

Fire

And

Security

Training

In the Event of Fire

- Break glass points
- Fire extinguishers
- Fire exits
- Fire blankets

Know where they are!

Discovering a Fire

- Break glass
- Call 999
- Tackle the fire if you know how
- Leave the building calmly
 - *leave all belongings behind*

Emergency Evacuation Procedure

If the alarm is sounded

Meeting points

Akiva School playground

The bus turning circle opposite LA Fitness

Look out for your organisation's sign

Emergency Evacuation Procedure

**DO NOT
RE-ENTER THE BUILDING
(unless told it's safe to do so)**

Fire Extinguishers

Water

- Red (with red label)
- Use on everything that is NOT electrical



Fire Extinguishers

Carbon Dioxide (CO₂)

- Red (with **black** label)
- Use on electrical equipment but not on wood, paper or other textiles



Do's and Don't's

DO

- Familiarise yourself with exits, break glass points, fire extinguishers and meeting points
- Break glass and call 999 if a fire is discovered
- Leave all belongings behind
- Sign in and out (if applicable to you)
- Know your wardens

DON'T

- Tackle the fire unless you know exactly what you're doing
- Use the red (water) extinguisher on electrical equipment (and don't use CO2 on wood, paper etc)
- Re-enter the building until told it's safe to do so
- Open windows
- PANIC!!

Precautions

- Before you leave, turn off all electrical equipment
- Paper to be kept away from electricity points and wiring
- Escape routes are to be kept clear

We have a joint responsibility!

Security

If you see a suspect package

- Leave it!!
- Call security on extension 710

Emergency Evacuation Procedure

In the event of a security alert

- Evacuation instructions will be announced over the PA system
- Listen and obey! You will hear where your meeting point will be
- You can open windows
- You can take all your belongings

Emergency Evacuation Procedure

In the event of a security alert

- Look for your organisation's sign

DO NOT

RE-ENTER THE BUILDING

(unless told it's safe to do so)

Be alert

Challenge people who you
don't know

Do's and Don't's

DO

- Report anything suspicious to security
- Take all your belongings with you
- Open the windows
- Listen carefully to tannoy instructions
- Wear your ID badge

DON'T

- Touch, move or open suspect packages
- Obstruct hallways, stairwells or doors
- Prop open doors
- Re-enter building unless told to do so
- PANIC!!