



# SENATE HOUSE

---

## EMERGENCY INFORMATION

If you find a fire: Set off the alarm via a red 'break-glass' box then leave the building by following the green fire exit route signs in the corridors and stairs. Once you have left the building, stay outside – well clear of the exits - until informed that it is safe to re-enter

The building has an automatic fire detection system and the alarm will sound continuously if this is activated.

### **EVACUATION PROCEDURE**

On hearing the continuous alarm;

**1. Proceed quickly & calmly to the nearest exit.**

Green signs mark escapes routes/Fire exits.

Do not stop to collect personal belongings.

**2. Proceed to the assembly point in your area.**

Do not congregate in the road or outside the entrances, as emergency vehicles will require access to the building.

**3. For persons with restricted mobility:**

Please wait at refuge points or contact Reception on Ext 8133.

### **FIRE ALARM WEEKLY TEST**

**Fire alarms are tested on Thursday mornings at 9.30am.**

There is no need to evacuate unless the alarm sounds for more than approx. 50 seconds.

### **FIRST AID & EMERGENCY SERVICES**

Please call 8133 providing details of incident and any injuries.

### **NEAREST EXITS**

Beveridge Hall: Malet Street side exit

Macmillan Hall & Ground floor meeting rooms: Montague Place exit (Under ceremonial stairs)

1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> floor meeting rooms: Staircase 1, Malet Street main exit

Stewart House: Follow signs for nearest exits.