

PROCEDURE FOR

FIRE EVACUATION

Whenever the fire alarm sounds, all residents are expected to evacuate immediately, whether it may be a false alarm or the real thing.



1 WHEN THE ALARM SOUNDS

Make your way very quickly, but without running, to the evacuation area, as detailed in the information panel in your room. This is usually the nearest car park.



2 USE CLOSEST FIRE EXIT

When you leave the room, close the door behind you. The closest fire exit not be the main stairwell.



3 3 MINUTES

The recommended time frame for evacuation is 3 minutes - this is for your own safety.



4 WAIT!

Once the alarm stops do not run back in. Staff or your warden will investigate the cause of the alarm and then allow you back in.

Any students found to be deliberately triggering fire alarms, tampering with fire safety equipment or failing to evacuate will be subject to disciplinary measures.