



KING CEASOR UNIVERSITY

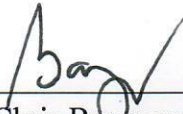
FIRE SAFETY POLICY

JUNE 2024

Approval

This policy has been approved on the 28th day of JUNE the year 2024

Signed:



Hon. Dr. Chris Baryomunsi
CHAIRPERSON, KCU COUNCIL



Dr. Charity Basaza Mulenga
VICE-CHANCELLOR

FIRE SAFETY POLICY

FOREWORD

Welcome to King Ceasor University's Fire and Safety Policy, a crucial framework that prioritizes the safety and well-being of our university community. This policy underscores our commitment to maintaining a safe and secure environment where everyone can learn, work, and thrive without compromising their safety.

At King Ceasor University, the safety of our students, faculty, staff, and visitors is of utmost importance. This Fire and Safety Policy outlines proactive measures, guidelines, and procedures to prevent fire hazards, mitigate risks, and respond effectively to emergencies. It emphasizes the importance of fire prevention, preparedness, and continuous training to ensure that all members of our community are well-equipped to handle emergency situations.

Our goal is to foster a culture of safety and vigilance across our campus, promoting awareness and accountability in fire safety practices. By adhering to this policy, we commit to upholding regulatory standards, implementing best practices in fire prevention and emergency management, and continuously improving our safety protocols.

I extend my appreciation to all stakeholders who have contributed to the development and implementation of this policy. Together, let us prioritize fire safety as an integral part of our commitment to providing a secure and supportive environment for learning and research at King Ceasor University.

LIST OF ACRONYMS

AFO	Area Fire Officer
US	University Secretary
CSS	Central Services Security
DSEAR	Dangerous Substances and Explosive Atmosphere Regulations
EVC	Emergency Voice Communication
FRS	Fire and Rescue Service
FSAG	Fire Safety Advisory Group
FSO	Fire Safety Officer
PEEPS	Personal Emergency Evacuation Plan
UFSM	University Fire Safety Manager

1.0 INTRODUCTION

King Ceasor University is committed to providing a safe environment for its staff, students, visitors and neighbors to the University. It is the University's responsibility to ensure provision and management of fire safety systems and procedures. All members of the University, students, staff, visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy. Fire is recognized as a major threat to the activities of the University. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may impact negatively on the University's normal business activities.

2.0 POLICY STATEMENT

The King Ceasor University Fire Safety Policy ensures that so far as is reasonably practicable the risk associated with fire will be managed by King Ceasor University in compliance with the Occupational Health and Safety Act, 2006 and any other relevant legislation that may impact upon it. The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the University Community. Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and the University Property as well as others who may be affected by the activities of the University.

3.0 CITATION

The Policy shall be cited as "The King Ceasor University Fire Safety Policy, 2024"

4.0 DEFINITION OF TERMS

For purposes of this policy, unless the context otherwise requires: -

- **Act:** Means the Occupational Safety and Health Act, No.9/2006
- **Arson:** This is a crime of willfully and maliciously setting fire on to a property such as a building especially with criminal or fraudulent intention.
- **Arsonist:** This is a person who commits arson.
- **Combustible Materials:** These are materials or things that can combust (burn) in air. They are materials that ignite easily at ambient temperatures.
- **Fire Assembly Point:** This is a gazetted place of safety where building occupants gather to ascertain if there are some occupants missing. It is usually designated as a key

piece to any emergency plan and should be well-known and clearly marked to provide an easy location during an emergency by use of evacuation notices within a building.

