



## FIRE SAFETY PROCEDURES EMERGENCY EVACUATION – THE HUB

### If you discover a fire:

1. Raise the alarm by breaking the nearest fire alarm call point
2. Evacuate as outlined below

### On hearing the alarm:

1. Leave the building by the nearest available exit
2. Go immediately to the designated assembly point – **THE MARINA**

### DO NOT:

1. Stop to collect belongings
2. Use the lifts
3. Congregate close to the building
4. Re-enter the building until authorised to do so

### General information:

1. Please evacuate the building by your nearest available exit, as quickly but as calmly as possible, do not assume that this is the same way as you entered the building
2. The escalators will automatically stop in the event of an evacuation
3. To get to the assembly point please walk under the bridge as if you are heading towards Church View and wait on THE MARINA
4. Do not block the roadway between East and North/South block as this is the entry point for the fire service
5. Please ensure all students, visitors and contractors are aware of the evacuation procedures

### Evacuation of Disabled Persons

Disabled persons should evacuate in accordance with their Personal Emergency Evacuation Plan (PEEP)

If you have any queries regarding the above information, please contact the Health and Safety Department.