



THE UNIVERSITY of EDINBURGH
informatics

Fire Awareness

School of Informatics

(Last Updated: 16 April 2021 - adapted from the University's Fire Awareness Training module on Cardinus which is only accessible by staff)



Fire Awareness Training

- If you can access the full fire awareness training available for staff - <https://www.ed.ac.uk/health-safety/training/e-learning/cardinus/users/fire-safety> - please complete that training.
- PGR students who cannot access the above training – must read the following slides.



Fire prevention responsibilities

- ❑ The University has a statutory responsibilities to keep you and your colleagues safe at work.
- ❑ **You also have responsibilities** to ensure you are not creating hazards and are reporting those that you may find.
- ❑ The University's fire-prevention strategy incorporates:
 1. Fire risk assessment.
 2. An analysis of who is at risk.
 3. The implementation of control measures to prevent fire.
 4. Creating a plan to deal with an emergency.
 5. Appropriate training for all staff and emergency responders.
- ❑ The University carries out regular fire risk assessments for its buildings and local safety teams also identify new and temporary hazards.
- ❑ These assessments will identify the hazards and indicate what controls are needed to reduce the risks. This will help you decide what precautions are necessary.
- ❑ **You should bring any additional hazards** (including any that you may be bringing yourself) **to the attention of your local safety representative** in order to ensure they are also risk assessed.



Common hazards

Some common hazards you may come across and should report include:

- Faulty electrical equipment (frayed/worn parts)
- Mains adaptors overloaded, or connected together (causing overheating issues)
- Frayed or worn electrical cables
- Cables run under carpets/flammable materials (where overheating may be potentially dangerous)
- All electrical equipment should be checked regularly and those using a standard UK plug connection should undergo regular safety checks (also known as Portable Appliance Testing, or PAT), which involves passing standard insulation, resistance and connectivity checks via an approved tester and test apparatus.



Smoking

- Smoking is not allowed on University premises (which includes roof terraces and external doorways).
- Please only smoke in designated areas.

Poor Housekeeping

- Careless storage of flammable materials (paper, cardboard, solvents) should be avoided. Flammable items, such as solvents should be kept in non-combustible containers.

Flammable liquids

- All flammable liquids should be stored in fire-proof containers/cabinets in well ventilated areas.
- Never pour flammable liquids down sinks or drains
- Never bring a heat source close to flammable liquids



Fire response: What to do

- Raise the alarm
- If the outbreak is small and you are confident of quashing it using local fire fighting equipment, you may do so, otherwise leave the area immediately and contact Security (0131 650 2257) to indicate the precise location of the fire.
- Leave by the most direct and safest route.
- Do not wait or return to collect your belongings.
- On your way out of the building check your colleagues are also leaving.
- Ensure any fire doors are properly closed behind you and any open windows are closed, if there is time.
- Once out, move to the designated assembly point and await further notice from Security, the designated Fire Controller or the Fire Brigade before attempting any return to the building. Never unilaterally return to a building because you think the situation has been resolved.



General fire information

- Fire evacuation drills are held at least once a year. You will likely not be notified of this drill in advance but even if aware please treat it as an actual alarm and leave the building promptly.
- Fire related routes in a building should never:
 - Have fire doors wedged open
 - Have escaped routes that are locked (if a route is unavailable, due to building work, or fire itself there should always be an alternative).
 - Please make yourself aware of all available fire routes in your building.



General fire information

Things you can do :

- If trapped, do everything you can to prevent smoke getting into your area.
- If you are in a smoke filled area get down close to the floor where the air will be cleaner
- If on an upper floor attempt to get close to a window to shout for help (only climb out as a last resort)
- If someone's clothes are on fire smother the flames with a blanket/rug/coat. If nothing available the victim should drop and roll to extinguish flames



First aid for burns

Call for medical attention

- move the person from danger
- cool burns with cool running water for at least 10 minutes
- remove restricting items that are not sticking to the burn (belts, shoes, jewellery)

Do not:

- apply any ointments
- burst any blisters
- remove anything that is sticking to the burn



Before tackling any fire

- Raise the alarm
- Only tackle small fires that you are comfortable with
- Ensure close-by flammable materials are removed
- Ensure the fire is not caused by gas (if it is, leave immediately)

Extinguishers

- For an electrical fire use a carbon dioxide, or powder extinguisher
- For a paper/cardboard/solid fuel based fire use a water fire extinguisher or fire blanket
- For a fat/liquid fire use a fire blanket, dry powder or foam extinguisher



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Thank you!