

FIRE SAFETY INFORMATION FOR TEACHING STAFF

Teachers are responsible for the safety of the students in their classes, lectures, seminars, and office hour meetings.

Actions to be taken when fire alarms sound



- When fire alarms sound, teaching staff must stop teaching and instruct their class to evacuate and go to the fire assembly point for the building using the nearest escape staircase (indicated with green and white signs). Lifts must **not** be used. Bags may be taken if this will not delay evacuation. A map showing the Fire Assembly Points on campus is provided on the [LSE website](#).
- The teacher should ensure that everyone has left the lecture theatre or classroom, and then join the class at the assembly point.
- They should report to Security that the teaching space is clear.
- The teacher should keep the class together at the assembly point until Security report that it is safe to return to the building, so that the class may resume.
- If the evacuation continues beyond the normal end of the class, the teacher should dismiss the students, so they can proceed to their next class (if it is in a different building). The students must **not** re-enter the building where the alarm sounded to collect their belongings until it is safe to do so.

Note 1: In the Towers and 32 Lincoln's Inn Fields there is an additional intermittent signal to alert occupants to **prepare** to evacuate. In these buildings you should only leave when the alarm signal is a continuous tone.

Note 2: In the New Academic Building there is a voice command as well as the sounder. This voice recording informs occupants whether they should evacuate or prepare to evacuate. This is to stagger the evacuation, and prevents overcrowding on the stairs.

Actions to be taken if someone in the class is unable to evacuate without assistance



- Instruct the individual to go the Fire Refuge Point in line with their Personal Emergency Evacuation Plan (PEEP) – make sure another member of the class stays with them;
- Tell the individual to contact Security so they can summon the evacuation volunteers;
- The teacher must report to Security at the Fire Assembly Point that two people are waiting at the Fire Refuge Point.

General Fire Precautions when teaching

- The capacity of every classroom is based on the number of people who can evacuate safely from that room in the event of a fire alarm sounding – this capacity should never be exceeded.
- Fire exit doors (indicated by green and white signs) must be maintained clear at all times – teachers should ensure that they are not blocked by bags, tables, chairs, or any other way.
- Gangways in lecture theatres and in classrooms must be kept clear at all times.
- Fire doors (indicated by round blue signs on the door) must be kept closed.