

**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 Fire Safety course on Moodle (<https://moodle.ucl.ac.uk>)? 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: \_\_\_\_\_