

Department of Biology

Updated 13/11/2023

Information for Fire Sweepers

- Never put yourself at personal risk
- Only function during a fire alarm when present in your designated area
- Assist in the safe evacuation of persons from your designated area in the event of an alarm
- Close doors and windows if able to do so
- Check local toilets, cold rooms and refuge points
- Once at the assembly point, report area clear, or if not, any problem, to Campus Safety or Fire & Rescue Service or the Fire Warden
- Fire Sweepers may be asked to:
 - Stand at an entrance door to prevent access during the alarm situation
 - assist in informing staff that they may return to the building when Security or the Fire & Rescue Service gives permission to do so.
- Training is provided by the departmental Fire Warden