

The following provides general information that Colleges / Services can complete and pass to any person identified as needing assistance in an emergency evacuation.

NOTE: It is important that if the alarm sounds, and the person cannot evacuate, a member of staff takes responsibility to note the person’s location, informing University Security of this promptly on evacuating the building.

If the alarm sounds:

1. Always evacuate if possible.
2. Never use a passenger lift.
3. Stay on the floor (someone can wait with you).
4. Proceed to the floor’s **Safe Refuge Point** (different systems below).



Building	Floor	Refuge Point Location

5. Operate the Refuge Point to communicate with University Security personnel who will contact others immediately as necessary.
6. Wait at the Refuge Point for the arrival of Security or the Emergency Services.
7. Co-operate with all instructions given by Security and the Emergency Services.

IF A REFUGE POINT IS NOT AVAILABLE – the person should:

8. Wait in a location agreed with a colleague.
9. Confirm the colleague understands to tell Security of their location on leaving the building.
10. Alternatively call Security direct: **01248 38 2795 / 01248 38 3472 / 01248 38 8041.**

DO NOT PANIC:

- The majority of alarms are false activations.
- Security staff or the Emergency Services will be on-site promptly.
- Refuge Points and doors in general are designed to hold back fire for at least thirty minutes, to enable the Emergency Services to aid a rescue if required.

