**FIRE SAFETY PROCEDURE**

**RAISED FACULTY BUILDING**

***IF THE FIRE ALARM SOUNDS***

**Evacuate** the building by the nearest safe exit route.

**Do not** use the lifts.

**Do not** stop to collect belongings.

**Go to the Assembly Point** next to **Little Hall**

**Do not re-enter the building** until expressly informed that it is safe to do so by Faculty Fire Manager or the Attending Fire Officer.

***IF YOU DISCOVER A FIRE***

Find the nearest red Break Glass Call Point fire alarm and evacuate the building immediately. **Do not** attempt to extinguish the fire unless you have been trained and it is safe to do so.

***IF YOU FEEL THAT YOU MAY NEED ASSISTANCE***

If you feel that you may need assistance in the event of an emergency, please ensure that you report to the Faculty Office in Room 121 **upon your arrival** to the Raised Faculty Building. In the event of an emergency, you will be escorted to a fire refuge point and, according to your Personal/ the General Emergency Evacuation Plan, will be aided in your evacuation procedure by trained staff.

***IF YOU FIND SOMEONE WHO REQUIRES EVACUATION ASSISTANCE***

Note the individual’s location and then alert the nearest Fire Warden, identifiable by their high visibility jacket, who will escort them to the closest refuge point and arrange for the safe evacuation from the building.

***IF YOU FIND SOMEONE WHO REQUIRES MEDICAL ATTENTION***

If the individual requires medical attention, alert the nearest Fire Warden, informing them of their location and injuries. If this is not possible, evacuate the building as usual and then contact the emergency services. The **emergency services** can be contacted by dialling **999** on any internal phone. Please ensure that you stay on the line to inform the operator of the details of assistance required. **Always maintain your personal safety before attempting to help others.**

***REMEMBER:***

* *Raise the alarm*
* *Evacuate the building*
* *Alert Fire Wardens of assistance required, or*
* *Alert the emergency services (****999****)*
* *Do not place yourself in unnecessary danger*

*Document last updated 15 September 2020*