

Fire Emergencies – Immediate Action

FIRE, POLICE, AMBULANCE – dial 999, using any telephone.
(NB! Always send somebody to meet and direct the emergency vehicle.)

In the event of a serious accident or fire on University premises, and immediately after arranging for the Emergency Services (see below), please also inform:

- a) **The University Security Services (telephone 89999 – 24 Hours) and**
- b) **The University Safety Office (telephone 70811)**

1. Fire action

If You Discover a Fire

- 1 Immediately sound the alarm by operating the nearest red fire alarm call point (break the front glass to operate).
- 2 Telephone the Fire Brigade – dial 999, using any telephone – and report the fire.
- 3 Attack the fire, if possible, with the appliances provided **without taking personal risks**, otherwise leave the building immediately and go to the Assembly Point.
- 4 Do not stop to collect personal belongings.
- 5 Close all doors as you leave.
- 6 Use the nearest available exit.
- 7 Do not use the lifts.
- 8 Inform a senior member of staff (if available) that the fire is real and not a false alarm. Confirm to the senior staff member that the Fire Brigade has been telephoned.
Always ensure that you or the senior member of staff meets the Fire Brigade to inform them of the location of the fire.

On Hearing the Fire Alarm

- 1 Leave the building immediately and go to the Assembly Point.
- 2 Do not stop to collect personal belongings.
- 3 Close all doors as you leave.
- 4 Use the nearest available exit.
- 5 Do not use the lifts.
- 6 Ensure that every fire or suspicion of fire has been reported to the Fire Brigade by telephone – dial 999, using any telephone.
Somebody should meet the Fire Brigade to inform them of the location of the fire.
- 7 Do not re-enter the building until authorised to do so, even if the alarm has been silenced.

Please assemble well away from the evacuated building. This prevents exits becoming blocked for other people, ensures unimpeded access for the Fire Brigade, and reduces the risk from falling debris.



To Telephone the Fire Brigade

- 1 Dial 999, using any telephone.
- 2 Give the operator your telephone number and ask for “FIRE”.
- 3 When the Fire Service operator replies state distinctly “FIRE AT” followed by the appropriate address below.
- 4 Do not replace the receiver until the address has been repeated correctly by the Fire Service.
Somebody should meet the Fire Brigade to inform them of the location of the fire.

Building	Assembly Point
Atmospheric, Oceanic and Planetary Physics Laboratory, and Robert Hooke Building Parks Road Oxford OX1 3PU Tel.: 01865 272901	University Parks (Keble Road entrance) and/or grassed area outside the University Museum of Natural History
Clarendon Laboratory Parks Road Oxford OX1 3PU Tel.: 01865 272200	University Parks (Keble Road entrance)
Denys Wilkinson Building Keble Road Oxford OX1 3RH Tel: 01865 273333	Keble Road junction with Blackhall Road (South Side of Keble Road)
Theoretical Physics Department Beecroft Building Parks Road Oxford, OX1 3PU Tel: 01865 272200	University Parks (Keble Road entrance)