

Estates Department Emergency Fire Procedures



LIVERPOOL HOPE
UNIVERSITY
175 YEARS OF ACADEMIC
EXCELLENCE

Hope Park and Creative 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. One Campus Manager/Officer should remain within Security Lodge. The addressable text on the fire alarm panel is checked by the person in the Security Lodge who then uses the walkie talkie system to radio a Campus Officer (on inspection duty) to investigate and attend the activation location. The Campus officers MUST NOT endanger their health, safety or wellbeing or that of others.
5. The Campus Officer uses the walkie talkie system to radio the Security Lodge to confirm a fire or no fire.
6. IN THE EVENT OF A FIRE:
 - The Fire Service is immediately called by the Campus Manager/Officer in the Lodge via the emergency number 999.
 - Fire Marshals on-site shall perform a sweep of the area of the building they are in before evacuating. The Fire Marshals must communicate with the Campus Manager/Officer where possible relaying any relevant information.
 - The Campus Manager/Officer in the Lodge must either deal directly or delegate one of the Campus Officers to be the person responsible for communication with any persons located within designated disabled refuge areas utilising the refuge communication system. This person may be the Campus Officer who has investigated the activation point. The Campus Officer responsible for communication with the refuge areas must also assist with the evacuation of any persons located in the refuge areas by use of Evac-Chairs, ONLY where it is safe to do so. Assistance should also be provided for any persons with a designated PEEP who require assisted evacuation.
 - The Campus Officer should meet the Fire Service, to direct them to the fire, and inform them of any relevant information.
7. IF THERE IS NO FIRE:
 - If the Fire Service has not been called, the alarm is to be reset and a report prepared detailing the incident 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 may be in conjunction with the 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.