



# Emergency Evacuation Procedure

## FIRE

The risks and causes of fire are well documented. The fire alarm is a very loud distinctive siren. They are tested across all buildings every Wednesday and will sound for approx. 10 seconds.

## EVACUATION

If you hear the fire alarm sound within the building you occupy, please leave the building immediately by the nearest safe fire exit and make your way to the assembly point.

Assembly points are located in car parks adjacent to the building you are evacuating.

Please do not return to the building you are evacuating to collect personal belongings. When it is safe to do so, you will be instructed to re-enter the building.



## FIRE DISCOVERY

If you come across smoke or discover a fire, you should raise the alarm immediately by pressing or activating the fire alarm in the red box located within corridors and larger rooms. This will sound the alarm and alert everyone to evacuate the building.



Please ensure that you call emergency services (fire brigade – 999) as soon as possible and inform a member of staff.

When you leave the building by the nearest safe fire exit closing doors behind you and make your way to the fore assembly point.

Fire extinguishers are in place across campus to be used if the fire is obstructing your exit. Their labels describe the type of fires that they can be used on.

## ASSISTANCE

Anyone who requires assistance due to mobility restrictions need to make their way to the refuge point in that building (usually near to the evac chair, by lifts or top of staircases) and press the sounder which will go to the phone situated at the front of the building. You do not need to be Evac Chair trained to be able to help someone use it to get them down the stairs, but follow the instructions on the chair.

Please note that smoking and vaping are not permitted within any of our University buildings.