

# **IMPORTANT NOTICE**

## **FIRE SAFETY INFORMATION FOR TEACHING STAFF**

These procedures are to be followed in the event of a fire. 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 A FIRE IS DISCOVERED :**

1. Raise the alarm by operating the nearest fire alarm (break glass call point), then use one of the internal telephones to dial **666** which will put you through to the Security Control room. *(There is a telephone in every teaching room and lecture theatre.)*
2. Give the precise location of the fire.
3. Ask all persons in the room to leave immediately and go to the designated assembly point for your building, using the nearest available exit route. **Lifts must not be used.** People should not stop to collect personal items such as bags and coats, unless it is possible to do so without delaying the evacuation. *(Information on the location of the designated assembly point will be given to you at the time the room is allocated, and is also posted on the Fire Action notices by each emergency exit.)*
4. If possible close doors behind you to prevent the spread of fire and smoke.
5. If there are any persons who are unable to evacuate the building using the stairs, they should be directed to the nearest fire refuge point, where they can await assistance.
6. On arrival at the Assembly point, you must inform the member of the Security Staff, which floor and number of the room you have vacated and whether someone is waiting assistance at a 'fire refuge point'.
7. Students must be told to remain at the assembly point until they have been given instructions from either LSE Security Staff or the Fire Brigade personnel that it is safe to re-enter the building. They must not attempt to re-enter the building, until they have been told it is safe to do so.

8. Your first priority is to ensure that your students evacuate the building, do not attempt to tackle the fire unless you have been trained to do so. If you have been trained, attack the fire if possible using the appliances provided, but without taking risks.

**ON HEARING THE FIRE ALARM follow steps 3 to 6 above.** *When activated the fire alarm is a continuous bell or siren. Fire alarms are tested weekly in each building, a notice will be posted in the entrance lobby advising day and time when the alarm is to be tested. (During a test the alarm will never sound for more than 1 minute.)*

## **REMEMBER:**

When allocated a teaching room you should make yourself familiar with:

- ❖ The nearest emergency escape route and a secondary escape route.
- ❖ The location of the nearest Fire Alarm call point.
- ❖ Students should be briefed at the start of each lecture on the fire evacuation procedure.
- ❖ Teaching staff must ensure that fire exits and gangways in their allocated teaching rooms are kept free of obstructions, do not allow students to sit or stand or place their bags in gangways or fire exit routes or on the steps of lecture theatre.
- ❖ In the event of a fire alarm activation your first priority is to ensure that your students are instructed to evacuate the building.
- ❖ Report any difficulties encountered during a building evacuation to the School health and safety adviser by emailing [ann.o'brien@lse.ac.uk](mailto:ann.o'brien@lse.ac.uk)