


## Fire Procedure in the Tower Building – University Park

<p><b>Fire Alarm</b></p> 	<p style="text-align: center;"><b>Is a continuous siren</b></p>	<p style="text-align: center;">Tested on <b>Wednesday</b> mornings</p>
<p><b>Raising the Alarm</b></p>	<p>Smoke &amp; Heat detectors automatically trigger the fire alarm.</p> <p>If you locate a fire or smell smoke you must raise the alarm by breaking the glass of the nearest fire alarm call point</p>	<p style="text-align: center;"><b>Break Glass</b></p> 
<p><b>Passing on Information</b></p>	<p>If the alarm is triggered in error (toaster, microwave etc.) you must call security to alert them, giving specific details of what has triggered the alarm</p>	<p style="text-align: center;"><b>Dial 8888</b> <b>Mobile 01159518888</b></p> 
<p><b>Hearing the Alarm</b></p> <p><b>Token System</b></p>	<p>Pick up the fire token &amp; check the floor, informing individuals to leave immediately by the nearest exit.</p> <p>Take the token to the assembly point and give it to the assembly point officer wearing the high visibility yellow jacket.</p>	

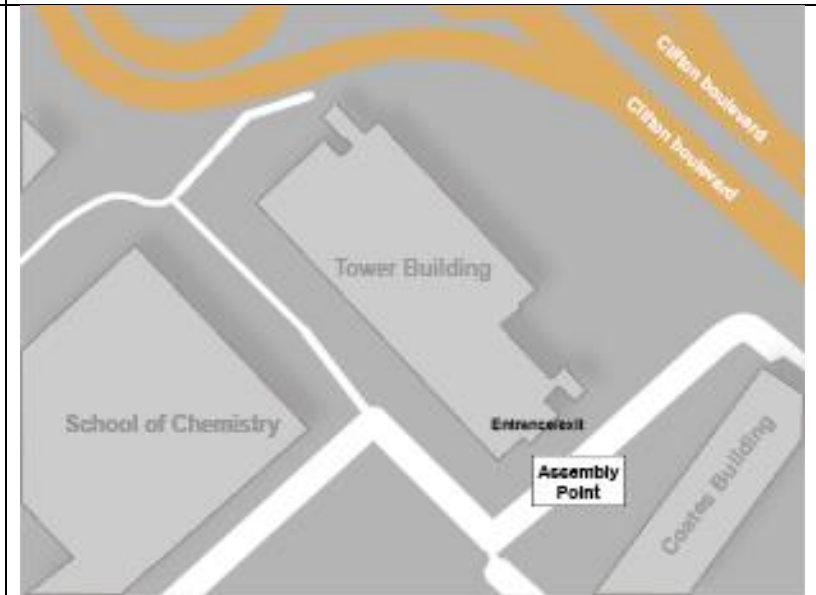
## Evacuation Procedure

Evacuate the building by the nearest exit, closing all doors and windows behind you.

Do NOT use the lifts or stop to collect personal belongings.

Proceed to the assembly point located at the front of the building using stairs on either side of the building.

The designated Fire Officer or Emergency Services Coordinator will instruct you when it is safe to Re-enter the building.

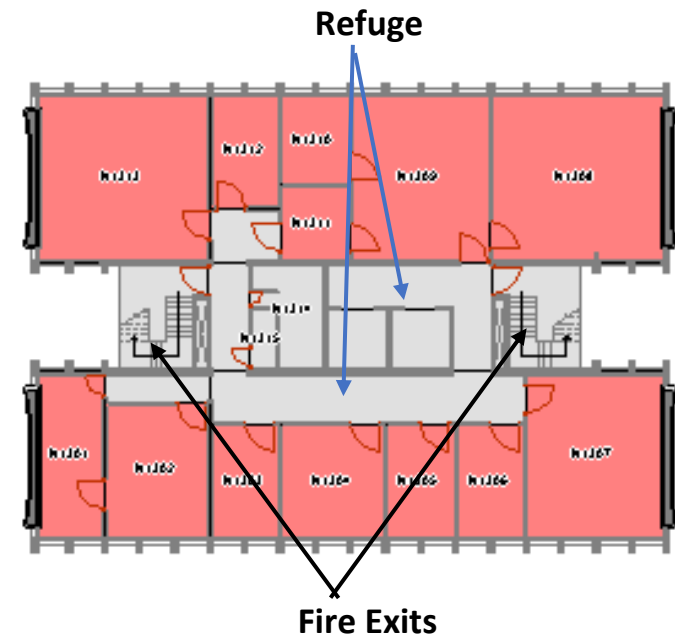


## Refuge Areas

### For individuals requiring assistance

If you are unable to leave the building using the stairs there is a refuge area on each floor, in the central core area either next the lift or on the opposite side depending on the floor.

You should use the phone to contact the university security and request assistance, you will need to tell them which refuge point you are at.



Only tackle the fire if it is safe to do so, and you have been trained

