
Statement
The University of Dundee recognises the importance of training all new staff and students in what to do if they find a fire, and if they hear the fire alarm.

Arrangements
HR Director will arrange for details of new staff to be sent to Safety Services on a monthly basis.

Fire Safety Adviser, Safety Services will contact new staff and arrange for them to complete a short on-line training course. Lecturing staff will also be asked to watch a short on-line video.

New staff must complete the on-line training course.

Fire Safety Adviser will monitor compliance and report non-compliance to line manager.

Registry will arrange for details of new students to be sent to Safety Services before matriculation.

Fire Safety Adviser will ask students to watch on-line video.