

FIRE ACTION

IF YOU DISCOVER A FIRE

- Raise the alarm immediately - shout FIRE and push the button on the nearest red 'Break Glass' unit



- Evacuate the building by the nearest fire exit
- DO NOT stop to collect personal belongings
- DO NOT use lifts
- If you are the last to leave shut the door to the room behind you
- All final exit doors should unlock in the event of a fire alarm activation. If the door fails to unlock, push the button on the green 'Break Glass' unit located on a wall nearby



- Proceed to the designated assembly point
- Be aware of vehicles, particularly if you need to cross the road to reach the assembly point
- Take care not to walk or stand in roadways likely to be used by emergency vehicles
- Re-entry to the building is forbidden until you are told it is safe to do so by the incident controller (an official wearing a high visibility vest) or the emergency services

WHAT TO DO WHEN THE ALARM SOUNDS

- If the alarm sounds continuously for longer than 10 seconds evacuate the building by the nearest fire exit
- DO NOT stop to collect personal belongings
- DO NOT use lifts
- If you are the last to leave shut the door to the room behind you
- All final exit doors should unlock in the event of a fire alarm activation. If the door fails to unlock, push the button on the green 'Break Glass' unit located on a wall nearby



- Proceed to the designated assembly point
- Be aware of vehicles, particularly if you need to cross the road to reach the assembly point
- Take care not to walk or stand in roadways likely to be used by emergency vehicles
- Re-entry to the building is forbidden until you are told it is safe to do so by the incident controller (an official wearing a high visibility vest) or the emergency services

WEEKLY FIRE ALARM TEST

Fire alarms are tested weekly. A notice will be displayed in the entrance of buildings beforehand to advise you of the test. You do not need to evacuate the building, however if the alarm sounds continuously you should evacuate and report to the assembly point as normal.

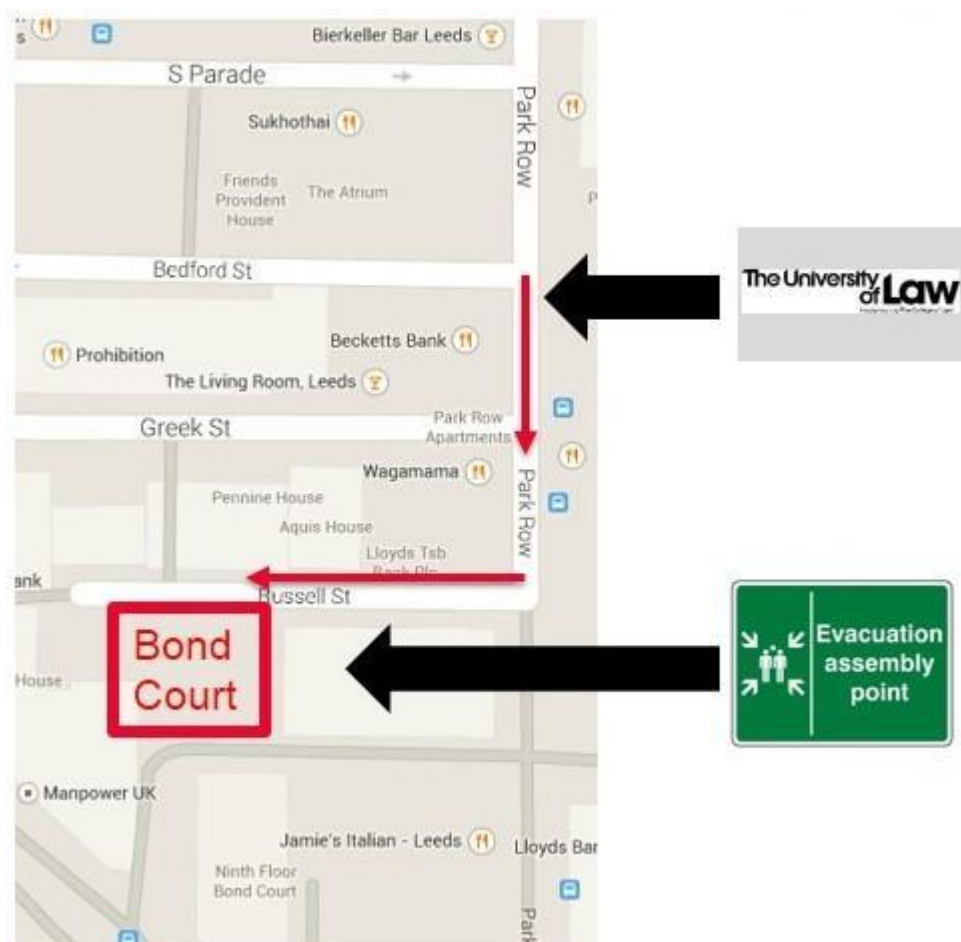
If you do not hear the fire alarm sound, or notice that an automatic fire door has failed to close completely, please notify the Facilities Department immediately on 01483216166

FIRE EXTINGUISHERS

Fire extinguishers are located throughout the building and are solely for the use by trained Fire Marshals.

ASSEMBLY POINT

The assembly point is located **Bond Court, off Russell Street, Leeds**



FIRST AID

HOW TO CONTACT A FIRST AIDER

If you or someone you see has an accident call for First Aid assistance by contacting Reception on 01483 216 189

If an ambulance is required ask Reception to contact the emergency services and provide them with details of the location of the incident.

FIRST AID KIT LOCATIONS

If you require access to a first aid kit please contact Reception on 01483 216 189

SECURITY and BUILDING ISSUES

LANYARDS

All visitors are issued with an ID card and a coloured lanyard, which must always remain visible when on campus.

Return their lanyards to Ground floor reception when their time with ULAW comes to an end. Visitor passes must be returned each day.

REPORTING SECURITY ISSUES

To report any security issues on campus, such as intruders, suspicious packages or suspicious behaviour, please contact Security at ground floor reception desk on 01483216189.

REPORTING BUILDING ISSUES

To report any building issues on campus, such as spillages, trip hazards, faulty equipment etc. please contact reception-leeds@law.ac.uk .