FINANCE DIVISION

OCTOBER 2017

**Fire Action Instructions**

**FINANCE DIVISON FIRE WARDENS**

Sara Whyte (ext. 7888)

Ellen Fraser (ext. 6293)

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**FIRE ALARM TESTING**

Checks on the Fire Alarm system within the Lionel Robbins Building are carried out every Tuesday morning between 8.00am and 9.00am. The alarm will ring continuously for 30 seconds. **If the alarm rings for longer than 30 seconds or at any other time, you must vacate the building immediately by the safest/ nearest available exit and go immediately to the FIRE ASSEMBLY POINT.**

**WHAT TO DO IN THE EVENT OF A FIRE**

On discovering a fire or suspected fire:

* Alert others by activating the alarm immediately by pressing a fire call point;

in the absence of one call Security on 666 to have them sound the alarm.

* Evacuate the building and proceed to the designated fire assembly point.
* Do not attempt to tackle a fire unless you have been trained to do so. If you have been trained in the use of fire extinguishers you may attempt to attack the fire using the extinguishers provided, without placing yourself at risk. Make sure there is an escape route between you and the fire.

On hearing the fire alarm:

• Evacuate immediately by the safest/ nearest available exit and proceed to the fire assembly point (**Fire Exits**: Main exit, exit near EDI, exit neat FP&A).

• Do not use bridges to other buildings or lifts.

• Doors should be closed as people leave, and if possible windows too.

• Follow instructions given by Fire Wardens or LSE Security staff.

• Do not re-enter the building until told that you may do so by either the fire brigade or a member of the Security team.

**NEAREST EXITS FROM THE FINANCE DIVISION**

* The main exit stairs next to the lift that lead to Portugal Street,
* The stairs near to meeting room R5.19 near FP&A and Procurement
* The exit in HR near the EDI team

**FINANCE DIVISION FIRE ASSEMBLY POINT**

Outside Saw Swee Hock building. Once at the assembly point please report to the Fire Wardens.

 For further information, please see: <http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/fire.aspx>