GENERAL EMERGENCY EVACUATION PLAN

IN CASE OF FIRE

Sound Alarm
Operate nearest fire alarm call point

Do not use a fire extinguisher unless trained to do so

ON HEARING THE ALARM
Evacuate the building via the nearest emergency exit in Trefusis or Storrow and go to the assembly point at GLOUCESTER AVENUE POSTBOX

When alarm sounds, do not panic and do not run. Leave the building following the emergency exit signs

DO NOT re-enter the building until told to by either the fire marshal or the Fire Service
DO NOT use the lift

BASEMENT FLOOR

If you are a wheelchair user proceed to Trefusis where a member of staff will assist you using an Evac Chair
IN CASE OF FIRE

Sound Alarm
Operate nearest fire alarm call point

Do not use a fire extinguisher unless trained to do so

ON HEARING THE ALARM
Evacuate the building via Kennedy Hall or the main doors and go to the assembly point at GLOUCESTER AVENUE POSTBOX

When alarm sounds, do not panic and do not run. Leave the building following the emergency exit signs

DO NOT re-enter the building until told to by either the fire marshal or the Fire Service
DO NOT use the lift

If you are a wheelchair user, proceed to Kennedy Emergency Exits or Main Exit where a member of staff will assist you using an Evac Chair
GENERAL EMERGENCY EVACUATION PLAN

IN CASE OF FIRE

Sound Alarm
Operate nearest fire alarm call point

Do not use a fire extinguisher unless trained to do so

ON HEARING THE ALARM
Evacuate the building down the stairs to the ground floor exits and go to the assembly point at GLOUCESTER AVENUE POSTBOX

When alarm sounds, do not panic and do not run. Leave the building following the emergency exit signs

DO NOT re-enter the building until told to by either the fire marshal or the Fire Service
DO NOT use the lift

If you are a wheelchair user, proceed to the landing where a member of staff will assist you using an Evac Chair
GENERAL EMERGENCY
EVACUATION PLAN

IN CASE OF FIRE

Sound Alarm
Operate nearest fire alarm call point

Do not use a fire extinguisher unless trained to do so

ON HEARING THE ALARM
Evacuate the building down the stairs to the ground floor exits and go to the assembly point at GLOUCESTER AVENUE POSTBOX

When alarm sounds, do not panic and do not run. Leave the building following the emergency exit signs

DO NOT re-enter the building until told to by either the fire marshal or the Fire Service
DO NOT use the lift

If you are a wheelchair user, proceed to the landing where a member of staff will assist you using an Evac Chair