

EMERGENCY EVACUATION PROCEDURE

SURREY TECHNOLOGY CENTRE

ON HEARING THE FIRE ALARM

- Please leave the building **PROMPTLY, DO NOT WAIT TO BE TOLD** and **DO NOT** attempt to collect/return for personal belongings.
- Close doors behind you if time permits and only where you can.
- Use your nearest, safe Fire Exit (this may be to the left, right or behind your location).
- If you find smoke blocking your escape use an alternate route
- **DO NOT USE THE LIFT**
- **DO NOT BLOCK FIRE EXITS**
- Proceed to the **ASSEMBLY POINT**, and report to the fire marshal providing your company name and confirming all staff have evacuated the unit. **Each company is responsible for conducting its own roll call.**
- **DO NOT** go back into the building until you are advised to do so by the **Fire Marshal** or attending **Fire Brigade Officer in Charge**.

DO NOT RETURN INTO THE BUILDING IF THE FIRE ALARM IS STILL RINGING.

NOTE: Silencing of the fire alarm is not a signal to re-enter the building. You will be notified by the Fire Marshall or attending Fire Brigade officer when it is safe to access the building.

Helping Visitors and others that you may encounter:

- **Fire Wardens**, wearing high visibility jackets are there to help and ensure the building is evacuated; **you must** carry out any directions they give.
- **DO** escort out your visitors and/or members of the public etc.
- **DO** assist anyone with mobility difficulties if safe to do so.
- If there are disabled or injured tenants or visitors who cannot leave the building then **TELL** the **Fire Warden** and **Fire Marshal EXACTLY** where they are (floor, stairwell or room/unit).

Fire Assembly Point

The Fire Assembly Point for The Surrey Technology Centre is located on the corner of **OCCAM ROAD** and the **TENANTS CAR PARK** at the front of the building (located on attached map).

The conduct of people at the Fire Assembly Point and on leaving the building is critical to everyone's safety.

Emergency Exit Routes

In the event of the fire alarm sounding, **leave the building by the nearest safe exit.**

All smartcard controlled doors will automatically **UNLOCK** and alarmed doors **DE-ACTIVATE** when the fire alarm sounds.

Notes to help interpret the Fire Evacuation plans are located in each unit and in meeting rooms:

- Emergency exit routes are illustrated using red arrows that show the route that should be followed from each floor / space (if safe to do so).



- Fire Alarm Call Points look like:



- The Staircases are numbered 1 – 5. Please ensure you notify the Fire Marshal of the staircase number if persons are using this area as a Refuge Area.

Fire Alarm Sounder Tests

The fire alarm will be tested **every Monday** (except Bank Holidays) at **approximately 9.30am**. The alarm will sound for around 15 seconds. If the alarm continues to sound for longer than this period of time a full evacuation is to be completed.

THE SURREY TECHNOLOGY CENTRE

FIRE ASSEMBLY POINT

