FIRE EVACUATION PROCEDURE

PLEASE:
- READ THE INSTRUCTIONS FOR YOUR BUILDING
- CHECK THE LOCATION OF YOUR NEAREST FIRE ALARM AND EXTINGUISHERS

ALWAYS:
- In designated smoking areas stub out cigarette ends.
- Keep paper, clothing and other materials clear of all types of heaters.
- Switch off portable electrical appliances at the wall when not in use.

On hearing the Fire Alarm
- Leave the building at once quickly and calmly.
- **DO NOT** stop to collect personal belongings.
- Green signs indicate escape routes.
- Follow Instructions of Fire Marshals.
- Assist with the evacuation of guests, especially disabled people.
- Use the nearest available escape route.
- **DO NOT** use lifts.
- If you suspect a fire on the other side of a door **DO NOT** open it.
- As you leave, ensure doors close behind you.
- When clear of the building, proceed to the assembly point.
- **DO NOT** re-enter the building until you are told to do so by an authorised person.

On discovery of a Fire
Sound the alarm:
- break glass call point
- call internal extension 8998 and report the location of the fire
- shout ‘Fire, Fire Fire’

**LEAVE the building by the nearest EXIT using the STAIRS.**

Proceed to the assembly point.

**Emergency Evacuation Assembly Points**
Malet Street Gardens (west side of Senate House)
Montague Street - British Museum (south end of Senate House)
Russell Square - 28 Russell Square (east side of Senate House)
Pedestrian Precinct - SOAS Main Entrance (north end of Senate House)
When the building is closed, staff in the building who may be attending emergencies should report to South Block Reception Security on evacuation.

**Fire Alarm Test in Senate and Stewart House**
A test of the fire alarm system occurs at 0930hrs on every Thursday in Senate House and Stewart House and at various times in other buildings by the operation of the fire warning sounders.