



WHAT TO DO IN AN EMERGENCY

**EVACUATION PROCEDURE, ASSEMBLY
POINTS AND FIRST AID GUIDANCE**

WHAT TO DO IF YOU DISCOVER A FIRE



1. Sound the alarm using a red fire alarm call point and shout FIRE to alert others.
2. You should never attempt to tackle a fire unless you are trained in the use of fire extinguishers, or your exit is blocked.
3. Leave the building immediately using the nearest available escape route as indicated by green fire exit signage and report to the Assembly Point as indicated on Fire Action Notices in the building.
4. Alert Security immediately and they will summon the Fire Brigade.



WHAT TO DO IF YOU HEAR A FIRE ALARM SOUNDING



1. Always assume there is a fire somewhere in the building!
2. Immediately commence evacuating the building using the nearest available escape route as indicated by green fire exit signage.
3. Warn others in the vicinity if safe to do so, but do not delay!
4. Where possible close doors behind you (if you are the last to leave).
5. Report to the Assembly Point as indicated on Fire Action Notices in the building.
6. Do not re-enter the building until told to do so by a Responsible Person such as a member of Security or University Fire Warden.

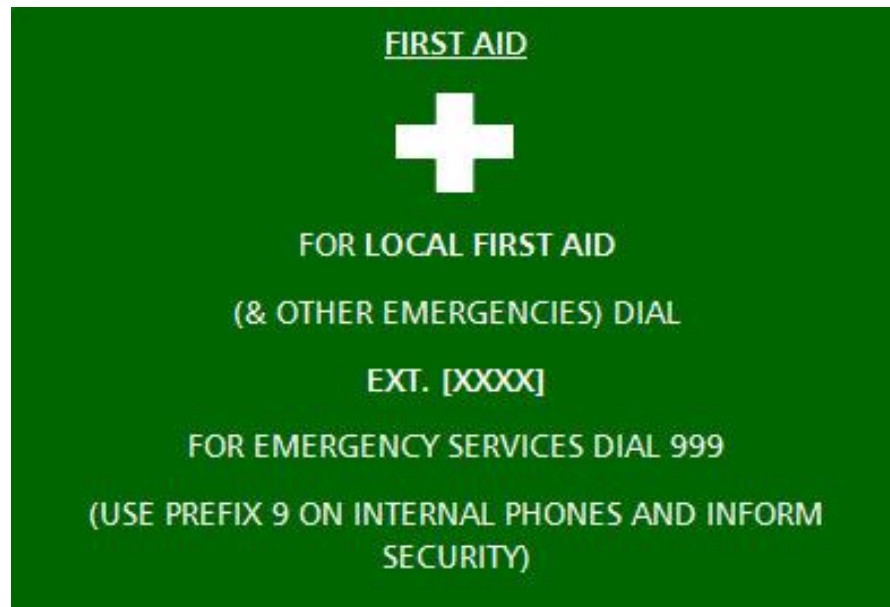
WHAT TO DO ON ARRIVAL IN AN UNFAMILIAR BUILDING

1. Consult the Fire Action Notices which will be found at locations such as at exits, in corridors or at doors leading to staircases.
2. Locate the nearest fire alarm call point.
3. Identify your nearest means of escape along with any alternative escape route – If in doubt follow the green fire exit signage to a place of safety outside the building.
4. Make yourself aware of the assembly points.
5. On certain exit routes, doors may be locked under normal circumstances to ensure security of the building. Upon activation of a fire alarm the doors should release to allow occupants to escape; however, in the event of failure of the mechanism or in the event of power failure, emergency door release points (as indicated on the right) should be used which will immediately release the door.



IF YOU REQUIRE A FIRST AIDER

Contact the relevant emergency number to request first aid assistance as indicated on signage similar to the below, which can be found within each building:

