FIRE ACTION

On hearing the alarm (continuous high pitched tone).

Leave the building by the nearest safe exit, you will be guided by staff and fire stewards.

Close doors behind you.

Do not use the lift.

Report to assembly area, (in front of main entrance).

Do not return to the building until given the all clear.

IF YOU DISCOVER A FIRE IN THE BUILDING (you can see flames)

Sound the alarm.

Call the fire service, 9-999 on internal phone system, 999 on your mobile, (fire in William Smith Building, Central Drive, Keele University).

Call 24 hour Security, 888 internal phone system or 01782 733004

Leave the building by the nearest safe route.

Do not use the lift.

Report to the assembly area, (in front of main entrance).

Do not return to the building until given the all clear.

DO NOT PUT YOURSELF AT RISK!
LOCATION OF ALARM POINTS

There is an alarm point adjacent to all exit doors, also at the top of both main staircases.

FIRE EXTINGUISHERS

University advice is that if you have not been trained in the use of fire extinguishers, do not attempt to use one.

If you need to carry out work alone in a hazardous area fire extinguisher training can be arranged.

ALARM TEST

The fire alarm in the William Smith Building is tested every Monday sometime between 8.15am and 8.45am, alarm will sound for approx. 20 seconds, take no action.

Please make a note of 24 hour Security phone number
01782 733004