- **Fire Extinguisher:** These are portable equipment used to put off small fires using water, foam, gas and powder at high pressure.
- **Firemen:** These are firefighters who put out fires using water hoses, fire extinguishers, and water pumps. They find and rescue victims in burning buildings or in other emergency situations.
- **Fire Triangle:** This is a triangle formed by elements of fire which are Oxygen, Fuel (Combustible material) and Heat. To stop fire, one of the elements of fire should be removed.
- **Fire Risk Assessment:** This is a legal requirement undertaken of a building in order to assess its fire risk and offer recommendations to make the building safer. Fire risk assessment is normally carried out for a building with 5 or more occupants regularly.
- **Fire safety:** This is the set of practices intended to reduce the destruction caused by fire. Fire safety measures include those that are intended to prevent ignition of an uncontrolled fire, and those that are used to limit the development and effects of a fire after it starts.
- **Fire Safety Officer:** This is a person with a solid knowledge of fire safety codes and regulations responsible for ensuring and maintaining fire safety for an institution or facility. This person implements preventive measures, maintains buildings safety standards, creates and implements safety policies and trains in appropriate fire safety procedures.
- **Fire Warden:** This is a designated person within a department who is allocated responsibilities to help support the ongoing management of fire safety, by contributing to the safety of people in the event of a fire evacuation.
- **UOTIA:** Means the Universities and other Tertiary Institutions Act, 2001 as Amended.

5.0 FIRE SAFETY POLICY REVIEW

This policy will be reviewed by the University Management to suit the ever-changing needs of the University Community.

6.0 LEGAL AND POLICY FRAMEWORK

The **Occupational Safety and Health Act, 2006 Sections 57-60** provides for fire preparedness. It is the responsibility of an occupier to ensure adequate preparedness and

response to any fire incidents on his/her premises. **(Section 60 of the Act.)** The Act requires each employer and person who has control of a relevant premise, to any extent, to carry out an assessment of the premises to identify any risks to the safety of relevant persons in respect of harm caused by fire and to take all reasonable fire safety measures to ensure the safety of relevant persons within the relevant premise.

Under **Section 40(2) (b)and (c)** of the Universities and other Tertiary Institutions Act,2001 as Amended, the University Council is mandated to formulate the general policy of the University and to give general guidelines to the administration and academic Staff of the University on matters relating to the operations of the University. This Policy therefore complies with the above-mentioned statutory provisions and is an attempt to provide a systematic approach to safeguard the lives and property at King Ceasor University.

7.0 POLICY OBJECTIVES

The aim of this policy and relevant guidance is to provide a fire safety framework which will be implemented to protect lives and protect University assets. To achieve this aim, the University hereby makes the following commitments:

- a. To create and maintain suitable and sufficient fire risk assessments of all premises and activities within the University;
- b. To identify and implement reasonably practicable control measures to control risks from fire;
- c. To provide suitable and sufficient information, instructions and training in fire safety to all staff and students and to provide training in the use of fire extinguishers where appropriate;
- d. To specify from which of its buildings emergency evacuation must be managed/supervised and to provide a mechanism for developing, implementing, and maintaining managed evacuation procedures;
- e. To regularly test evacuation and other emergency procedures and to maintain all emergency and precautionary equipment;
- f. To conduct regular fire safety inspections.
- g. To ensure effective liaison with the local fire authority where appropriate.

8.0 OVERALL RESPONSIBILITY FOR FIRE SAFETY MATTERS

The University Secretary is the person delegated by the Vice Chancellor to co-ordinate the management of health and safety, including fire safety, within the University. He/she will coordinate the implementation of fire safety measures, ensure that staff and students training take place, and monitor the standard of fire precautions maintained. She/he will also ensure that a fire evacuation drill is undertaken early in each Semester. He /she will keep ensuring that fire action notices are kept up to date and that all fire safety equipment is properly maintained.

Roles may be designated to site staff and other Leadership members to assist under the University Secretary. The University Fire Procedure Notices displaying the University fire procedure will be displayed at each fire alarm call point and will be of the standard form. The University Secretary will ensure that these notices remain up to date and also additionally presented in a way that is student user friendly in order to be easily understood.

