

Estates Department Emergency Fire Procedures



LIVERPOOL HOPE
UNIVERSITY
175 YEARS OF ACADEMIC
EXCELLENCE

Aigburth Park Campus

1. Once the alarm is activated all occupants of the building are to evacuate via the nearest escape route to the designated Emergency Assembly point. The Emergency Assembly point information is available on all Fire Action Notices in all rooms.
2. **Staff should put life safety above the risk of COVID during the immediate evacuation. It will not be possible to social distance at these times and by doing so may cause a delay in evacuating safely. Once at the Fire Assembly Point all persons should follow Government Social Distancing guidance and keep their distance.**
3. Once the alarm is activated, the fire alarm panel within the Security Lodge bleeps and the 'fire' indicator lamp is illuminated.
4. The Campus Officer within the lodge should check the addressable text on the fire alarm panel and investigate and attend the activation location. On route the Campus Officer (via the site mobile) must contact the Hope Park Security Lodge using the emergency contact number (3800) to advise of a possible fire. The Campus officers **MUST NOT** endanger their health, safety or wellbeing or that of others.
5. IN THE EVENT OF A FIRE:
 - The Campus Officer must immediately inform the Fire Service using the 999 emergency number. The Campus Officer should then inform Hope Park lodge of the situation.
 - The Security Lodge at Hope Park must contact the Aigburth Park Senior Resident Tutor on call to inform them of a possible fire.
 - The Senior Resident Tutor shall make their way to Trinity Building to perform a role call following an evacuation of the building. Any additional Senior Resident Tutors or Fire Marshals on-site shall perform a sweep of the area of the building they are in before evacuating.
 - The Senior Resident Tutor/Duty Tutor should make a role call at the fire assembly point, and note any missing persons and their room number.
 - The Campus Officer should meet the Fire Service, to direct them to the fire, and inform them of any missing persons and their room numbers, which have been relayed to him by the Senior Resident Tutor/Duty Tutor.
6. IF THERE IS NO FIRE:
 - The Campus Officer is to contact the Security Lodge at Hope Park to inform there is no fire. The Campus Officer shall reset the fire alarm and ensure the incident is recorded using the Fire Alarm Activation form.
 - If the Fire Service has been called, the alarm is not to be reset until authorised by the Fire Service.
 - It is the duty of the Campus Officer to inform people when it is safe to re-enter the building. This can be communicated via the Senior Resident Tutor and Fire Marshals on duty and may be done on advice received from the Fire Service.

When Should the Fire Service be called?

- In the event of smoke or flames being apparent, the Fire Service must be called immediately.
- When a fire source has been located by a Campus Officer following the above procedure.
- If there is **ANY DOUBT WHATSOEVER** as to whether there is a fire or not, the Fire Service must be called immediately.