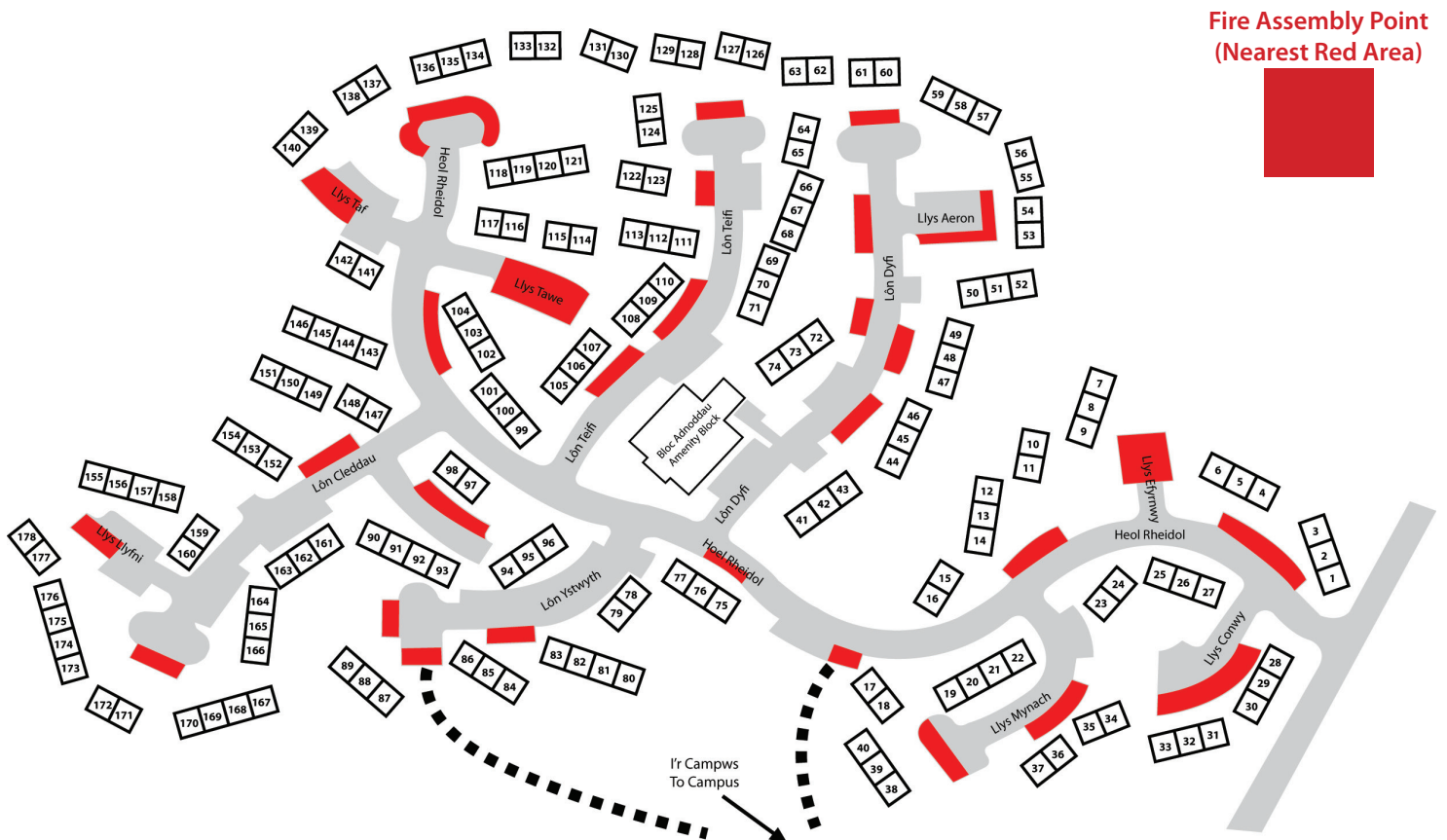


Building Evacuation Plan Pentre Jane Morgan



Action in the Event of a Fire

In the event of a fire the following actions should be taken:-

- Break the glass of the nearest fire alarm point.
- Leave the building immediately by the nearest available exit.
- Dial 999 (internal 222) to call the Fire Brigade, if safe to do so.
- Assemble at the designated assembly point.

An attempt to extinguish the fire should only be considered if safe to do so.

Fire Alarm

The fire alarm sounds as a continuous ringing.

In the event of a fire alarm you must evacuate the building immediately and assemble at the designated assembly points, which are indicated on the map. Failure to leave the building is a disciplinary offence.

The Residence Emergency number, **01970 622900** (internally **2900**), must be phoned to report the incident. A member of staff will attend the activation and investigate further before the alarm panels can be reset and the building re-entered.

Staff

1. In the event of a fire activation the Duty Porter is to support the Duty Manager and if required to help the Fire Brigade access the building to check for fire.
2. In the absence of the Duty Manager, the Duty Porter is to assume responsibility for implementing the evacuation plan and allowing reoccupation of the building once the situation has been resolved.
3. All incidents of fire should be reported to Site Security by the Duty Manager/Porter to enable them to attend for assistance.

Fire Alarm Testing

Fire alarms in all houses are tested daily, for more information please see correspondence sent to you detailing the designated day for your house.