The University Secretary is responsible for ensuring that:

- a. Robust fire safety arrangements are put in place and that this Policy is implemented;
- b. A procedure for assessing the risk of fire occurring is produced and implemented in all University premises;
- c. Ensuring there is adequate funding for appropriate fire systems and fire safety training.

9.0 RESPONSIBILITY OF THE HEAD OF ESTATES

The Head of Estates is responsible for ensuring that:

- a. New buildings and refurbished buildings comply with current fire safety legislation so far as is reasonably practicable;
- b. Premises are constructed and maintained in such a way as to minimize the risk of a fire starting undetected and spreading;
- c. Relevant fire incidents are reported to the Health and Safety Committee;
- d. Relevant fire safety matters are reported to the University Secretary.
- e. The University Fire Safety Service is managed and competent fire safety advice is provided to managers, staff and students;
- f. Annual maintenance of University fire-fighting equipment is carried out;
- g. Fire risk assessments are conducted on all University premises and communicated as necessary in an efficient and transparent manner;
- h. A process is in place to monitor fire safety in Schools/Units at least annually;
- i. The management of fire safety is included as part of the routine health and safety audits of the Schools/Units;
- j. There is liaison with the building occupier before any work commences and contractors and employed staff alike are made aware of and comply with all relevant local fire safety rules.
- k. All recommendations in the building Fire Risk Assessment report for action by Estates are implemented and a record of this is maintained and communicated to the US.
- l. Fire safety systems are maintained, inspected and tested in line with accepted good practice or manufacturer's recommendations;
- m. Appropriate fire safety signage is in place throughout the campus;
- n. Fixed systems giving rise to fire hazards (For instance; gas and electrical systems) are maintained.

10.0 UNIVERSITY FIRE SAFETY OFFICER/TECHNICIAN

The University shall have a designated Fire Safety Officer/technician under Estates office with the primary responsibilities of:

- a. Advising on fire issues relating to building structure and fabric, services, alterations and maintenance;
- b. Advising on new building fire safety requirements;
- c. Co-coordinating and monitoring the University's program of fire risk assessments;
- d. Liaising with the Fire Brigade and Authorities involved in fire safety;
- e. Advising on fire issues relating to the day to day activities of occupants of all university premises;
- f. Giving advice and guidance on fire safety relating to disabled people, evacuation and compliance with Gender and Inclusiveness Policy requirements, the provision and maintenance of evacuation chairs and other aids;
- g. Advising University committees on fire safety issues relating to the above;
- h. Giving advice and monitoring how incidents involving fire and fire alarm activations are investigated to identify problems and advise on corrective actions, and reporting these to the Estates Officer;
- i. General day to day monitoring of fire precautions;
- j. Preparing annual reports on issues relating to fire safety and the University;
- k. Liaising with other managers and staff on fire safety issues;
- l. Representing the University on fire safety issues and facilitating cooperation with other employers where two or more occupy the same premises;
- m. Monitoring and mitigation of unwanted fire alarm activations.

11.0 HEADS OF SCHOOLS/UNITS

Heads of Schools/Units are responsible for ensuring that:

- a. Staff and students comply with the University's procedures and arrangements for fire safety;
- b. All staff/students/visitors/others in their School/Unit are made aware of the local fire safety procedures and arrangements;
- c. Appropriate fire systems and equipment are in place for the safety of staff and others working in/visiting University buildings;
- d. All staff attend appropriate fire safety training, including induction and refresher training;
- e. Fire alarm is tested weekly and fire drills are held at least once per year and recorded along with any remedial actions required;
- f. All recommendations in the building Fire Risk Assessment report for action by the Faculty/School/Unit are implemented and a record of this is maintained and communicated to US.
- g. The building Fire Log Book is kept up to date;

- h. There is a robust process for developing and maintaining robust emergency procedures in all buildings, including Personal Emergency Evacuation Plans (PEEPs);
- i. There is a regular fire safety inspection and Estates are notified of all known structural failings or failings to fire doors/signs;
- j. All known faults in items of equipment provided for fire safety are reported, as soon as is reasonably practicable to the Head of Estates and Works.
- k. There is an up-to-date local business continuity plan.

