

**Emergency Refuges**

Quick reference guide

**What Fire Wardens Are To Do In The Event Of A Fire**

* Participate in the evacuation of buildings as required;
* Liaise with the Fire Safety officer regarding evacuation drills;
* Assist Security to prevent any persons re-entering;
* At small incidents liaise with Security regarding the re-entry to a building.
* At prolonged/larger incidents liaise with the Fire Officer the assistant Fire Officer or in their absence the representative from Infrastructure Services.
* If requested to do so assist the fire safety adviser/security or the representative from Infrastructure Services to carry out any safety checks prior to the general re-entry.

**The most important thing a fire warden should have is a loud voice and not be afraid to use it. They also need to ensure that those who have evacuated a building proceed to the designated assembly point and do not re-enter the building until it is safe to do so.**

**Using Safe Refuge Communication**

* **This communication panel will only be active during a fire alarm**
* In the event of a Fire Alarm the Green Lights around the Call Button on the Refuge Units will FLASH until the Call Button is pressed.

**PRESS THE CALL BUTTON ONCE AND
RELEASE.** The lights will revert to ON continuously and a Call Tone may be heard.

**A member of the Security Team will answer the call**

In order to speak to Security you need to press the button and keep it pressed. Release the button to allow Security to answer you.

**Once the Call Button is pressed the location of the Refuge is identified automatically to the security team.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assembly Point** | **Location** | **Assembly Point** | **Location** |
| **1** | Maidwell MR5 | **9** | Library first floor stairs ST8 |
| **2** | Maidwell MR Bridge | **10** | Library second floor stairs ST1 |
| **4** | Maidwell MR57 | **11** | Library first floor stairs ST1 |
| **5** | Maidwell MR69 | **12** | Maidwell MG floor |
| **6** | Maidwell adjacent MR70 | **13** | Maidwell MY57 |
| **7** | Library second floor stairs ST8 | **14** | Maidwell MY43 |
| **8** | Maidwell Main Reception | **15** | Maidwell MY35 |

**Emergency Refuges Avenue**

**Emergency Refuges Park**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assembly Point** | **Location** | **Assembly Point** | **Location** |
| **1** | Library rear escape stairs | **16** | Finance rear stairs |
| **2** | Yelvertoft adjacent Y208 | **17** | Fawsley F19 |
| **3** | Yelvertoft adjacent Y202 | **18** | Cottesbrooke C232 |
| **4** | Kelmarsh K202 | **19** | Cottesbrooke C328 |
| **5** | Brampton left hand stairs | **20** | Cottesbrooke C311 |
| **6** | Brampton right hand stairs | **21** | Cottesbrooke C304 |
| **7** | Library side escape stairs | **22** | Cottesbrooke C201 |
| **8** | Library front escape stairs | **23** | Cottesbrooke C211 |
| **9** | Library adjacent plant room | **24** | Library top landing Holdenby stairs |
| **10** | Sulgrave front stairs | **25** | Library central stairs top landing |
| **11** | Sulgrave rear stairs | **26** | Library first floor Holdenby stairs |
| **12** | Senate second floor committee room | **27** | Holdenby first floor adjacent lift |
| **13** | Senate first floor seminar room | **28** | Student Union rear stairs |
| **14** | Student centre left hand fire escape | **29** | Student Union front stairs left |
| **15** | Student centre right hand fire escape |  |  |

PB/HS/01.13/E25.14/v2