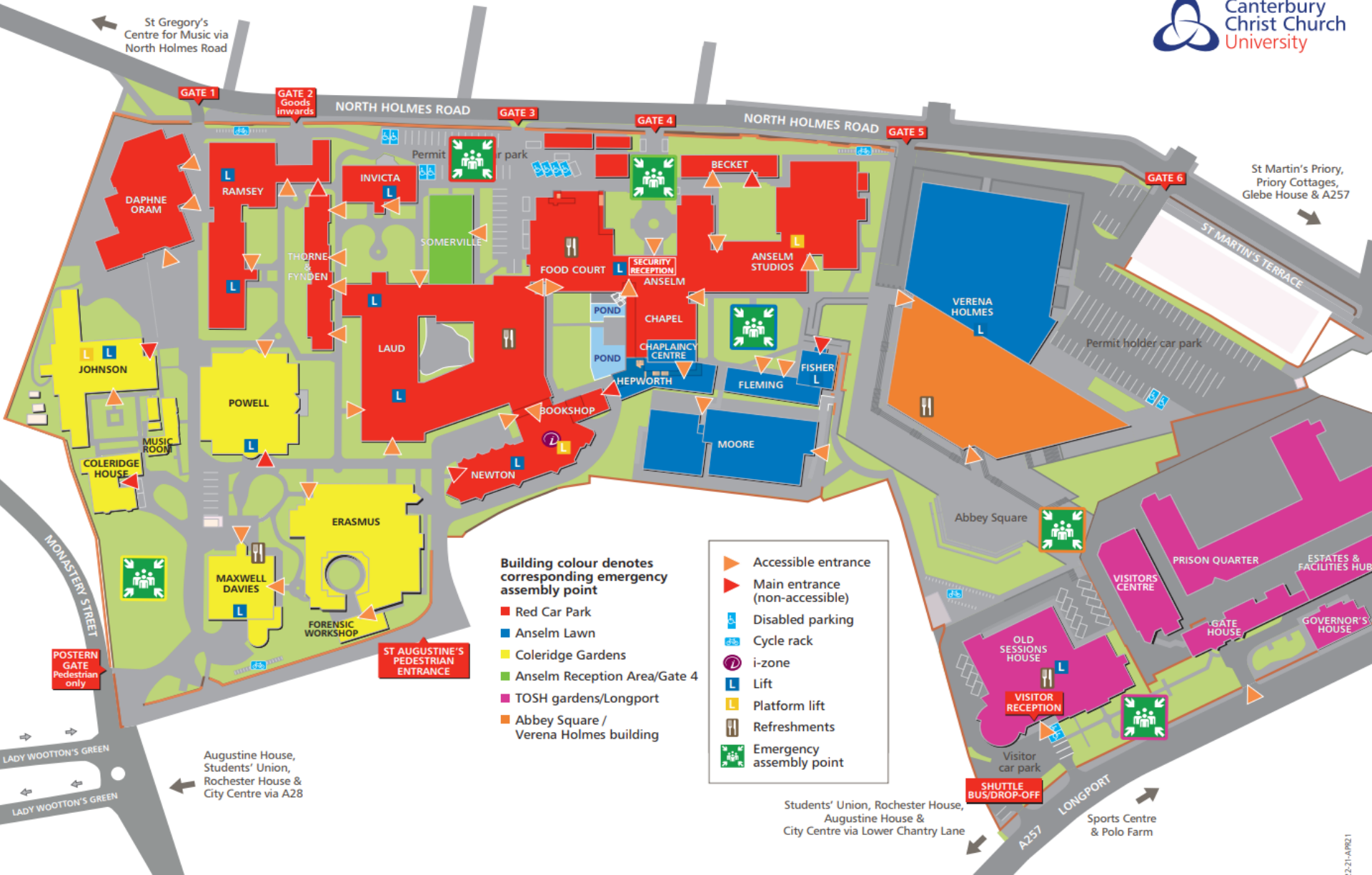


Give the precise location where the incident has occurred.

