

Fire Evacuation Procedure For Varsity House

- In the event of a fire the alarm will sound, this means EVERY STUDENT MUST LEAVE the building via the fire exits and make their way to the assembly point on the corner of Newmarket Road and Occupation Road
- DO NOT STOP TO COLLECT YOUR BELONGINGS
- Stand with students from your flat so House Parents can register you and identify anyone who is not present
- Once you have evacuated the building do not attempt to re-enter EVEN IF THE ALARMS ARE SILENCED AND EVERYTHING LOOKS CLEAR until a House Parent or the fire brigade has given you permission to do so
- The fire alarm system will be tested on Wednesday at 1100. The test activation should will for no longer than 10 seconds. If the alarm continues to sound after 10 seconds the building must be evacuated immediately
- This notice will be kept on the back of your flat's main door
- This will be checked when flat inspections are carried out by the House Parents

Appointed Persons' Duties

Emergency Evacuations

- In order to ensure that all blocks are evacuated safely and swiftly the Evacuation Plan will be followed
- Students, Staff and Visitors are made aware of simple, logical instructions to follow in the event of an evacuation. These instructions are conveyed by Evacuation Procedure notices posted on each of the doors leading from the student clusters as well as our Health and Safety arrangement poster located on the notice boards of every block
- Students are also inducted on arrival in the house by House Parents regarding fire safety and awareness and on what to do in the event of a fire
- Appointed Evacuation Personnel [i.e. all House Parents] have been briefed fully on procedures to ensure that evacuations run smoothly.
 - The buildings are manned at all times
 - The duty House Parents are responsible for unlocking the main gate before proceeding to the Assembly Point with the Visitors' book for reference during office hours.
 - The procedure for unlocking the gate is for the benefit of allowing easier egress for all of the residents, and access for the Fire Brigade.
 - On arrival of the Fire Brigade, one of the duty House Parents, wearing their Hi-Viz jacket should identify themselves to the Fire Brigade at the main gate to explain whether the building is clear and, if known, the cause of the alarm being activated.
- No one will be allowed back into the building until the Fire Brigade have checked the building and given the 'All Clear' to return.
- Apart from false alarms, we will carry out termly, organised, full evacuations of all blocks, with the co-operation of the Fire services.
- In their respective blocks, Fire wardens should check their designated areas on their way to the Evacuation Assembly Point, verbally encouraging, others to leave promptly. They should not put themselves at risk by waiting behind.