



UNIVERSITY
OF LONDON

EMERGENCY INFORMATION FOR VISITORS

If you find a fire: Set off the alarm via a red 'break-glass' box then leave the building by following the green fire exit route signs in the corridors and stairs. Once you have left the building, stay outside – well clear of the exits - until informed that it is safe to re-enter

The building has an automatic fire detection system and the alarm will sound continuously if this is activated.

EVACUATION PROCEDURE

On hearing the continuous alarm;

1. Proceed quickly & calmly to the nearest exit.

Green signs mark escapes routes/Fire exits.

Do not stop to collect personal belongings.

2. Proceed to the assembly point in your area.

Do not congregate in the road or outside the entrances, as emergency vehicles will require access to the building.

3. Persons with restricted mobility should wait at refuge points or contact Reception on Ext 8133.

FIRE ALARM WEEKLY TEST

Fire alarms are tested on Thursday mornings at 9.30am. There is no need to evacuate unless the alarm sounds for more than approx 50 seconds.

FIRST AID & EMERGENCY SERVICES

Please call 8133 providing details of incident and any injuries.

For info of nearest exits

Beveridge Hall – Malet Street side exit

Macmillan Hall & Ground floor meeting rooms – Montague Place exit (Under ceremonial stairs)

1st, 2nd & 3rd floor meeting rooms – Staircase 1, Malet Street main exit

Stewart House – Follow signs for nearest exits.

Conference Office

Estates & Facilities Department