Fire
• Raise alarm • Evacuate

1 Activate fire alarm

✓ If you can, activate the nearest fire alarm.

2 DIAL 111 and state "FIRE". After, DIAL UC Security 0800 823 637 and state "FIRE"

UC Security will liaise with Fire and Emergency and provide further evacuation support.

✓ Remain calm and speak clearly.
- Give exact location (eg, building floor).
- Give type of fire.
- State if evacuation assistance is required.

✓ Close all doors behind you.

✓ Turn off machinery or processes and activate emergency isolators.

3 Extinguish the fire (if safe to do so)

✗ DO NOT put yourself at risk.

If the fire is not safe to extinguish, then **EVACUATE IMMEDIATELY!**

4 Evacuate. Report to your Building Warden and follow their instructions

✓ EXIT Look for the green "EXIT" signs above eye level.

✓ Leave **ALL** belongings. Taking belongings with you can slow people down when evacuating.

✓ If you can, help anyone in need.

✓ Inform the Fire Warden of those who need help to evacuate.

5 Remove anyone in immediate danger

✓ Help in moving **disabled** people to a safe place (eg, under a stairwell) and report their location to Building/Floor/Fire Wardens.

6 Once at Assembly Point

✗ DO NOT re-enter the building.

✓ Stay in a group. Stay near the Fire Wardens and follow their directions.

✓ Wait for the **ALL CLEAR** given by Fire and Emergency/UC Security.

Fire Evacuation

Building/floor location _____

The nearest fire escape route is _____

The assembly area is _____

Building/floor or Fire Warden(s) _____

Nearest fire extinguisher is _____

FIRE