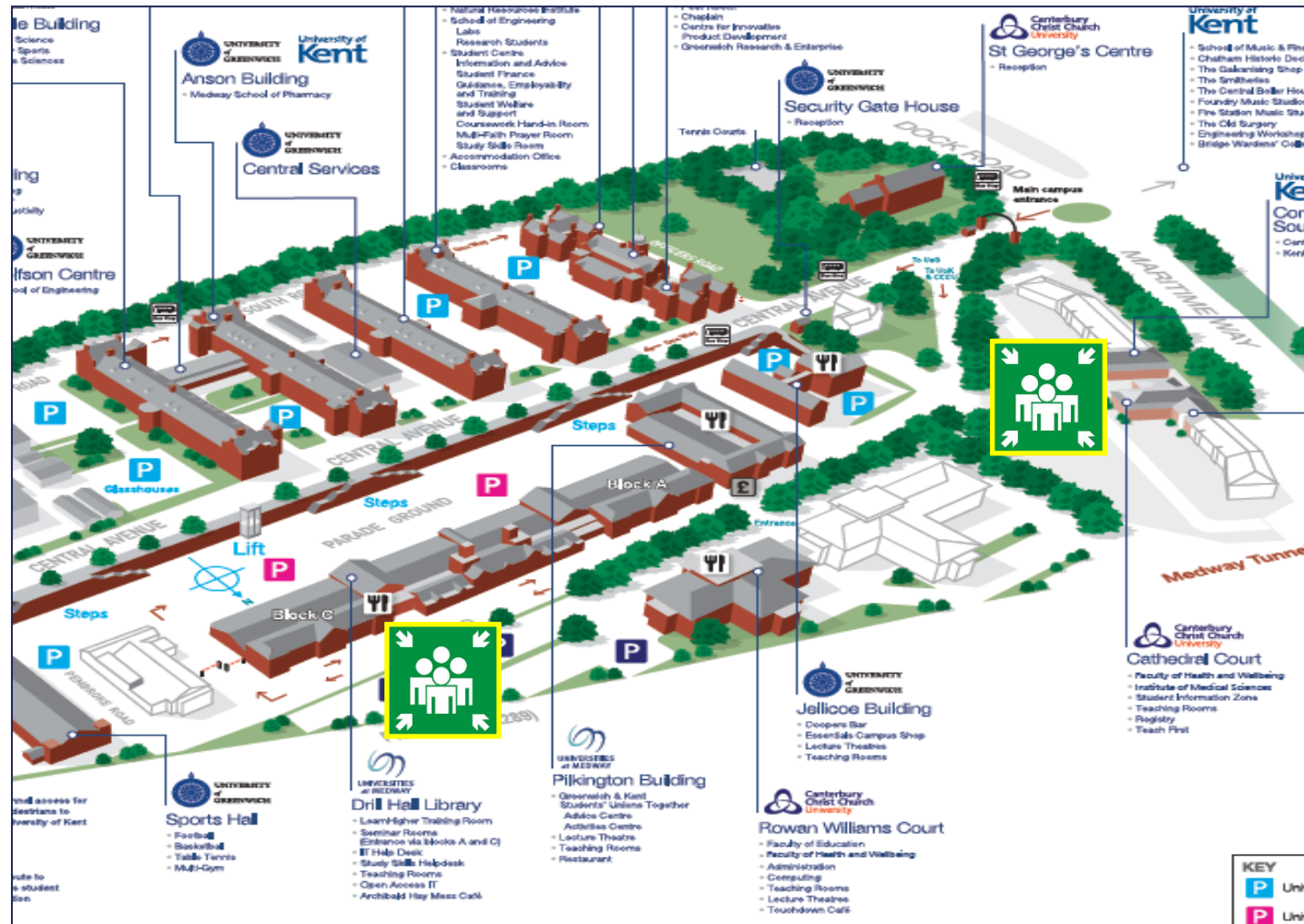
BUILDING ASSEMBLY POINTS

**ALL ASSEMBLY POINTS CAN BE VIEWED ON THE
VIRTUAL CAMPUS MAPS**

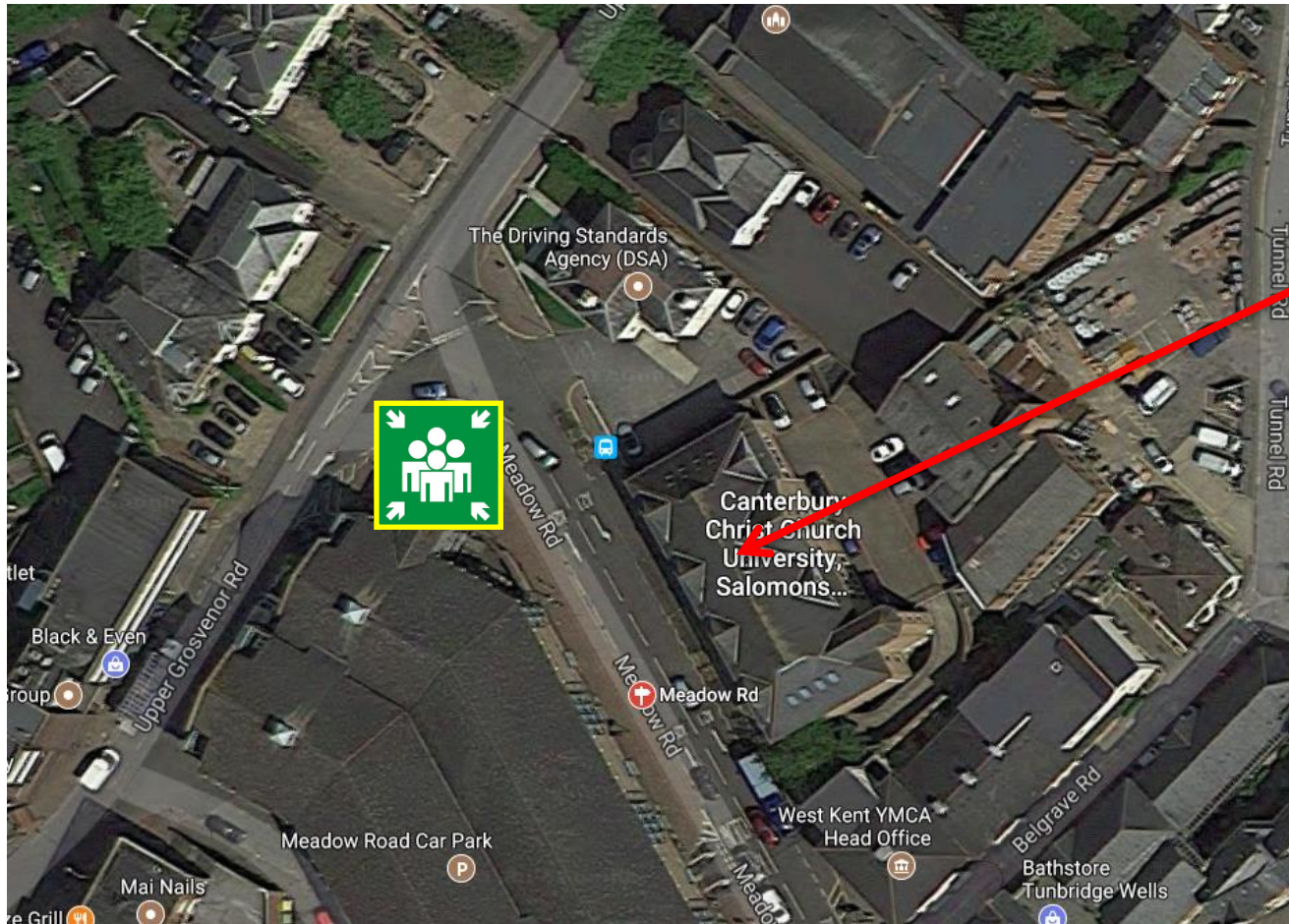
North Holmes Road, Canterbury



Medway Campus



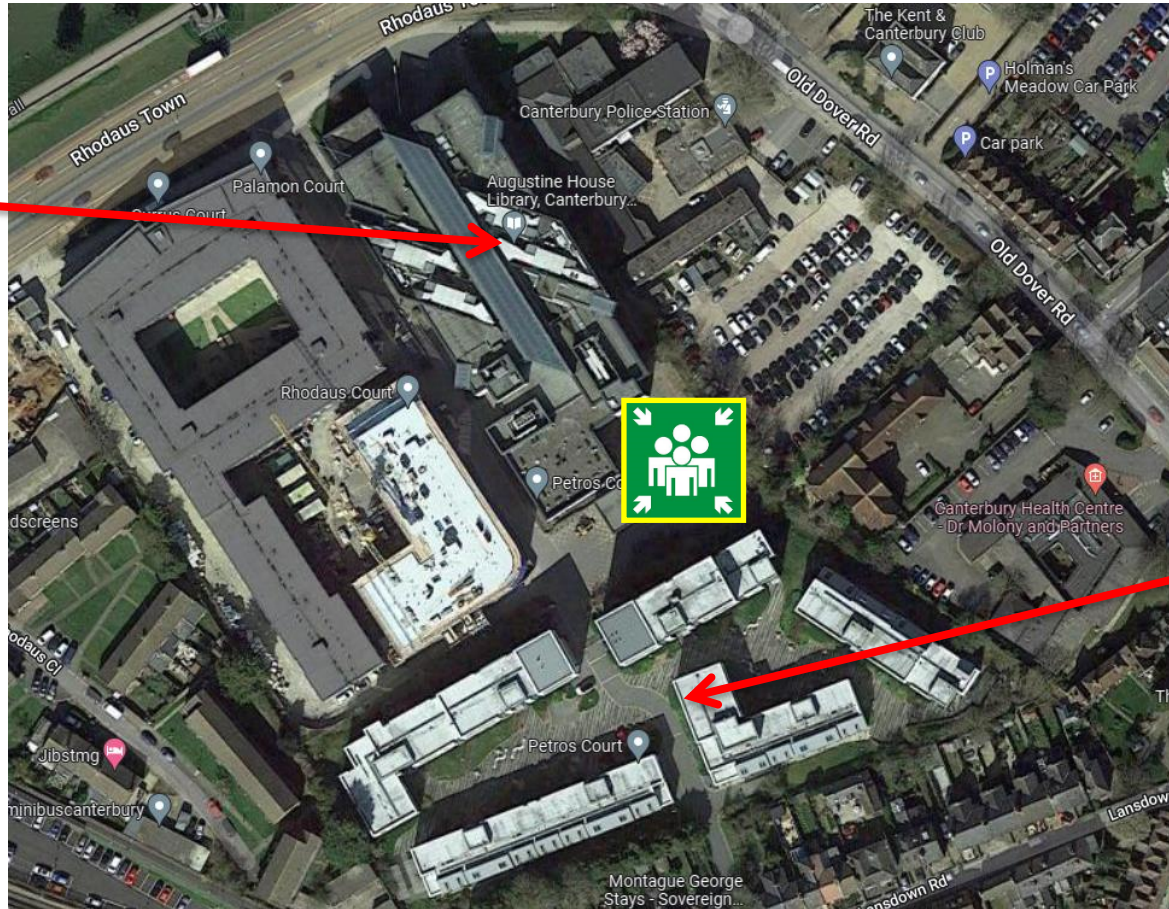
Lucy Fildes, Meadow Road Tunbridge Wells



