

## **Fire Action (word version)**

If you discover a fire:

1. Immediately operate the nearest fire alarm call point. Dial 222 to alert Security, if safe to do so.
2. Evacuate the building via the nearest available exit and report to the assembly point.

On hearing the fire alarm:

3. Evacuate the building via the nearest available exit.
4. Report to the assembly point located at:

Evacuation 7am-11pm: Lakeside amphitheatre area

Evacuation 11pm-7am: Inside the main reception of the Main Building

- Do not use the lifts
- Do not stop to collect personal belongings
- Do not re-enter the building until authorised to do so
- Do not fight fire unless trained to do so
- It is the responsibility of the occupant, upon hearing the fire alarm, to evacuate the building and attend the assembly point.