




FIRE INSTRUCTIONS

1. If you discover a fire, immediately raise the alarm.
There is an alarm call point in every corridor.
2. On hearing the fire alarm, leave the building by the nearest available escape route (follow the green signs) and make your way to your assembly point:
D Block – 3G pitch
A Block – Tennis courts
Staff, visitors & contractors – Tennis courts
3. Do not take any coats or bags with you
4. Turn off room lights & equipment
5. Close room doors
6. Walk quickly but **DO NOT RUN**
7. Follow the green 'running man' signs to the nearest exit 
8. **Do not** use lifts: if you cannot use the stairs, wait for assistance at the refuge point on the stairs
9. Keep in single file and **maintain social distancing if possible**
10. Keep silent and listen carefully for instructions
11. Once you have left your room or building, do not return
12. Line up with your group in alphabetical order
13. In the event of a fire on or close to the 3G or tennis courts themselves, you will be redirected to another location
14. Listen carefully for any further instructions and eventual dismissal

The fire alarm is a continuous siren

In the event of a malfunction with the alarm system, verbal evacuation instructions will be given