Lucy
Fildes

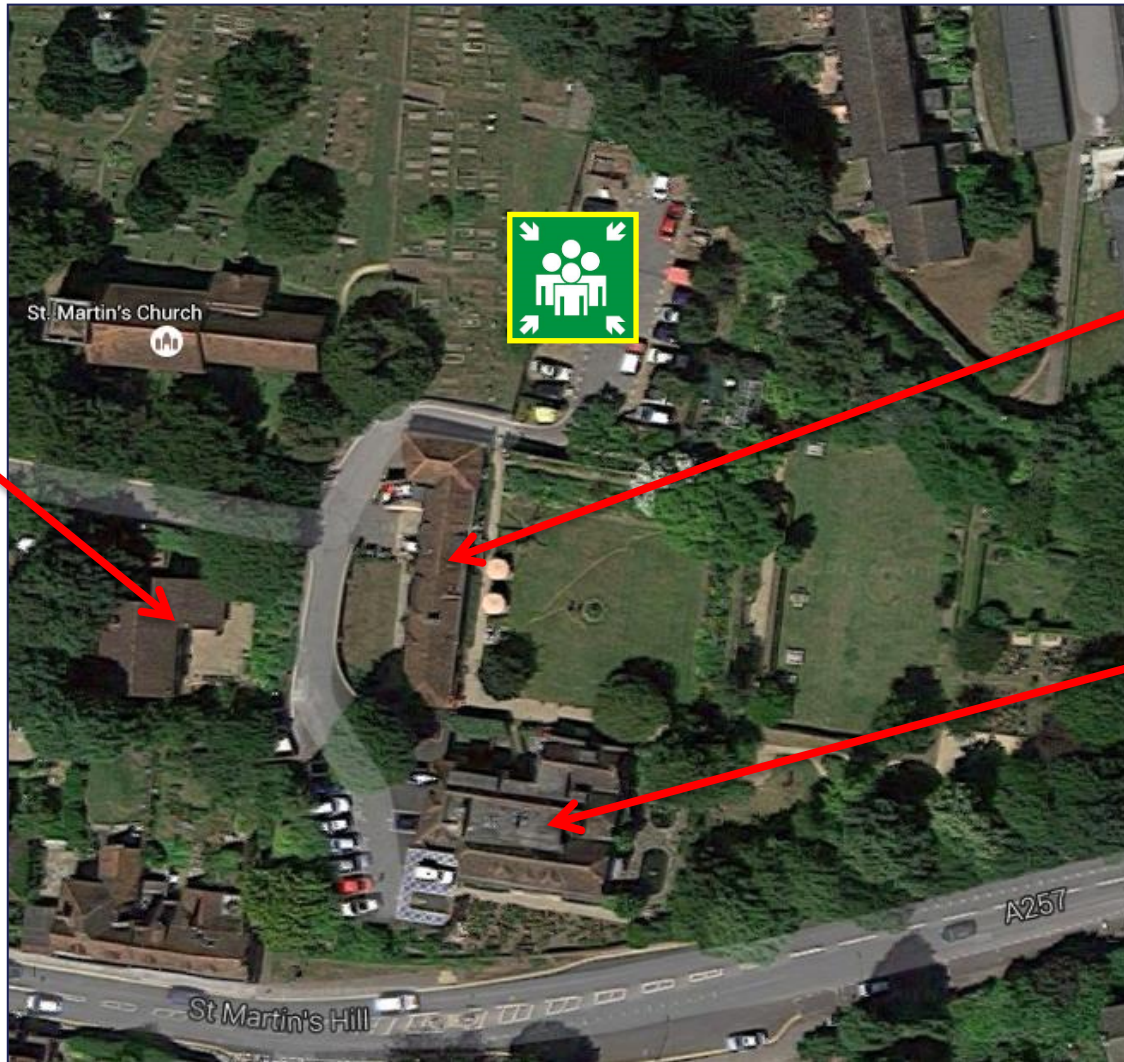
Augustine House & Petros Court, Canterbury

