Aston University

ASTON UNIVERSITY - FIRE & OTHER EMERGENCIES

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest fire alarm call point
2. From a place of safety, contact security by dialling:
   - **2222** from any internal phone
   - **0121 359 2922** if calling from a mobile phone or 'outside' line
   - **DO NOT DIAL 999**
3. 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!
4. Only fight the fire if you have been trained to do so
5. Evacuate **IMMEDIATELY** using the nearest available fire exit (see evacuation procedure below)
6. 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 safe available fire exit, observing the following advice:
   - **DO NOT STOP TO COLLECT BELONGINGS**
   - **DO NOT USE LIFTS**
   - **DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO**
2. Report to the designated fire assembly point (see list below)

DESIGNATED FIRE/EMERGENCY ASSEMBLY POINTS

- Main Building & Wings, Vision Sciences, Aston Day Hospital – **VAUXHALL/LAKESIDE PARADE (by the lake)**
- Library, Lakeside Conference Ctr, Students' Union, Woodcock Sports Centre, and all Residences Buildings **– FOUNTAIN AREA IN FRONT OF MAIN BUILDING.**
- Nelson Building (Aston Business School) -**CAR PARK No 3 (by the Students Union glass bridge)**
- Chemical Engineering, Gem Sports Hall - **CAR PARK No 6 (staff car park)**

FIRE ALARM SYSTEMS

Most campus buildings are fitted with a 'two-tone' electronic alarm, with the exception of Gem Sports Hall which has traditional bell alarms.
Note that the Main Building has a 'two stage' fire alarm system as follows:

- Stage 1: an intermittent single tone alarm *(in certain areas accompanied by voice instructions)* indicating that a fire alarm device 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 all power tools.

- Stage 2: a continuous two-tone alarm *(in certain areas accompanied by voice instructions)*

Evacuate **IMMEDIATELY** (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.