

ASTON UNIVERSITY – FIRE & OTHER EMERGENCY PROCEDURES

IF YOU DISCOVER A FIRE

1. **IMMEDIATELY** operate the nearest fire alarm call point.
2. From a place of safety, contact security by dialling:
 - o **222** from any internal phone, or **2222** if phoning from residences.
 - o **0121 359 2922** if calling from a mobile phone or 'outside' line.
 - o **DO NOT DIAL 999.**Speak clearly, giving the location of the fire, your name and any other details as requested by security – do not 'hang up' until told to do so!
3. Only fight the fire if you have been trained and it is safe to do so.
4. Evacuate **IMMEDIATELY** using the nearest available fire exit (see evacuation procedure below).
5. Report to the designated fire assembly point (see list below).

IF YOU HEAR A FIRE ALARM

1. Evacuate **IMMEDIATELY** using the nearest available fire exit (see evacuation procedure below).
2. Report to the designated fire assembly point (see list below).

EVACUATION PROCEDURE

1. Evacuate **IMMEDIATELY** using the nearest available fire exit, observing the following advice:
 - o **DO NOT STOP TO COLLECT BELONGINGS.**
 - o **DO NOT USE LIFTS.**
 - o **DO NOT RE-ENTER THE BUILDING** until authorised by security or fire officer in charge.
2. Report to the designated fire assembly point (see list below).

DESIGNATED FIRE/EMERGENCY ASSEMBLY POINTS

- o Main Building, North & South Wings, Library, Vision Sciences, Academy Building and Woodcock Sports Hall – **VAUXHALL/LAKESIDE PARADE**
- o Chemical Engineering, Gem Sports Hall and all Residences Buildings – **CAR PARK No.6**
- o Lakeside Conference Centre and Students Guild – **LIBRARY BOULEVARD**
- o Nelson Building (Aston Business School) – **CAR PARK No.3**

FIRE ALARM SYSTEMS

The Main Building has a two-stage fire alarm system:

- o Stage 1: an intermittent single-tone alarm indicating that a fire alarm call point has been activated or a potential emergency has been reported to security; anticipate a full evacuation by ceasing normal work activities and, for example, storing any hazardous materials safely and switching off power tools.
- o Stage 2: a continuous two-tone alarm – Evacuate **IMMEDIATELY** (see procedure above).

All other buildings have single-stage alarms – Gem and Woodcock Sports Hall and the Chemical Engineering Building have traditional bell alarms, the remainder have two-tone electronic alarms. Evacuate these buildings **IMMEDIATELY** the alarms sound (see procedure above).

OTHER EMERGENCIES WHICH MAY REQUIRE EVACUATION

In the event of other emergencies, for example, a serious chemical spillage, gas leak, or the discovery of a suspicious package, contact security for further advice on the telephone numbers listed above.