Augustine
House



Petros
Court

St. Martins Priory & Glebe House, Canterbury



Glebe House

Priory Cottages

The Priory

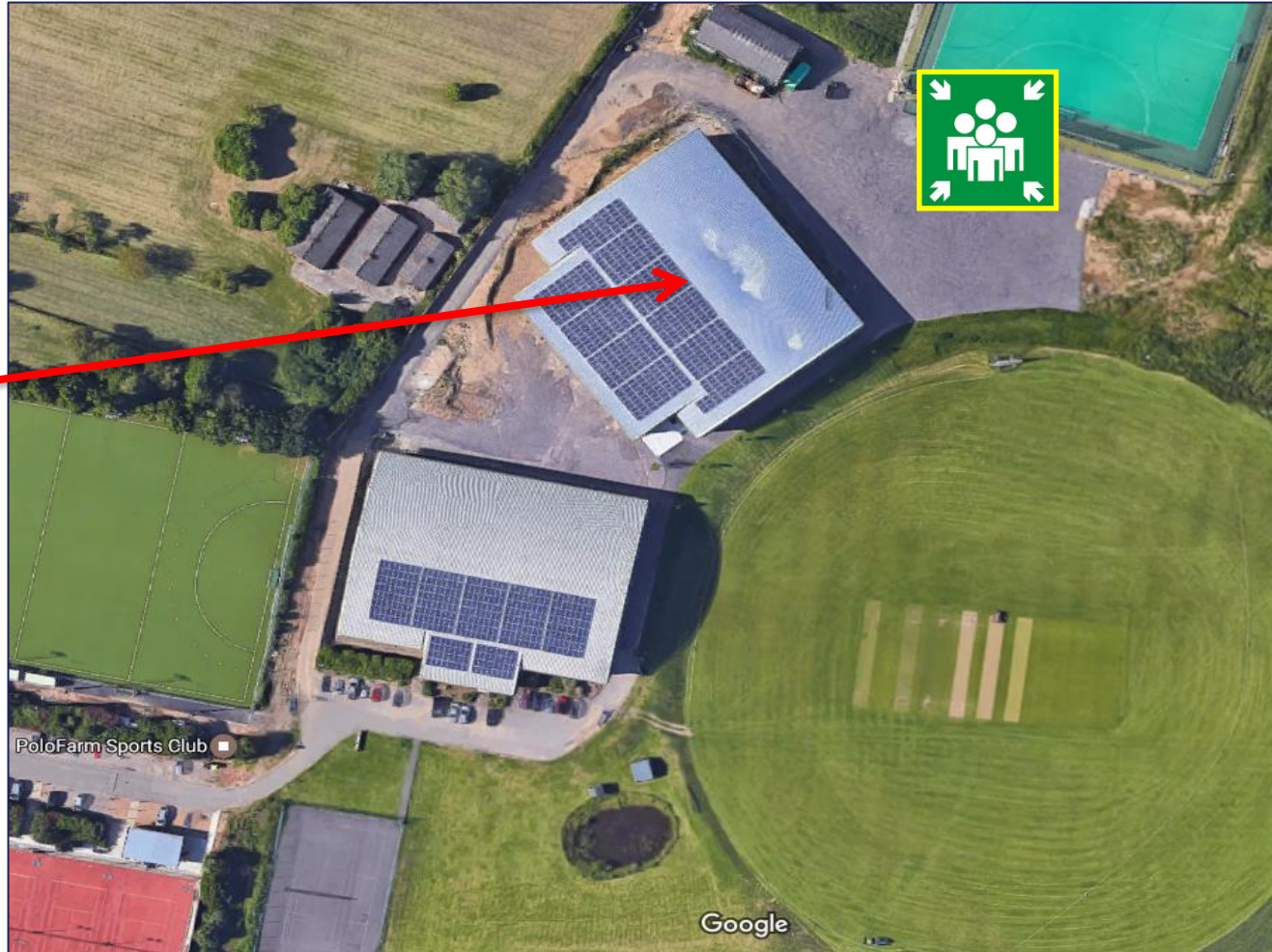
Sports Centre, Canterbury



Sports