12.0 STAFF, STUDENTS AND USERS OF UNIVERSITY PROPERTY & FACILITIES

All University members of staff are responsible for maintaining a high standard of fire precaution in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that students for whom they are responsible are informed of the fire procedure.

Lecturers are responsible for devising and maintaining fire evacuation plans for students with disabilities/Special needs in their care. These will be Personal Emergency Evacuation Plan (PEEP) which will be reviewed annually, or if changes are needed to be implemented.

No attempt should be made to fight a fire until the primary duty of evacuation has been accomplished, and only then by trained staff, and if they are confident with using the fire-fighting equipment and have assessed the risk very carefully beforehand.

All people, whilst on University premises:

- a. Must not, so far as is reasonably practicable, put themselves or others at risk of fire by their actions or omissions;
- b. Should know what actions to take in the event of discovering a fire;
- c. Must, on hearing the fire alarm, evacuate the building by the nearest emergency exit;
- d. Must comply with all fire safety instructions provided by the University or by the responsible person in charge of fire safety.
- e. Must not tamper with any fire safety equipment provided by the University

13.0 ORGANIZERS OF EVENTS

Any person organizing events in University owned areas must:

- a. Produce a written structure for an organizing Committee or a list of named individuals who will take responsibility for the event;
- b. Notify the Management of the University through the University Secretary (if the event is on University land) with details of the event at least 6 weeks in advance of the event;

- c. Put in place appropriate measures for ensuring, so far as practicable, the good behaviour of attendees of the relevant event.
- d. Comply with any fire safety guidance provided;
- e. Ensure there is adequate fire safety equipment provided (the Head of Estates may assist and advise but the responsibility for provision rests with the organizers).

14.0 HOSTEL OWNERS- DELEGATED FIRE SAFETY DUTIES

Every hostel hosting King Ceasor University students shall be required to put in place reasonably practical measures to control risks of fire. The Hostel owners shall employ a warden to be in charge of the Hostel and the Warden will be inter alia to;

- a. Where practicable, ensure the residence is safe from any risks of fire and the residence has been evacuated in the event of a fire alarm activation;
- b. Determine from the fire alarm system where the fire alarm has been activated and to try and determine from resident students of that area if a fire caused the activation;
- c. If a fire can be identified, then to call the local fire authority and Rescue Service to report an identified fire;
- d. To liaise with the Fire and Rescue Service when they arrive;
- e. In the event of a malicious activation of the fire alarm, then try to identify the person causing the malicious activation of the system;
- f. To report all fire alarm activations (either due to fires, faulty equipment, accidental activations or to malicious activations) to the Residence Manager at the first opportunity.

All Hostel owners shall put in place full procedures detailing precise duties and control measures will be put in place for each residence. The Hostel Wardens shall liaise with the Student leaders and the Head of Estates and report all fire safety related events to the University Secretary.

15.0 FIRE WARDENS AND FIRE MARSHALS

Where identified as necessary by fire risk assessment, audit or inspection, Heads of Schools/Units should appoint staff to undertake the duties of Fire Warden and Fire Marshal. During an emergency evacuation, Fire Marshals and Fire Wardens will wear a high visibility jacket and carry out the following duties, inter alia:

15.1 Fire Wardens

- a. Check designated areas on their way out of a building to ensure that all persons are leaving;
- b. Encourage and assist persons to evacuate the building;
- c. Check disabled refuges in escape stairways and make arrangements for evacuation of persons therein;
- d. Report to the Fire Marshal at the designated assembly point;

- e. Monitor the doors in order to ensure that there is no unauthorized entry during the incident;
- f. Where it is safe to do so, manage pedestrians and traffic until the fire brigade arrives. In particular, Wardens should ensure there is a clear access to the building for Fire and Rescue Service.

