London School of Economics and Political Science

Fire Procedures for :

Last updated:

* These procedures are to be followed in the event of a fire alarm. If there is a bomb alert, instructions specific to the situation will be issued, at the time, by telephone to staff in affected areas.
* If you see a fire, raise the alarm by breaking one of the red "break glass" wall mounted fire alarm boxes. The "break glass" wall mounted fire alarm boxes are located by:…………..
* The fire alarm is a continuous ringing bell. If the fire alarm sounds you should evacuate the building immediately and go to the emergency assembly area which is: …………………..
* The fire alarm is tested every week at :…………………. During the test the alarm is sounded for no more than 60 seconds at one time. If the alarm sounds continuously you must evacuate the building you must not assume it is a test.
* The Security Control Room will call the fire brigade. *(The Security Control Room operates on a 24 hour / 365 days per year basis)*. If you have any information regarding the location of the fire, notify a member of the Security staff immediately so that this information can be passed onto the fire brigade.
* If smoke is discovered coming from underneath a door or where a door or handle is hot, **do not open the door**, raise the alarm and evacuate the building. At the emergency assembly area inform the member of Security staff of the location where the fire is suspected.
* When evacuating the building use the nearest available escape route **do not use the lift**. *(When the fire alarm is activated all lifts will go immediately to the ground floor. The lift doors will open to allow persons to alight and will then close. The lift doors will not open again until the fire alarm has been reset.)* If you are in the lift when the fire alarm sounds, exit the lift immediately the doors open on the ground floor and go to the emergency assembly area.
* Signs with a “running man” symbol on a green background indicate the emergency exit routes. The emergency exit routes for this building are located:

…………………………………………………………………………….

* If the fire is a small one *(e.g. no bigger than a waste-paper bin)* and if you have been trained and feel able to so, fight the fire with the appropriate fire extinguisher, otherwise evacuate. **You must always raise the alarm first before attempting to tackle a fire.**
* The fire extinguishers are located:…………………………….
* Close doors behind you as you leave the building. You may take your belongings with you if these are close at hand and it does not delay your evacuation. If you are away from your desk when the fire alarm sounds, do not attempt to return to your desk to collect your belongings, evacuate immediately.
* Leave the building in an orderly fashion, do not run. Follow any instructions given by a fire warden or member of the Security Staff.
* *(delete this paragraph if not applicable)* It is not possible to assign fire wardens for every floor in this building due to the nature of the use of the building, some floors are occupied by staff working part-time or who are only present on campus for limited periods each day/week. People working in these areas must ensure that they individually notify the member of Security at the emergency assembly area, which floor and which room number they have vacated in the event of an evacuation.
* The fire wardens in this building are:

…………………………………………………………..

* People who are unable to use the stairs, should wait at the nearest fire refuge point The location of the fire refuge points are:…………………… (delete as appropriate)
* This building does not have any identified fire refuge points, so persons with mobility problems should wait behind the fire door(s) opening onto the escape stairway for assistance. (delete as appropriate)
* Alert your fire warden or another member of staff so that they can inform Security at the assembly area that you are waiting for assistance. Security will arrange for you to be assisted from the building using an evacuation chair.
* *If you have a disability, which may affect your ability to respond to the fire alarm and evacuate the building, using the escape staircases please contact the School’s Health and Safety Team on* [*health.and.safety@lse.ac.uk*](mailto:health.and.safety@lse.ac.uk) *so that a ‘Personal Emergency Evacuation Plan’ can be developed for you.*
* Wait at the assembly area until a member of Security tells you it is safe to return.

**Fire Prevention**:

* Do not wedge or prop open fire doors, this will result in smoke and toxic fume spreading through the building which could seriously hinder the safe evacuation of the building.
* Do not obstruct emergency escape routes and stairways.
* Do not overload electrical sockets, or tamper with plug fuses.
* Take care with portable heating appliances; always check with the Estates Department to ensure the building’s electrical supply is capable of taking the load. Radiant heaters i.e. fires with an exposed element or flame must not be used. LPG heaters must not be used without the permission of the Head of Health and Safety.
* Observe the ‘no-smoking’ signs. (It is against the law to smoke in any building on Campus) Take care with smoking materials, make sure that any smoking materials are safely extinguished in a suitable receptacle before entering any building.