Centre

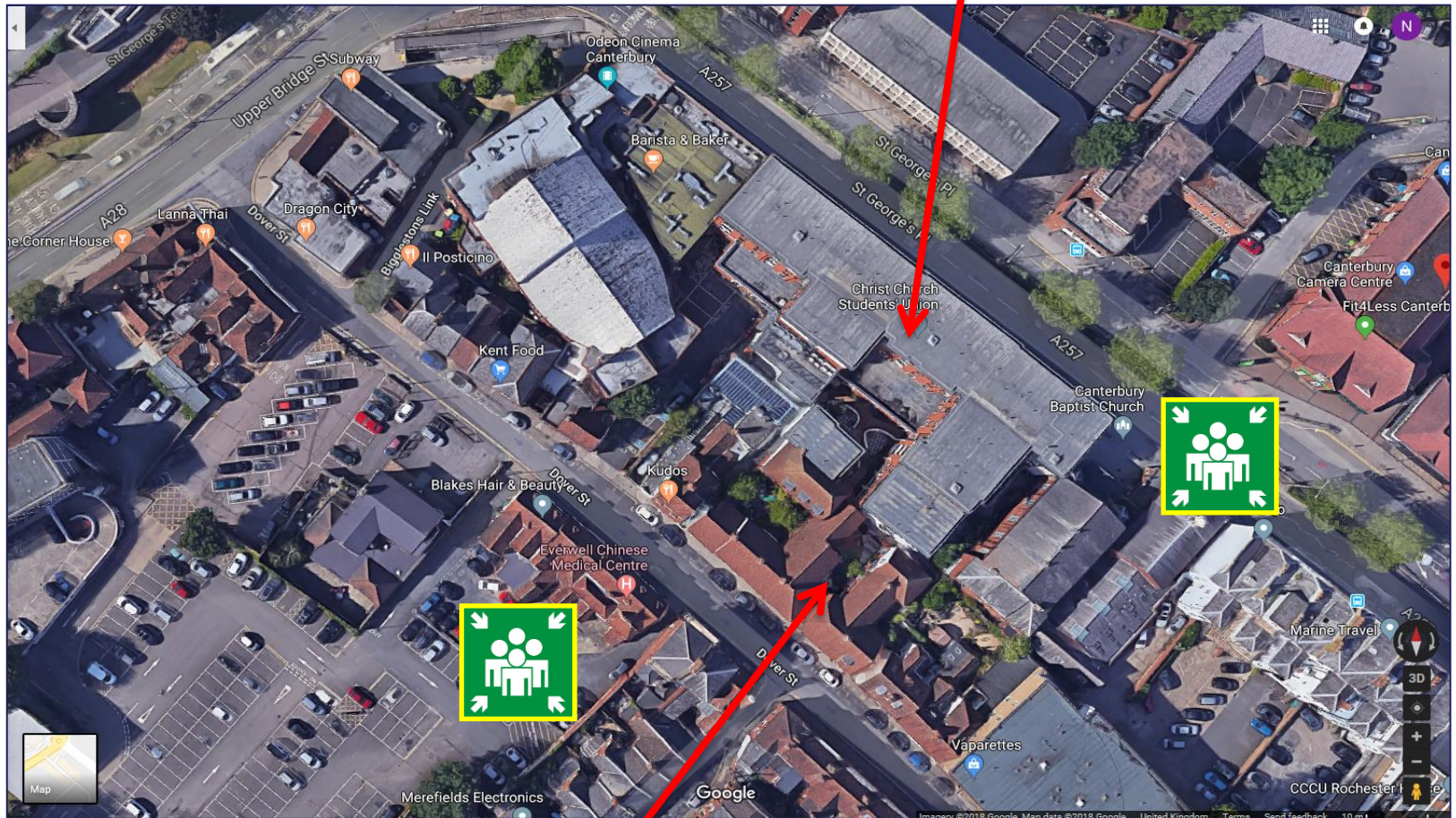
Polo Farm, Canterbury

Polo
Farm



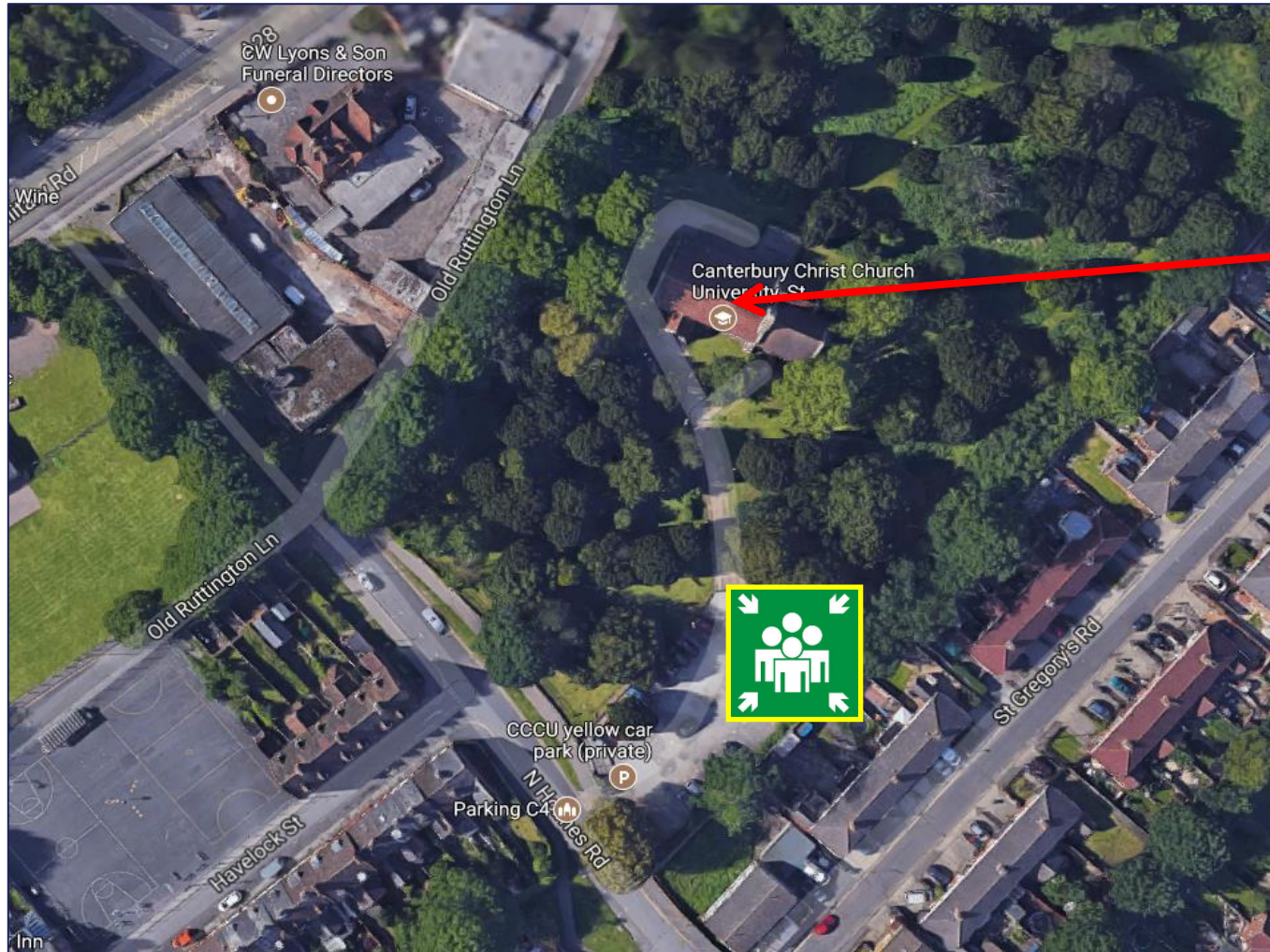
St. Georges Centre, Canterbury

St. Georges



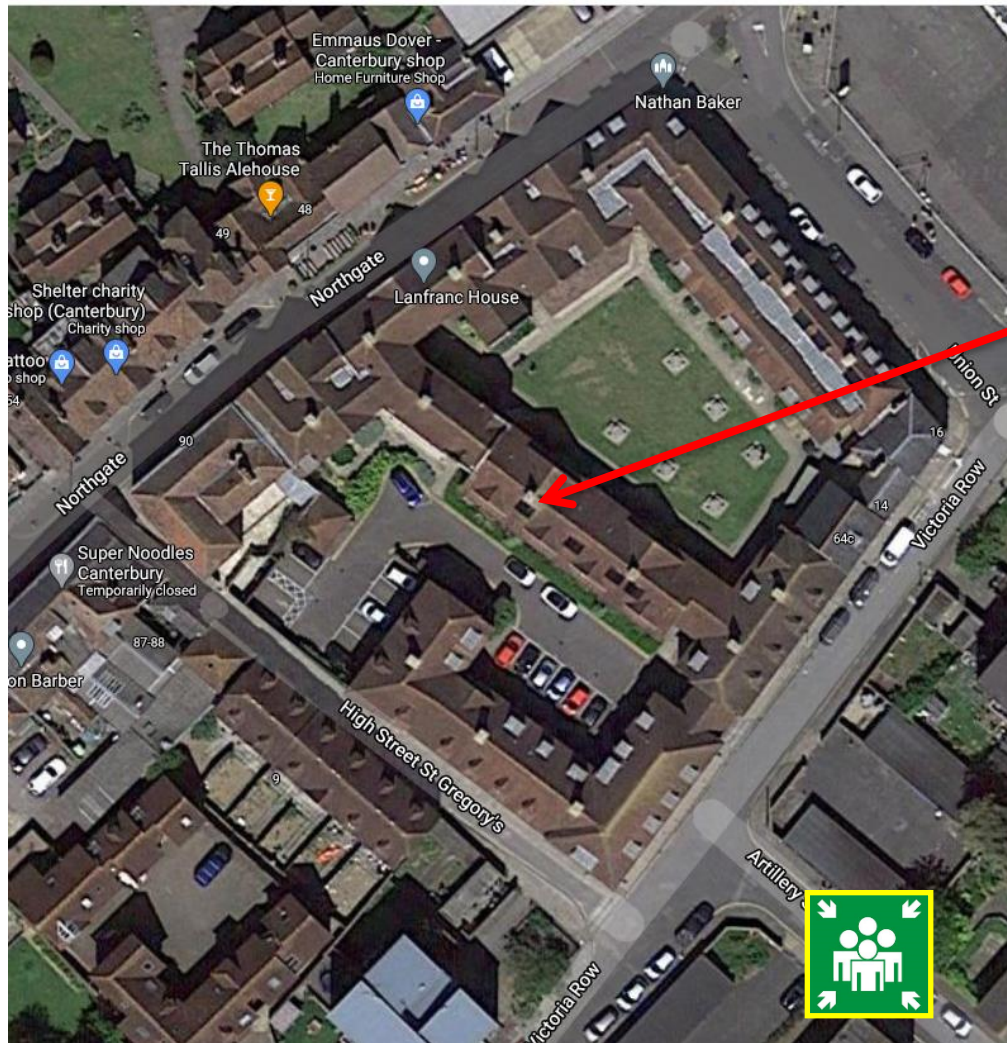
