to evacuate the University will be made by the Campus Security Staff after consultation with the police.

If the decision is made to evacuate specific areas of the University personnel will be notified by word of mouth and telephone.

Complete searches of the whole University will be coordinated by the SMT who will notify the Police on the completion of the searches for each designated area.

Suspect devices should not be touched or handled for reasons of personal safety. The location of such a device is the scene of a serious crime. Any witnesses able to assist the investigation should be identified and vital evidence should not be disturbed.

If a recognised incendiary device or any other suspicious article or package is found, the immediate area must be then be evacuated to a safe distance of 200 meters.

Searches should still continue in other areas.

Details of telephone call must be recorded on the forms supplied. As much detail as possible should be obtained.

Bomb Threats – Search and Evacuation Procedures

Action by Receptionists on receipt of a threat

IMMEDIATELY alert someone else if possible (so that Management and Police can be informed) but **do not put down the handset or cut off the caller.**

Obtain as much information as you can.

Try to keep the caller talking (apologise for bad line; ask him to speak up etc.)

Complete this form as you go along asking questions in sequence as necessary.

MESSAGE (exact words)

Where is it?

What time will it go
off?

What does it look like?

What kind of bomb is
it?

Why are you doing
this?

Who are you? Name:

Address:

Time of Call

When the call has finished give these forms to the Senior Management Group who will decide what to do. The more information you get, the easier it will be to decide whether the warning was genuine or not.

COMPLETE THE FOLLOWING AS SOON AS PRACTICABLE

DETAILS OF CALL

Man Woman Child
Old Young Not Known

SPEECH

Intoxicated Rambling Laughing
Irrational Speech Serious
Impediment

ACCENT

Was the message read or spontaneous?

DISTRACTIONS

Any noise on the line? Coin operated phone box?
Operator? Interruptions?

Anyone in the background?

OTHER NOISES

Traffic Talk Typing
Machinery Aircraft Music
Children Other

Name of person receiving call

Notes:

3.0 First Aid

The University is committed to providing the appropriate number of personnel to deal with accidents and injuries occurring at work.

First Aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. They will be provided with retraining at regular intervals in order to ensure their skills are maintained.

Should you require first aid, your first point of contact should be the Main Reception (tel 2222) who will contact a First Aider and inform them of the situation.

It is unlikely that first aid personnel rendering assistance will become subject to legal action because of their actions. However the University has arranged to guard against this possibility by providing through its insurance policies indemnification for any University nominated first aider.

If the incident requiring first aid appears life threatening DO NOT DELAY, call the Emergency Services (999) immediately, followed by 2222 (Reception) who will arrange to meet & direct the Emergency Services to the scene.

4.0 Accident and Incident Reporting

All accidents must be reported on the appropriate University form which is available on the University intranet.

It is of great importance that this procedure is scrupulously followed; primarily so that any investigation and action to be taken and secondly, for the person who is involved in the accident to have written evidence of such accident.

Incident reporting is of great benefit to the University and staff should be encouraged to report incidents as they happen. This enables staff to identify possible areas where accidents may occur in the future which in turn will have a positive impact on the general reduction of accidents across campus.

4.1 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Any person becoming aware of a serious accident or dangerous occurrence within the precincts of the University must immediately inform the Reception Staff or Out of Hours Campus Support Staff..

Certain accidents or occurrences have to be notified to the enforcing authority immediately by the quickest practicable means and followed up with a written report.

The following must be reported:-

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which: covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

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