



## Fire Safety Policy and Procedures

### General Statement

LSI/ IH Portsmouth occupies four floors of an eight-storey building which is owned by the University of Portsmouth. The legal duty for ensuring fire safety therefore lies with the University of Portsmouth. As such, in compliance with the Fire Safety Order (2005), the University of Portsmouth:

- Conducts fire risk assessments for building.
- Carries out an annual fire drill.
- Ensures general fire precautions are in place including fire extinguishers, emergency lighting, measures to reduce the risk of fire, secure means of escape, and fire detection systems.

LSI / IH Portsmouth supports the University of Portsmouth in providing and maintaining safe and healthy working conditions and we therefore ensure that:

- All members of staff and all students are given an induction and informed about fire safety procedures. Fire exits are indicated, evacuation procedures explained and they are shown how to raise the alarm.
- Evacuation routes are displayed in every classroom.
- Notices describing the correct action to take in the event of a fire are displayed in every classroom and public area.
- All electrical equipment in use on floors five to eight is PAT tested.

All employees have a duty, under the Health and Safety act 1974, to take reasonable care to ensure that they do not place themselves or others at risk of harm. They are expected to fully co-operate with any procedures in place. All employees are kept up-to-date with any changes to procedures and given regular reminders about procedures in place.


### Evacuation Procedure

If you discover a fire, raise the alarm immediately. This can be done by activating the nearest fire alarm call point by pressing hard against the glass with your thumb.

The alarms are tested on Thursdays between 07.45am and 08.00am. If the alarm sounds between these times, wait 10 seconds before evacuating the building. At all other times, if the alarm sounds, evacuate immediately.

All staff, students and visitors must leave the building immediately via the nearest available exit – do not stop for personal possessions.

The meeting point is outside the front of the school next to the tree.



The class lists, visitors book and non-teaching staff sign-in sheets are collected by the Fire Marshals. The Fire Marshals are the Academic Management Team, Operations and the Principal.

Once outside, teachers will take a roll call of their class and then report to the relevant Fire Marshal (they will be holding a big sign stating the course type they are registering).

Non-teaching staff must report to Operations.

Visitors must report to the Principal.

If the alarm goes off outside of class time, all staff, students and visitors should evacuate the building and gather outside the front of the building. A roll call will not be taken.

### **Homestay Accommodation**

Fire safety in homestay accommodation and Crown Place is the responsibility of the provider and they must carry out their own fire risk assessment. It is the duty of the Accommodation Manager to make sure these fire risk assessments are completed and kept up to date.



Fire Action Notice

(displayed in every corridor)

 4213



# Fire action

if you discover a fire



Operate nearest fire alarm point



Fire Brigade will be called automatically.



Leave the building by the nearest exit.



Report to your assembly point  
**OUTSIDE CAFÉ AT FRONT OF LSI**



Do not stop to collect personal belongings



Do not use lift

1428 E

## Example Map of Fire Escape Routes

(displayed in every classroom and hallway)

