# FIRE SAFETY INFORMATION

## Hilltop House

| Fire warning arrangements | The fire alarm consists of linked automatic detectors but the building is not provided with manual call points, and the alarm does not repeat at the Campus Watch control room.  
| | The fire alarm signal is clearly audible throughout the premises. **The alarm sound is a siren.**  
| | Occupying staff are responsible for testing the fire alarm detectors weekly in rotation, and keeping records. |
| Action in the event of fire | Anyone discovering a fire must  
| | • immediately retreat,  
| | • **raise the alarm by shouting loudly**,  
| | • evacuate the building and  
| | • alert Campus Watch by telephoning 01227 823333 from a safe place.  
| | On hearing the alarm signal, everyone present must immediately and calmly leave the building and proceed to the Assembly Point (Woodlands lawn).  
| | • Campus Watch must be alerted by telephoning 01227 823333.  
| | Persons evacuating must  
| | • obey 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 if necessary. |
| Fire fighting equipment | Fire extinguishers are provided near the main entrance.  
| | **Persons with no specific training are not expected to fight a fire,** but all occupants should familiarise themselves 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 | This simple building does not require a formal Plan. A comprehensive Fire Risk Assessment is available from the Safety, Health & Environment Unit or Student Services. |