

Fire Procedure in the Yang Fujia – Jubilee Campus

<p>Fire Alarm</p>	<p>Is a continuous siren</p>	<p>Tested on Wednesday mornings</p>
<p>Raising the Alarm</p> 	<p>Smoke & Heat detectors automatically trigger the fire alarm, and details are sent to the fire panel giving the fire service the exact location of the fire.</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>Break Glass</p> 
<p>Passing on Information</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>Dial 8888 Mobile 01159518888</p> 
<p>Hearing the Alarm</p> <p>Token System</p>	<p>The first person to leave should pick up the high visibility jacket and token board from the front of the building at the Triumph road entrance, and proceed to the evacuation point.</p> <p>Pick up the fire token & check the floor area associated with that token, 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 behind you.

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

Proceed to the assembly point located on the grass outside the front of the Business School South

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



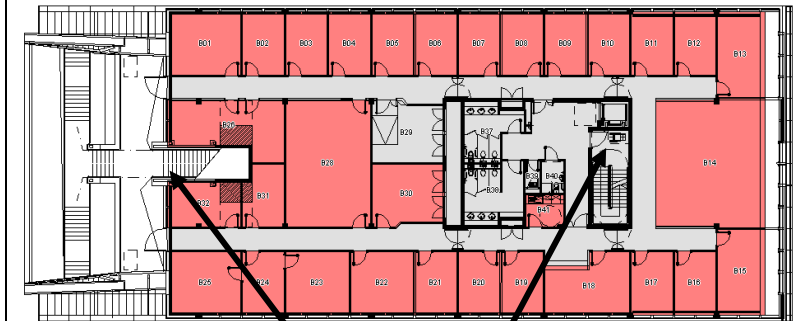
Refuge Areas

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 stair well, with an evacuation chair available on C and E 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.



Fire Exits & Refuge Areas

Fire Fighting

If in doubt get out

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