Fire wardens please remember: Do not tackle a fire if the size of the blaze is larger than the example given in training i.e. larger than a fire in a waste paper bin.

15.2 Fire Marshals

Fire marshals shall inter alia;

- a. collect the information provided by Fire Wardens and others;
- b. verify that the Fire Brigade has been called and if not nominate a person to telephone the Fire Brigade (Tel: 9999)
- c. liaise with the Officers from the Fire Brigade and Rescue Service attending the emergency;
- d. Fire Warden and Fire Marshal training will be provided by or sourced jointly by the Director of Finance and the University Secretary.

16.0 BUILDINGS WITH MULTIPLE OCCUPANCY BY SCHOOLS/UNITS

Many buildings are owned by the University and have several Schools/Units located in them. In such buildings, there should be an agreed Building Health and Safety Strategy where the Heads of each School/Unit in the building which should include the management of fire safety measures and other common or shared health and safety issues including the appointment of one Head who will take the lead responsibility for fire safety. This document should then be signed and dated by all the Heads of Schools/Units in that building. The relevant 'Lead Head' will then be responsible for ensuring that appropriate fire safety arrangements are put in place.

When a new Head of School/Unit is appointed, the Building Health and Safety plan should be reviewed. Where a building or hall is used for public events, then it is vital that a suitable fire safety plan has been implemented which defines the person/group responsible for that building or hall.

The 'Lead Head' for such shared facilities will be responsible for ensuring that appropriate Fire Marshalls and Fire Wardens are appointed and should ensure that they receive appropriate training.

17.0 CRISIS MANAGEMENT AND BUSINESS CONTINUITY PLANS

Members of staff who have responsibilities and duties in the event of a fire should be aware of the actions that they should take in the event of a fire. This will include the people who should be contacted in the event of a fire within their School/Unit and members of staff who need to be contacted in other Units depending on the seriousness of the fire, for example, Head of

Estates, Director of Communications, Deans and Heads of Departments and members of the Administration Unit.

It is strongly recommended that such contact details are kept with any other equipment issued e.g. high visibility vests for Fire Marshals etc.

18.0 PORTABLE FIRE-FIGHTING DEVICES

Fire-fighting equipment should be sited on corridors and in relevant rooms within easy reach. All devices must be easy to use, clearly displayed and available for use. Staff should be made aware of the methods of operation and limitations of every fire extinguisher in place. All devices must be tested regularly to meet the required standard under the site staff's responsibility. The site staff will record and report the results of any testing to the Head Estates or a fire and safety contact person in Estates. (Section 58 of the Act)

All fire extinguishers should be red in color and give clear instructions on how to tackle certain types of fire. A color-coded reference guide should display which extinguishers are suitable. It is essential that you know which type of extinguisher to use on which type of fire. A fire safety contact person/technician under Estates should carry out weekly inspections of fire-fighting devices within the University and report through the Head Estates to the University Secretary.

19.0 FIRE TRAINING AND EVACUATION DRILLS

Training will be provided annually for all University staff in fire safety and the University fire procedures. Specific training will be organized for the Fire Safety Officer, Fire Wardens, Fire Marshals and any staff taking on additional responsibilities of fire-fighting. All staff, whether temporary or permanent, including those on induction, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits, and assembly points. It is the responsibility of the University Secretary to ensure this instruction is given in accordance with the Checklist in Appendix A.

The site staff will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority. The Estates Officer will provide a Semesters written report to the University Secretary; a summary of which will in turn be included in the Semester report to Management.

Fire Trainings shall be conducted in collaboration with the National Fire Fighting Brigades such as the Uganda Police and other entities such as The Red Cross Society.

