

Fire Safety Henriette Raphael Building & Hodgkin Building

It is the responsibility of the event organiser to ensure that delegates are made aware of the emergency fire and evacuation procedures in place at the venue before the start of the event.

Fire doors must not be wedged or propped open and evacuation routes and fire exits must not be blocked with debris, equipment or furniture.

Any disabled delegates who may require assistance to evacuate should make themselves known to the College before the event and should have a “buddy” who will be able to assist with their evacuation to the designated assembly point or assist them to the nearest temporary refuge and then to alert either the emergency evacuation controller or security so they can identify the appropriate assistance required.

On discovering a fire you should follow these guidelines:

- Do not attempt to deal with the fire yourself.
- Raise the alarm by activating the nearest red fire alarm break glass point.
- Exit the building in a calm manner by following the escape signs.

On hearing the alarms you should follow these guidelines:

- The building evacuation alarm is a continuous sounding ringing alarm.
- Leave the building in a calm manner by following the escape signs, **DO NOT USE LIFTS**.
- On exiting the building make your way to the designated assembly points as indicated on the fire safety information.

Assembly points for Henriette Raphael Building:

Follow evacuation signs clearly visible in corridors and stairwells. Exit main building and assemble at The Colonnade, which is along from the grass area outside the front of the building

Remember: - Safety must remain the paramount concern at all times. People should not put themselves or others at risk.