

**Note:** The Head of Department (HoD) must ensure that all temporary and permanent staff, postgraduate research students and others working for more than 3 days in the Department receive local fire safety induction, as set out below. The HoD may designate a member(s) of their staff such as DSO or FEM etc. to undertake familiarisation. Use this form when carrying fire safety familiarisation to record training and the Department retain a completed copy as a record for the Fire Brigade. Tick the reason for the induction / familiarisation below.

- New staff induction       Refresher (2 yearly)       Change of work location or building  
 Increased risk due to change of work process, equipment or environment etc.



## UCL FIRE SAFETY MANAGEMENT - LOCAL INDUCTION & FAMILIARISATION FORM

(For All Permanent & Temporary Staff, Postgraduate Research Students & Visiting Workers)

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

Person Providing Induction / Familiarisation: \_\_\_\_\_ Department / Faculty: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_\_\_\_\_

- \* Have you completed eLearning 'Fire Safety' course via UCL MyHR / MyLearning. You should complete this online training as part of your overall fire safety familiarization training.

### FAMILIARISATION WALK – SUBJECTS REQUIRED \*Mandatory completion – other boxes as appropriate):

- \* How to raise the fire alarm on discovering a fire & action to be taken on hearing the fire alarm\*
- \* How to call the Fire Brigade either by dialling Ext: '222' or (9)999 (or as per local arrangements)\*
- \* A physical walk of the Fire Escape Route(s)# (*\*MUST be completed on Initial Induction & at refresher training*);
- From the workstation to all floor fire exits (i.e. from work location to the stairs or external exits if on the ground floor);
  - From fire exits on the floor on which the workstation is situated to the relevant external exit doors of the building (i.e. from the stairs to the exit used to leave the building);
  - A physical walk of route(s) to the building's Fire Assembly Point(s) (If not fire obvious from final exit);
  - The identification of Fire & Smoke Resisting Doors and their importance in preventing the spread of fire & smoke into occupants escape routes from the building (Doors marked, as 'Fire Door Keep Shut' / 'Fire Door Keep Locked' must not be propped or wedged open under any circumstances - see **TN014 / TN015 / TN016**);
- \* Demonstrate the following, where applicable:
- The Emergency Door Release Mechanisms (to ensure familiarisation with the operation of door release mechanism such as 'Push Bars to Open', Thumb Turns, Imperial break glass locks & other door release devices as appropriate see **TN002**).
  - Electromagnetic Door Locking Systems (Release & Emergency Break Glass overrides fitted to doors with electronic security systems, operation of the physical 'green box' override release. Note: most doors fitted with electromagnetic locks will release automatically on activation of the fire alarm system - see **TN002 / TN004**);
- In Addition and where appropriate:
- Informing individual members of staff of their 'duty of care' to assist in the evacuation of students, the public and disabled people (i.e. evacuation of occupants from libraries, museums, cluster rooms, lecture theatres and seminar rooms, the non-use of lifts, local refuges and arrangements for assisting those with disabilities etc.);
  - An explanation as to Fire Safety signs and their meaning [see **TN090 & TN095**]
- Specific or Other Relevant Local Information / Instructions:
- For those working in areas where 'shut down' procedures apply (laboratories / workshops / kitchens safety shut down procedures in the event of fire - i.e. power/equipment / gas cylinder isolation or hazardous process shut down etc.)

PTO to record further notes:

I confirm that I have received & understood the instructions & information identified above:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_