20.0 FIRE FIGHTING EQUIPMENT REQUIRED AT THE UNIVERSITY:

The University shall provide the following equipment:

- a. Personal protective equipment (PPEs)

- b. Ample number of fire extinguishers (at least one per building). These include different types of extinguishers, such as water, foam, carbon dioxide, dry chemical, wet chemical and special purpose extinguishers.
- c. Fire Alarm system for major buildings;
- d. Fire Hydrants
- e. Fire Hose Reels
- f. Fire Blankets
- g. Sand Buckets
- h. And other firefighting equipment as shall be required from time to time

21.0 FIRE SAFETY POLICY REVIEW

- a. This policy will be reviewed every two (2) years by the University Management to adapt to the evolving needs of the University Community.
- b. This policy should be read alongside the King Ceasor University Occupational Health & Safety Policy and with reference to the Fire Risk Assessments.

22.0 DATE OF APPROVAL

This policy shall commence on the date approved by the King Ceasor University Council.

APPENDIX A - FIRE SAFETY GUIDANCE

A. Fire Prevention

Fire kills and thus it is vital that people are aware of the serious consequences of fires. Fires require an ignition source, fuel and oxygen - Removal of any one of these will stop a fire. The fire safety precautions are all based on the removal of some part of these requirements for a fire. It is vital that all workers and students, where it is reasonably practicable, actively try to remove either ignition sources or fuel for fires by good housekeeping procedures. Many activities at the University have an inherent high risk of fire, thus workers in these areas should take extra care to reduce the risk of a fire starting and spreading.

As a precautionary measure, all electricity gadgets should be plugged out of sockets at the closure of each day's work and all sockets switched off.

B. Fire Detection and Raising the Alarm

Fire Action Notice / Discovering a Fire

Actions to be taken in the event of a fire are detailed in the Fire Action Notice (see Appendix B). These notices should be posted at every break-glass fire alarm call point.

On discovering a fire, one should follow the instructions given in the Fire Action Notice (see Appendix B). These are:

- Sound the Alarm either by activating a 'Break Glass' point or shouting 'Fire';
- Dial 999 and call the fire brigade;
- If it is safe to do so, then, tackle the fire using the fire extinguishers provided (do not endanger yourself or others in doing so)

On hearing the fire alarm:

- Leave the building by the nearest available exit.
- Close all doors behind you;
- Report to the person in charge at the Assembly Point;
- Avoid using Lifts
- If you are not sure of what fire extinguishers to use or how to use them, do not try to fight the fire, leave the building after sounding the alarm

C. Fire Detection Systems

Estates will arrange for appropriate automatic fire detection systems linked to the fire alarm systems where they are deemed necessary by Fire Risk Assessments. Fire detection systems will be maintained by the manufacturer and arranged through Estates.

D. Fire Alarm Test and Fire Drills

The Head of School / Unit responsible will ensure that the fire alarm for their building is tested weekly using a different break glass call point each week. This will be done by other staff in the building or the staff from Estates office. The purpose of this test is to ensure that all staff can hear the fire alarm in all parts of the building as well as staff being able to identify what the alarm sounds like. It is therefore vital that the test should take place at a time when members of staff are in the building. A fire drill should be carried out for a building at least once a year. Buildings should be completely evacuated within 3-4 minutes in a fire drill. If the evacuation time is longer than this, then it is vital to determine why it has taken so long and try to rectify this. Where significant delays in evacuating a building have been identified and rectified, then the test should be repeated.

To ensure members of staff are made aware of alternative exits, the main entrance and/or other exits to the building may be temporarily closed off during the fire drill. All fire alarm tests and fire drills must be recorded in the Fire Safety Log Book.

E. Emergency Lighting and Fire Detector Tests

Estates will arrange for the emergency lighting in a building to be tested and for the fire detector heads to be maintained and tested.

When these tests have been done, Estates will ensure that the relevant fire safety log book is suitably updated.

F. Covering Fire Detectors

Fire detectors are a vital part of warning staff and students of the potential risk of a fire thus should never be covered.

