If a fire breaks out, it’s essential that room/building occupants evacuate immediately using ALL the available fire exits. Failure to do so will delay the evacuation and could put other people at risk. Therefore, before your meeting or class starts, you should check out the local building emergency procedures. Do this by reading the information on the nearest University fire procedure notice (‘what to do’ poster). For a centrally booked room this will be in the room. For other spaces go to the nearest fire point outside the room.

If you are in a larger training room or meeting room the space may have alternative fire exits which will be signed with green signs:

If it’s a location that you and others are not familiar with, you should deliver a short safety brief before your meeting starts, informing your group of what to do if the fire alarm sounds, where the nearest fire exits are and where the fire assembly point is. For regular meetings in the same location, the time to do this is at the first class/meeting e.g. at the start of term.

If you are taking names then ensure everyone has signed in.

If the fire alarm sounds you must:

- **Direct your group to the nearest safe fire exits**
  - make use of all available fire exits from the room and from the building, not just the main entrance/exit doors

- Ensure that everyone has left the room

- Go to the fire assembly point and if possible account for the people in your group, using your roll call list if you have one

- Report to the Fire Evacuation Officer or Security, or the Fire Service.

If you have any queries or concerns, please feel free to contact us.