# FIRE SAFETY INFORMATION

**Park Wood Administration Building**

including Woodys and Essentials

<table>
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<th>Fire warning arrangements</th>
<th>The fire alarm signal is clearly audible throughout the premises. The alarm sound is a constant siren.</th>
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| Action in the event of fire | On discovering a fire or hearing the alarm signal, all persons should immediately retreat from the fire, evacuate the building and telephone the emergency Campus Watch number, 3333 (or 01227 823333) *from a safe place*.  
**Persons evacuating should**  
- 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 correct Assembly Point** (locations are indicated on Fire Action Notices near to all alarm call points);  
- remain there until officially instructed otherwise.  
Campus Watch will telephone the Fire & Rescue Service if necessary. |
| Emergency escape routes | Emergency escape routes are clearly signed, and must be kept immediately available and unobstructed at all times. |
| Fire fighting equipment | Fire extinguishers are provided at key locations.  
**Persons with no specific training are not expected to fight a fire, but all occupants and staff 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 | A comprehensive Fire Emergency Plan is available at Reception. |
| Persons with disabilities | Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating, should report to Reception and ask for the Fire Emergency Plan. Their needs will be discussed with appropriate members of staff, and the necessary arrangements made. |