Dover Street
Houses

St. Gregory's Church, Canterbury



St.
Gregory's

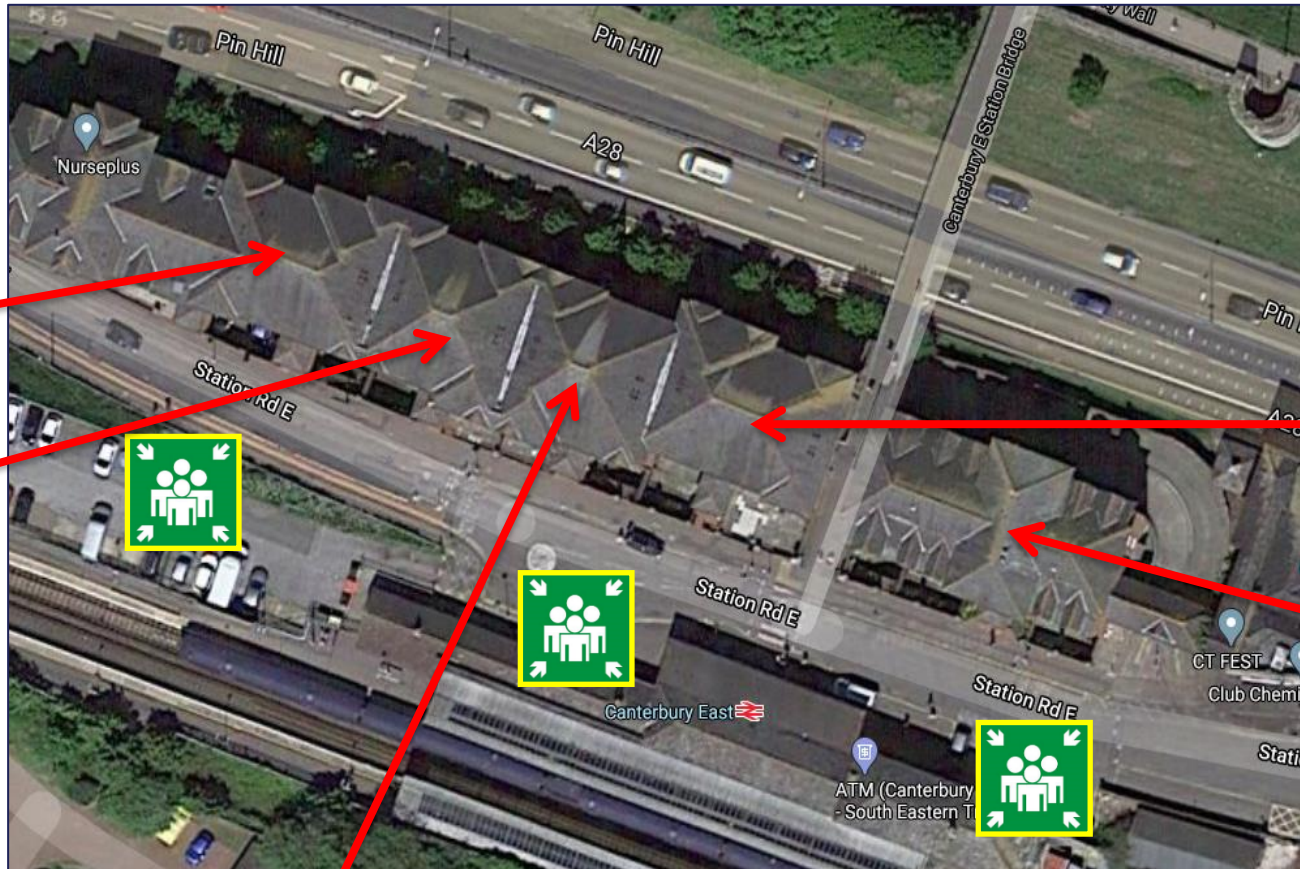
Lanfranc, Canterbury



Lanfranc



Pin Hill, Canterbury



Carey

