

PROCEDURE IN CASE OF FIRE

1. Report any fire to the departmental fire and safety team immediately.
2. Follow instructions from Fire Marshalls and Safety Officers/Representatives in case of a fire.
3. Switch off electrical supply at main switch outside lab door.
4. Switch off gas supply at tap on southern wall.
5. Phone Facilities Management (4666) to switch off the air conditioning.
6. Phone Risk Management (2333) for help.
7. Use smother blanket in case of a small fire.
8. Use water on all paper or wood fires. Water hoses are only used for big fires.
9. Use CO₂ extinguishers on all other fires including electrical fires.
10. Use dry chemical powder cylinders if other methods do not succeed. Use dry chemical powder if a liquid is burning.
11. If the fire is out of control and a danger, do not attempt to put it out, evacuate the building immediately.
12. If the fire alarm rings after hours, contact USBD (2333) and evacuate the building immediately. Take the after hour log book with you if possible to the assembly point.
13. Place an "all clear" sign on the door as you leave to indicate that the room has been evacuated.
14. Do not use the lift during an evacuation.
15. Do not use the central stairwell as an emergency exit, unless both emergency exits are inaccessible.
16. Gather for a head count at the emergency gathering area which is on the grass outside the Engineering building.
17. Do not enter the building again until it has been declared safe to enter by the local Fire Department.