Fire & Evacuation Procedures

If you see or suspect a Fire, remember RACE:

1. **R**EMOVE anyone in immediate danger. Relocate disabled persons to a safe place and report location to Building Warden.

2. **A**CTIVATE nearest Fire Alarm or DIAL 111.

3. **DIAL 6111** and state "**FIRE**", giving **exact location** and **type of fire**. If using a mobile phone, **DIAL 0800 823 637**.
   • UC Security will notify the Fire Service.
   • Speak clearly, stay calm.

4. **C**ONTAIN fire by closing doors, turn off machinery or processes (if it is safe to do so).

5. **E**XTINGUISH the fire (only if safe to do so, DO NOT put yourself at risk).

6. If the fire is uncontrollable – EVACUATE IMMEDIATELY!

On the sounding of the fire alarm:
• Leave the building immediately by the nearest escape route.
• Report to your designated assembly area.
• Remain until the "**ALL CLEAR**" is given by either the Fire Service or Building Warden.

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