## FIRE SAFETY INFORMATION

### East Oast

<table>
<thead>
<tr>
<th>Fire warning arrangements</th>
<th><strong>The fire alarm is raised by shouting.</strong> Persons should keep themselves safe and evacuate immediately, but ensure insofar as possible that all persons present are made aware of the alarm.</th>
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| Action in the event of fire | On discovering a fire, persons should immediately retreat from the fire, raise the alarm by shouting, evacuate, and telephone 3333 (or 01227 823333) *from a safe place.*  

On hearing the alarm raised, all persons present should immediately and calmly leave the building by the nearest available escape route, and proceed to the Assembly Point (these are displayed on local Fire Action Notices).  

**Persons evacuating must**  
- obey managers’ and Security Officers’ instructions;  
- ensure others in the vicinity also evacuate;  
- assist any person who needs help, if safe to do so;  
- not stop to collect any personal belongings;  
- proceed directly to the Assembly Point;  
- remain there until officially instructed otherwise.  

Campus Watch will telephone the Fire & Rescue Service. |
| Emergency escape routes | Emergency escape routes are clearly signed, and are kept immediately available and unobstructed at all times. **All users of the building should ensure they are fully aware of both familiar and alternative escape routes.** |
| Fire fighting equipment | Fire extinguishers are provided at key locations.  

**Persons with no specific training are not expected to fight a fire, but all staff should be familiar with the location and basic operating principles of the equipment (including types of fire for which each extinguisher is suitable) in case they need to use it** – i.e. only in order to effect their escape, if cut off by fire. |
| Fire Emergency Plan | A comprehensive Fire Emergency Plan is available at Estates, Sports and SDFVA Receptions. |
| Persons with disabilities | Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating, must report to Estates, Sports or SDFVA Reception and ask for the Fire Emergency Plan. Their needs will be discussed with appropriate members of staff, and the necessary arrangements made. |