

# **FIRE SAFETY INFORMATION FOR TEACHING STAFF in 32 LIF**

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

## **Description of the Fire Alarm system in 32 LIF**

There is an automated fire detection and alarm system in 32 Lincoln's Inn Fields. There are two possible sounds: an intermittent, pulsing sound on a single pitch, or a continuous "warble" over two pitches. In common areas, there are visual beacons with flashing lights.

## **Actions to be taken when fire alarms sound**

- On hearing either of the fire alarms sounds, teaching staff must stop teaching and instruct their class to evacuate and go to the fire assembly point (corner of Lincoln's Inn Fields opposite NAB and Coopers wine bar) using the **nearest** escape staircase (indicated with green and white signs).
- There are four exits from the building – the old front door (centre of the front of the building), a door on the opposite side onto Portugal Street, one straight onto the service area by the Pavilion entrance, and the Pavilion entrance. Use the nearest one.
- Lifts must **not** be used. Bags may be taken if this will not delay evacuation.
- The teacher should ensure that everyone has left the lecture theatre or room, 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.

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

- Instruct the individual to go the Fire Refuge Point<sup>1</sup> in line with their Personal Emergency Evacuation Plan (PEEP) – make sure someone stays with them;
- Tell the individual to contact Security using the Deaf Alert panel at the refuge 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**

- The capacity of every teaching space 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. Never bring extra chairs in from another room.
- Fire exit doors (indicated by green and white signs) must be kept clear at all times – teachers should ensure they are not blocked by bags, furniture or in 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.

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<sup>1</sup> There are Fire Refuge Points on or by all the staircases.