

EMERGENCY ARRANGEMENTS

On hearing a fire alarm

DO



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

On hearing a fire alarm

**DO
NOT**



Use lifts

Take personal belongings, carry hot drinks etc

Re-enter buildings until instructed by Security or Emergency Services

Stand too close to the building or obstruct emergency routes

Leave the Assembly Point e.g. sit in your car or go for a coffee elsewhere

EMERGENCY ARRANGEMENTS

If you cannot evacuate via stairs

Refuge Points are designed to hold occupants during a fire alarm or other emergency.

Refuge Points have communication systems which link to Security. This allows the occupant to wait for further advice knowing their location is known. Also use them, if for example, the lift is broken and you are stuck on a floor.



**Refuge Points
have this
symbol**



**GETTING AROUND
BANGOR UNIVERSITY**

The 'Getting Around Bangor' document on the H&S Website provides details of where Refuge Points can be found in University buildings.





A range of other information to support staff is also given. **This includes guidance for staff with a visitor needing assistance in an evacuation.**

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

EMERGENCY ARRANGEMENTS

Common fire signs



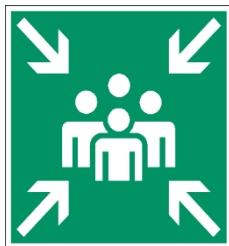
Fire Exit Signs:
Direct on how to quickly leave a building



Mandatory Signs:
Means you must do what it says



Refuge Point:
Includes operation details



Assembly Point:
Where to wait safely on evacuating a building



Fire Action Notices:
Displayed in all Buildings. They provide general fire safety information