

FIRE ACTION PROCEDURE

(updated September 2020)

FIRE ACTION

On hearing the alarm (continuous high pitched tone):

Leave the building by the nearest safe exit.

Close doors behind you.

Do not use the lift.

Report to assembly area - front car park, William Smith Building.

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 points are located next to all emergency exits)

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 try to extinguish the fire unless you have been trained in the use of fire extinguishers.

Do not use the lift.

Report to assembly area, (Front Car park, William Smith Building).

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.

ALARM TEST

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

IMPORTANT

If you have any concerns, please contact the Fire Stewards in the William Smith Building:

Senior Fire Steward: Clare Sillitto

Or

Deputy Fire Steward: Adam Jeffery

Location: School Office- ground floor

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