

(C) Call: Call the emergency services using the nearest telephone 999 system (your premises may be automatically linked to the University or Emergency Services Control but valuable time may be saved from the information you provide to the Fire Brigade)

(E) Evacuate the building using the nearest fire exit and report to the assembly point

Do not consider tackling the fire unless:

You are trained to use fire extinguishers

You are confident you can tackle the fire without endangering yourself or others

Your escape route is clear and there is no danger of being trapped

3.2 On hearing the Fire Alarm:

Without endangering yourself, close windows and doors in the immediate area.

Using the nearest, safe fire exit route, proceed to the Assembly Point for your premises.

Ensure others in the area are also responding to the fire alarm (individuals who have special needs may work or reside in the area).

If you have a designated responsibility as part of the fire routine complete those duties, without endangering yourself or delaying your own escape. This includes reporting the presence of any disabled persons in a refuge to the Evacuation Officer.

Wheelchair users should report to the designated refuge area, you will normally be accompanied by a member of staff or a 'buddy'. Use the refuge 2-way communications equipment to keep in contact with the University Security Control room (tel. 0118 378 6300).

3.3 Fire Extinguishers

Fire Triangle:

To make good use of fire extinguishers an understanding of the fire triangle is essential. The three sides of the triangle

