

What To Do When the Fire Alarm Sounds

- The main thing is your safety, and people should leave the building quickly and calmly, but we do ask you to use the fire tag system to ensure that the rooms have been vacated.
- There is one fire tag on each floor:
 - The first-floor tag is at the top of the stairs between B104 and B103



- The ground-floor tag is on the corner of the reception



- If the tag has been collected, please leave the building.
- If the tag has not been collected, and it is safe to do so, please collect it. Then check that each room on the relevant floor has been vacated.
- When the floor has been vacated, leave the building, collecting the "fire tag checklist" folder on the way out.
- Make a note in folder that your tag has been collected, and the time the floor was emptied.