

Fire Alarm Evacuation Policy

When the Fire Alarm sounds act immediately to ensure your safety. The Fire Alarm System is designed and engineered to provide you with an early warning to allow you to safely exit the building during an emergency situation. **Fire exits must be kept clear at all times.** If you see any obstruction to the fire exits, then immediately report this matter to the office.

It is your responsibility to familiarise yourself with the procedure below:

- A. If you see a fire, you should immediately sound the fire alarm by activating the *Call Point* and vacate the building. Please do not set off false alarms. 
- B. Everyone must immediately evacuate the building by way of the closest exit and/or stairway. When exiting your room do not lock your door, but proceed to the nearest marked emergency exit on each floor.
- C. Never ignore or assume the alarm is false or a result of a test.
- D. Never use an elevator to exit during fire alarm activation.
- E. Those residents of the rooms facing front of the hall building, once outside the building, should make their way to the “**Assembly Point**” located at the front of the building, clearly marked on the outside of the bin area, and those residents of rooms in the rear should make their way to the area marked “**Assembly Point**” at back of the building in the school yard. The aim is to prevent large numbers of tenants from evacuating at the same time from the same doors thus causing delay and congestion in the exits and stairways.
- F. Once outside, never re-enter the building until you are told to do so by the Fire Brigade officer or by HHR Manager.
- G. The main gate and the front glass door will be deactivated and will remain open till such time the fire alarm is switched off.
- H. The front of the building is where the fire fighters and fire trucks will be operating. Do not obstruct their access to the building.
- I. No one is permitted to switch-off or tamper with the fire alarm equipment or system at any time. It is an offence to do so.
- J. In case of shattering of glass windows due to fire, please avoid the area affected. **Do not remain in or near the hazard zone.**
- K. You must obey the instruction given to evacuate the building. You must stay calm and leave the building immediately.**

Hartley Hall of Residence

- L. The kitchens and the laundry rooms are the highest risks areas. Thus when the fire alarm sounder is activated, you must vacate the building. Your safety depends on following the instructions: **(it is your duty to locate where the nearest marked emergency exit on each floor is)**

- M. Smoking and naked flames, are prohibited in the hall. The use of electric heaters& cookers, etc. is prohibited in your rooms.

The responsibility for health and safety of oneself and other tenants' rests with each and every Resident of the Hall, in accordance with the Health and Safety at Work Act 1974.

Fire Alarm Drills

Fire Drills are conducted every Thursday between 4:00-4:30pm (*Either by the hall or by the adjacent school*)
Evacuation is not mandatory for occupants during this test.

When the fire alarm sounds, you must be on standby and be ready to proceed to the nearest designated emergency exit and leave the building once asked. Do not re-enter the building until told to do so by either the Fire Brigade officer or HHR Qualified Staff.

Please be aware that the school adjacent to this hall conducts a Fire Evacuation Drill once every term during school time. The Fire alarm will sound at the hall as well.

The above forms part of your tenancy agreement.