

OHBA Safety Guidelines

General Responsibilities in the Event of a Fire

By signing the enclosed signature sheet, I accept the responsibility:

1. to understand fully these guidelines and ask for clarification, if in doubt.
2. to prevent possible causes of fire (no smoking is allowed within OHBA and please switch off all electrical appliances when not in use or when you are the last to leave OHBA).
3. to be familiar with the operating of the Fire Alarm System (see next page)
4. to raise the alarm immediately upon discovering, suspecting, or hearing report of a fire and to call 999 to confirm a real fire stating: Fire at OHBA, Department of Psychiatry, Warneford Hospital, OX3 7JX.
5. to know where the Fire Alarm Break Glass Units are located, particularly in your work area.
6. to know the location of fire extinguishers, particularly in your work area.
7. to attend a University of Oxford Fire Safety Course.
8. to know where the fire exits are located.
9. to see that these fire exits and all staircases, landing and corridors are kept free from obstructions.
10. to see that all fire exits are immediately and easily accessible from the inside.
11. to see that fire doors are KEPT CLOSED (and NOT PROPPED OPEN) at all times and on hearing the alarm to close all doors to prevent the spread of smoke and fire.

IF YOU ARE WORKING IN THE MRI SCANNER OR MEG PLEASE SEE THE LOCAL RULES FOR THAT AREA FOR FURTHER FIRE POLICIES.

FIRE ALARM ACTIVATION

- By breaking the glass on any fire alarm call point (only requires push action).
- Automatically when heat or smoke from a fire is in contact with the relevant type of automatic detector head, where these are installed.

RAISING THE ALARMS

Any person suspecting/discovering a fire should immediately:

**USE NEAREST FIRE ALARM BREAK GLASS UNIT
CALL 999 TO CONFIRM A FIRE WITHIN OHBA
CLOSE THE DOOR ON THE FIRE
EVACUATE BUILDING**

ON HEARING THE ALARM

- Stop all work.
- Do not continue telephone calls or collect any belongings.
- Close all doors and windows behind you and leave the building.
- Evacuate the building and report to the Fire Evacuation point outside the Main Entrance to the Department of Psychiatry Building. Take any people out of the work areas en route.
- Do not re-enter OHBA until authorised to do so by the Fire Officer.

MRI

- If scanning, IMMEDIATELY remove subject from magnet then press the emergency power down button (not the quench button) located to the left of the scanner control computer or in the scan room, and evacuate OHBA.
- MRI Authorised members of Personnel have the responsibility of locking the MRI scan room door before leaving the unit.
- If the fire is in the MRI scan room itself, and the Fire Officer or fire brigade require emergency access to the magnet room itself, then a suitably knowledgeable member of staff should be summoned to press the EMERGENCY QUENCH button located in either the MRI scan room or MRI control room and evacuate the area.

MEG

- No specialist precautions need to be followed.
- Evacuate the area and building as per the general OHBA fire guidance listed in Section 5 above.

MEDICAL GASES IN FIRE CONDITIONS

- Gas cylinders must be kept in designated areas only. In the event of a fire, all cylinders not involved in the fire should be moved to a safe place, if possible. Make sure that before moving cylinders, valves are turned OFF.
- Cylinders and medical gas installations should be kept as far as possible from all sources of heat and temperatures above 49°C (120°F).
- Oil, grease or other combustible substances should never be used on valves, gauges, regulators or any fitting associated with medical gas cylinders or installations.
- Oxygen presents particular hazards. Use of open flame or soldering equipment should be strictly prohibited if oxygen from a piped supply or cylinder is in use within 6 metres.