

Fire 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 “**FIRE ORDERS**” and ask for guidance, if in doubt.
2. to prevent possible causes of fire (no smoking, switch off appliances when not in use or last to leave FMRIB Building, especially in the kitchen or workshop).
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 4444 from a hospital telephone to confirm a real fire stating: **Fire at WIN Centre, FMRIB Building, adjacent to MRI**. Should you be unable to access a hospital telephone you shall call 999 from a mobile/national network telephone, stating: **Fire at WIN Centre, FMRIB Building, John Radcliffe Hospital, Headley Way, Oxford, OX3 9DU**
5. to know where the Fire Alarm Break Glass Units are located, particularly in your work area.
6. to know where the fire exits are located.
7. to see that these fire exits and all staircases, landing and corridors are kept free from obstructions.
8. to see that all fire exits are immediately and easily available from the inside.
9. 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.
10. to know what to do on hearing the fire alarm (see following pages)
11. to report any defects to the Department Safety Officer or senior FMRIB staff.

FIRE ALARM ACTIVATION

1. By breaking the glass on any fire alarm call point (only requires push action).
2. 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:

- **CLOSE THE DOOR ON THE FIRE**
- **EVACUATE BUILDING OR**
- **TACKLE THE FIRE
(IF SAFE TO DO SO)**
- **USE NEAREST FIRE ALARM BREAK GLASS UNIT**
(only requires push action)
- **CALL 4444 FROM A HOSPITAL TELEPHONE TO CONFIRM FIRE WITH NHS TRUST**
(They will call the fire brigade)
- If you are unable to contact the NHS Trust:
CALL 999 (9999 from a hospital telephone) TO CONFIRM FIRE WITH THE UK FIRE SERVICE
State:
Fire at WIN Centre, FMRIB Building, John Radcliffe Hospital, Headley Way, Oxford, OX3 9DU

There will be **A CONTINUOUS TWO TONE-ALARM** when the alarm is activated.

NOTE: The Fire Brigade will **NOT** automatically attend a fire alarm, so all genuine fire events **MUST** be confirmed by telephoning **4444** from a hospital telephone.

ON HEARING THE ALARM

1. Stop all work. Do not continue telephone calls or collect any belongings.
2. If scanning, hit the 'emergency power down button' located to the right of the scanner control computer, and **IMMEDIATELY** remove subject from magnet.
3. Close door to the room effected by fire and close all doors as you leave the building.
4. Evacuate to the Fire Assembly point and clear people out of the work areas *en route*.
5. Do **NOT** use the lift.
6. People in workshop/console rooms should ensure that the MRI plant and patient rooms are vacated.
7. Disabled workers/visitors on floors other than the ground floor unable to use the stairs should make their way to the main or rear stair well and await rescue by the fire services. For those at the rear stair well a call system is available to get help.
8. Do not re-enter the building until authorised to do so by the Fire Marshals.

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.

STORAGE OF FLAMMABLE LIQUIDS

Highly flammable liquids, when not in use shall be stored in suitable closed containers kept in a fire resistant cabinet, cupboard or bin. If anyone is needing to store items in the workshop please speak with Chris Gallagher in the first instance (chris.gallagher@ndcn.ox.ac.uk).