# FIRE SAFETY INFORMATION

## Medway, Gillingham & Rochester Buildings

<table>
<thead>
<tr>
<th>Fire warning arrangements</th>
<th>The fire alarm signal is clearly audible throughout the premises. The alarm sound is a warbling siren this is accompanied with flashing lights for anyone whose hearing is impaired.</th>
</tr>
</thead>
</table>
| Action in the event of fire | On discovering a fire, you should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate. If an alarm call point is not available, you should telephone 43333.  
On hearing the alarm signal, everyone should immediately and calmly evacuate the premises by the nearest available emergency escape route, and proceed to the assembly point on the Bridge.  
When evacuating you must  
- obey Building Managers’ and Fire Marshals’ 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;  
- not use lifts;  
- proceed directly to the Assembly Point (on the Bridge);  
- remain there until officially instructed otherwise.  
Site security 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 obvious/familiar and alternative escape routes. |
| Fire fighting equipment | Fire extinguishing equipment is provided at key locations.  
Unless you have specific training, you are not expected to fight a fire, but you should be familiar with the location and basic operating principles of the equipment, in case you need to use it (i.e. to effect your escape, if cut off by fire). |
| Fire Emergency Plan | A comprehensive Fire Emergency Plan is available at Reception. |
| Persons with disabilities | If you have a disability which might affect your ability to evacuate rapidly, or which might impede others evacuating, you should report to Reception and ask for the Fire Emergency Plan. Your needs will be discussed with appropriate members of staff, and the necessary arrangements made. |