

IMPORTANT - Fire Action

All University buildings have built in Fire Safety systems of high standards that alert you to a real or potential fire, protect you from its effects and enable you to make your way to a place of safety.

You have a responsibility to cooperate and act IMMEDIATELY when you hear the fire alarm.

FIRE NOTICES

Fire notices are posted throughout all buildings informing you of what to do in case of fire. Make sure that you are familiar with the arrangements in your building(s)



IF YOU DISCOVER A FIRE

Sound the alarm by breaking the glass in the nearest fire alarm call point



Call the Fire Service - Dial 999

(check the Fire action notice in the building)

Tackle the fire only if you are trained and it is safe to do so – do not take risks

Make your way to the Assembly Point and await instructions from Staff.

IF YOU HEAR THE FIRE ALARM



Leave the building by the nearest available exit



Close doors in the vicinity and evacuate the building

If it is practicable and safe to do so switch off equipment

Go to the Assembly Point and await instructions from Staff.

DO NOT

- Stop to collect personal belongings
- Use the lift – unless authorised to do so
- Re-enter the building for any reason unless authorised to do so

**REMEMBER YOUR RESPONSIBILITY WHEN THE
FIRE ALARM SOUNDS – COOPERATE AND
EVACUATE IMMEDIATELY**