

## **Fire and Emergency Evacuation Procedures - Harlow Campus**

Emergency evacuation plans are located in strategic locations around Campus. Members of the Campus community should become familiar with these plans as well as the location of fire alarm stations, emergency exits, and fire extinguishers in their area. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated.

### **If You Discover Smoke or Fire**

1. Attempt to extinguish the fire, only if fire is small and you can safely do so, by using the nearest suitable extinguisher or appliance (check the label on the extinguisher to see which type of fire it is suitable for).
2. Keep yourself between the fire and exit.
3. If the fire cannot be extinguished, vacate the fire area, closing all doors behind you.
4. Evacuate the building via the nearest safe exit. Persons with a disability will be assisted by Campus staff, security or a nominated person. If you are in a wheelchair or scooter and the nearest exit is not wheelchair accessible, or if you cannot otherwise exit the building, go to the nearest corridor with fire doors both ends. Corridors with fire doors are designed to be fire rated and can be used as areas of refuge in the event of fire.
  - Stair lifts are not to be used as a means of exit during a fire emergency.
5. Once outside, stay clear of the building. Do not re-enter the building until authorised to do so by the Fire Services personnel or Campus staff. Go directly to the assembly point, which is in the ARC (St John's Art & Recreation Centre) car park.
6. Inform Campus staff or telephone **07847 795896** if out of office hours.

### **On Hearing the Alarm**

1. If a fire alarm has been activated, make your way to the nearest exit and leave the building.
  - Visiting faculty will ensure all students are out of the classrooms before leaving. If time permits, close windows. Close doors upon leaving.
2. Continue to move out of the building in an orderly manner even if the alarm stops sounding. Never return for personal items left behind.
3. Once outside, go directly to the assembly point, which is in the ARC (St. John's Art & Recreation Centre) car park.