



Fire Safety Bulletin

To: Heads of Department/Section, Executive Deans, HSLOs and DHSOs, Faculty Managers.

Fire doors

Fire doors can usually be identified by a blue and white signage similar to the one shown here:



Fire doors must be kept shut and free from obstruction. If you find a fire door that is blocked please remove anything blocking/obscuring the fire door if you are able to do so. This includes the escape route or final exit. If you cannot safely remove an item yourself, please report the issue the Estates Helpdesk via:

ems-helpdesk@essex.ac.uk

If you notice that a fire door is damaged in any way please report any faults to the Estates Helpdesk.

For safety, please do not:

Wedge open fire doors. All fire doors are to remain closed and not wedged open unless the fire door is hard wired into the alarm system with a closer mechanism that will trigger the door shut on the alarm activating.

Please do not cover the glazing on a fire door. Although it is tempting to use the space on the door for information, pictures etc the glazing is there for a reason. Apart from the safety aspect (not opening the door onto someone) the ability to look through the door for signs of fire when the alarms are sounding, helps Security, Fire Marshals and anyone trying to evacuate.

Please do not leave any item blocking/ obscuring a fire door, the escape route or, final exit.

16 June 2022

For Fire Safety advice contact fire@essex.ac.uk

For Action