

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: _____