

EMERGENCY ARRANGEMENTS

On hearing a fire alarm



Stop work immediately

If safe, turn off equipment, close doors

Leave by the nearest, safest exit and go to the Assembly Point

Report missing colleagues or disabled persons who have remained at a Refuge Point

Only return to the building when instructed by Security or the Emergency Services

EMERGENCY ARRANGEMENTS

If you discover or start a fire



Call
Point



Immediately raise the alarm by activating a manual Call Point



Contact University Security **ext 333 / 2795** on Teams or **01248 38 2795**



If safe, turn off equipment and close doors



Leave by the nearest, safest exit and go to the Assembly Point



**Mandatory
Signs:**
Means you
must do