





<p>Fire Alarm</p> 	<p>Is a continuous siren</p>	<p>Is tested on Tuesday mornings</p>
<p>Raising the Alarm</p>	<p>Smoke & Heat detectors automatically trigger the fire alarm.</p> <p>If you smell smoke you must raise the alarm by breaking the glass of the nearest fire alarm call point.</p>	<p>Break Glass</p> 
<p>Passing on Information</p>	<p>Exact details of the fire MUST be reported to University security, giving details of the location and nature of the fire.</p> <p>This is very important if a false alarm has been triggered.</p>	<p>Dial 8888 Mobile 01159518888</p> 
<p>Hearing the Alarm</p>	<p>Pick up the fire token and check the floor, informing individuals to leave immediately by the nearest exit.</p> <p>Take fire token to assembly point, give token to Evacuation (yellow jacket) or Emergency Services Coordinator.</p>	

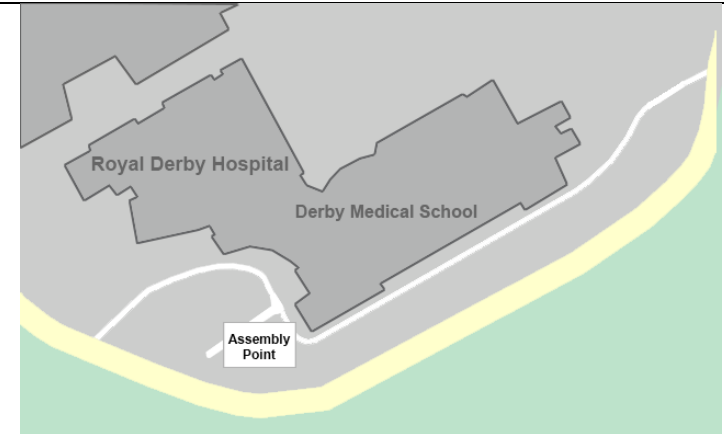
Evacuation Procedure



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

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

Proceed to the assembly point beyond the Main Entrance car park outside. The Evacuation (yellow jacket) or Emergency Services Coordinator will instruct you when it is safe to re-enter the building.



Fire Fighting

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