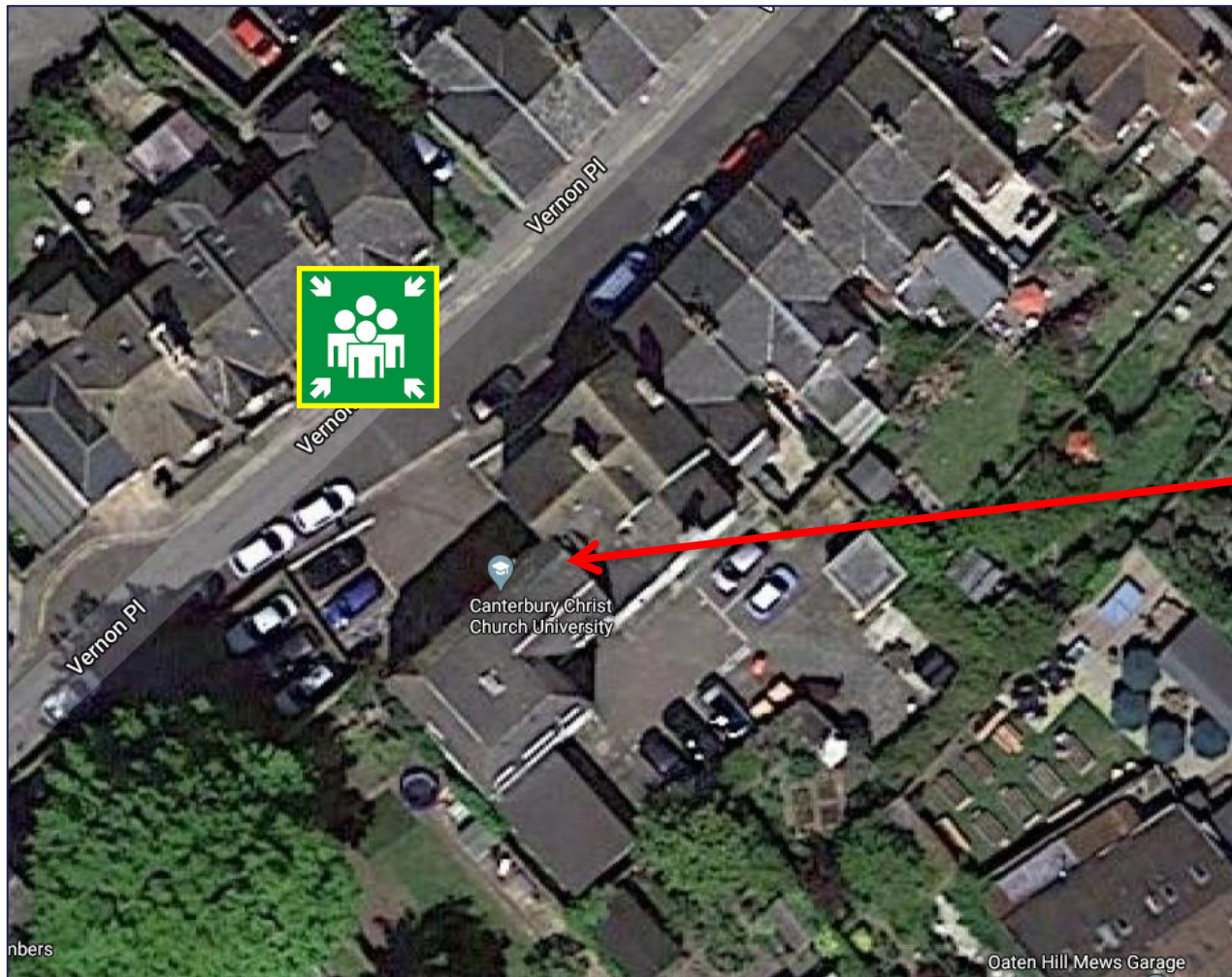
Runcie

Coggan

Ramsey

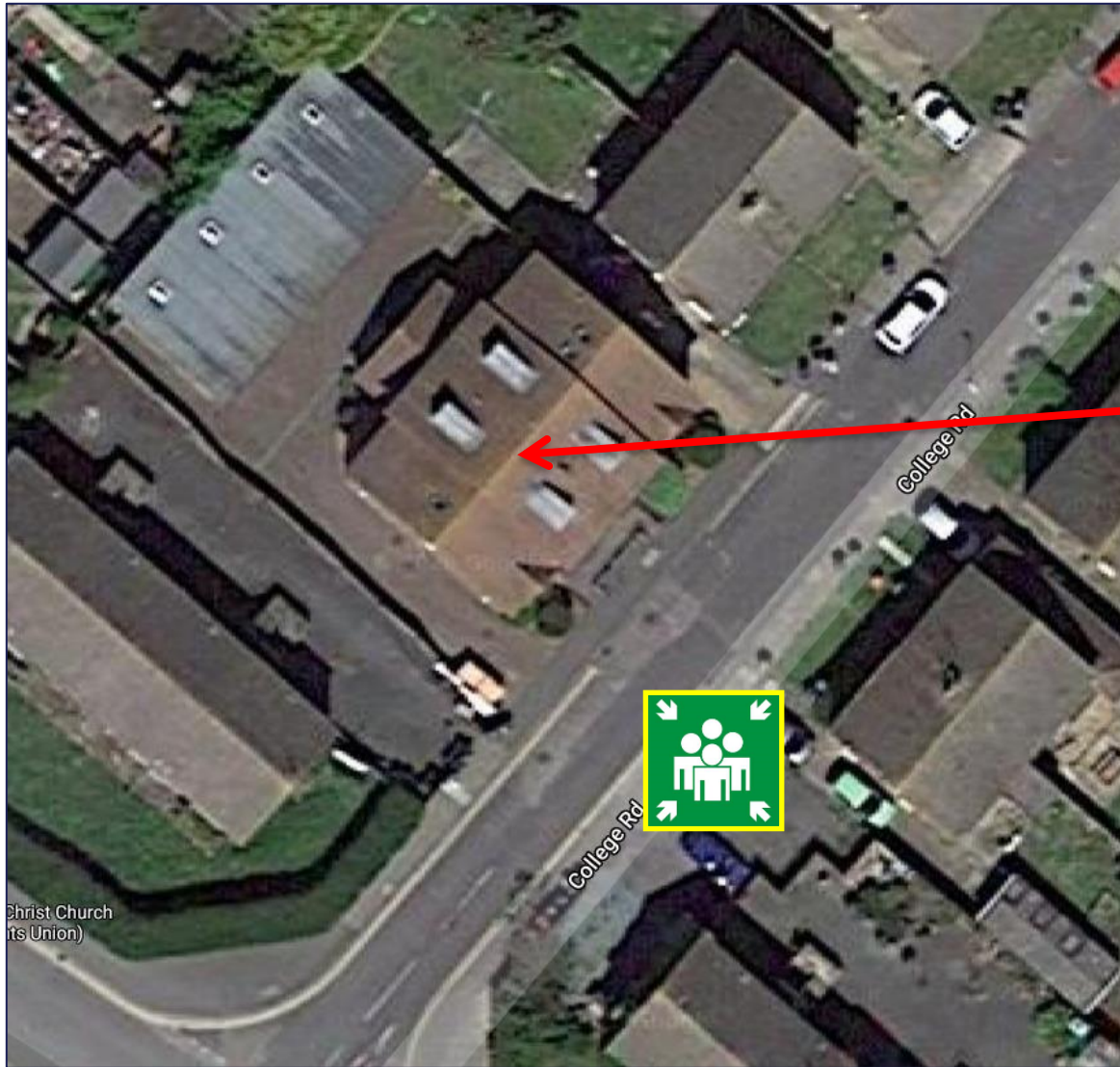
Benson

Vernon Place, Canterbury



Vernon
Place

Holmes Court, Canterbury



Holmes
Court