There are certain circumstances where it may be necessary to cover fire detectors (e.g. refurbishment construction where there is a lot of dust being generated which activates the detector). In these cases, a 'Permit to Work' should be obtained from Estates to cover the detector during the relevant work period. The cover must be removed at the end of work every day to ensure suitable warning of a fire outside normal working hours and the 'Permit to Work' canceled.

G. Fire Extinguisher and Suppression

Systems Fire Fighting Equipment

All new extinguishers must conform to the British Standard BS EN 3, which means that they will have a red body and icons to indicate the types of fire they can be used on. Some older extinguishers are color coded and have instructions for use written on the label. The colour coding for fire extinguishers is - RED - water, BLACK - CO₂, CREAM - foam, BLUE - dry powder, YELLOW - for wet chemical for dealing with fat/oil fires in kitchens.

Each type of extinguisher has an icon showing what type of fire it can be used for i.e.:

- a. the extinguisher suitable for use on Class A fires e.g. wood, paper etc., known as carbonaceous materials;
- b. the extinguisher suitable for use on Class B fires e.g. flammable liquids;
- c. the extinguisher suitable for use on Class C fires e.g. flammable gases (Do NOT use an extinguisher on a flammable gas fire until the gas supply has been switched off);
- d. the extinguisher suitable for use on Electrical Fires;
- e. The extinguisher suitable for extinguishing fat/oil fires in kitchens.

H. Fire Suppression Systems

Where fire suppression systems (e.g. sprinkler systems) including any dry and wet risers are installed, they must be tested by the manufacturer or approved contractor according to the manufacturer's instructions and good practice.

I. High Fire Risk Equipment and Activities Storage Protected Escape Routes:

Escape routes such as stairs and corridors should be free of any material. Under no circumstance should storage of combustible material be within these escape routes. Only notice boards may be provided there in exceptional circumstances.

The use of notice-boards in a protected escape route may be approved providing they are absolutely necessary and all the following conditions are met:

- a. the building is fitted with a fire alarm and an automatic fire detection system;

- b. the notice-boards are enclosed and specially constructed to comply with the building standards surface spread of flame rating;
- c. the notice-board does not exceed 1.2m high x 3.0m long;
- d. if more than one notice-board is required a 3.0m gap should be left between adjacent notice-boards (including notice-boards on opposite sides of a corridor);
- e. all paperwork on the notice-board etc. is securely pinned back at the corners. Flammable paper decorations for specific events can if necessary be treated with fire retardant which may be obtained from Environmental, Health and Safety Services.
- f. no obstruction of the escape route occurs and the required minimum 1.2 meter escape route widths are maintained;

J. Furniture/storage:

The use of furniture and/or its storage in unprotected corridors is permitted subject to the following conditions being met:

- a. furniture should be inherently non-combustible i.e. metal or hardwood and should preferably be securely fixed to the wall;
- b. storage of display leaflets/paper on cabinets is kept to a minimum;
- c. Where there is provision of seating, it should be kept to an absolute minimum.

K. Fire Blanket:

Blanket use is effective at smothering a fire and protecting one from heat and flames. Staff, students and other stakeholders should be trained on use of blankets in fire-fighting.

University stakeholders should be made to know that they should not fight fire if:

- a. It is too big with flames reaching the ceiling;
- b. Any hazardous materials are involved;
- c. There is any risk of one's personal safety and/or escape route being cut off either by fire or smoke;
- d. One has not received appropriate training and is not confident in the use of fire extinguishers;
- e. One has already discharged an extinguisher to no effect on the fire.

N.B. Training in practical fire safety awareness and use of fire extinguishers should be provided by the Fire Safety Officer. Fire extinguisher maintenance should be organized through the office of the Estates Officer.

APPENDIX B - FIRE FIGHTING EQUIPMENT



FIRE HOSE AND OTHER FIRE FIGHTING EQUIPMENT

Fire Extinguisher Types and Uses



FIRE EXTINGUISHER TYPES

SAND BUCKETS



FIRE HYDRANT WITH HOSE CONNECTED

