

<b>FIRST AID (WBS Scarman Rd) EMERGENCY 22222</b>			
Laura Watts	0.003 (Undergraduate Office)	ext. 22998	02476 522 998
Dene Statham	0.007 (eSolutions helpdesk)	ext. 28214	07876218007
Yigying Jin	0.012(CareersPlus)	NA	07384910593
Dan Kershaw	0.201 (Post Room)	ext. 50736	07384 231337
Hannah Lauriston	0.201 (Post Room)	ext. 50736	07920531209
Emily Foster	2.002c (Academic Services)	ext. 28477	07876 217 775
Janet Biddle	2.002c (Masters Office)	ext. 28218	02476 528 218
Emma Hooper	2.002c (Masters Office)	ext. 28225	024 7652 8225
Rachael Walker	2.002c (Masters Office)	ext. 24488	024 765 24488
Sarah Allen-Reading	2.002c (Masters Office)	ext. 51025	024 761 51052
Giuliana Battisti	2.216 (SIB Group)	ext. 22312	024 765 22312
Dani Pegg	3.002d (WBS Research Office)	ext. 28558	02476 528 558
Christina Mourouzidou	3.002d (Academic Services)	ext. 51029	024 761 51029
Kristine Karpovica	3.002 (Finance Office)	ext. 22212	024 76522212
Tanya Podinovskaia	4.001 (eSolutions)	ext. 22139	024 765 22139
<b>FIRST AID (WBS Teaching Centre, Radcliffe)</b>			
Radcliffe Reception		ext. 770	02476 523 222
<b>EMERGENCY EVACUATION</b>			
All sections & areas of WBS are covered by an evacuation plan which is enacted by staff wardens. Oversight by:			
Lisa Burton	2.002c (Academic Services)	ext. 50523	07469 020 743
Emily Foster	2.002c (Academic Services)	ext. 28477	07876 217 775

## IF YOU DISCOVER A FIRE: Shout “FIRE”, Ring 22222

Activate red break-glass alarm (this summons University Security & the Fire & Rescue Services).

Report the fire by ringing **22222** on an internal phone (from a mobile: 02476 522 222) and state:

- 1) Which emergency service is required
- 2) Location (as accurately as possible)
- 3) Any casualties (if known)
- 4) Your name



**Leave the building immediately** by nearest available exit and disperse well away from the building.

## EVACUATION: Disperse WELL AWAY from the building

Follow instructions of Evacuation Wardens, University Security and the Fire & Rescue Services.

Academic staff leading teaching sessions should ensure their students exit the building quickly.

Do not go back into the building until told by the Fire & Rescue Services that it is safe to do so.

Fires **MUST NOT** be tackled unless safe to do so and you have been trained in the use of fire extinguishers.

**Evacuation wardens should consult their SOP and Evacuation pack**

### In summary:

- Monitor Fire Exits and clear their allocated ‘sweep’ area (where safe to do so);
- Help people exit the building and prevent them from re-entering until the ‘All-Clear’ is received;
- REPORT areas checked to Main Coordinator in South and North Receptions;
- REPORT any potential hazards, anyone trapped or at a Refuge Area.