

# Fire Safety Procedures

It is imperative that all staff and students are aware of the procedures in the event of a fire. Please read these instructions and familiarise yourself with the location of the fire alarms and exits.

If you discover a fire:

1. Set off the alarm
2. Call fire brigade immediately by dialing 999 and report the fire
3. Our full postal address is: 45 Oxford Street  
London  
W1D 2DZ
4. Evacuate the building:

When the alarm is sounded ALL staff and students must leave the building immediately. Use the nearest safe fire exit and remember to close all windows and fire doors behind you. You should not waste time by collecting personal belongings.

**IN THE EVENT OF FIRE PLEASE DO NOT TAKE ANY PERSONAL RISKS**

FAMILIARISE YOURSELF WITH THE EXITS

1st Floor: Exit through the main entrance on the ground floor.

2nd Floor: Exit through the fire window in room 2B on the second floor

3rd Floor: Exit through the fire door in room 3B on the third floor.

4th Floor: Exit through the fire door in room 3B on the third floor.

PLEASE NOTE: THE FIRE WINDOW EXIT IN ROOM 2B AND THE FIRE DOOR EXIT IN ROOM 3B SHOULD ONLY BE USED IF YOU ARE UNABLE TO SAFELY GAIN ACCESS TO THE FRONT DOOR.

Assembly Point - Soho Square Gardens: Turn left from the building walk 50 metres, then turn left down Soho Street, walk a further 50 metres and cross the road into Soho Square Gardens. Meet by the statue of Charles the Second.

This policy is kept up to date and reviewed annually.

Policy reviewed: August 2017

Due to be reviewed: August 2018