Executive Principal: Post 16 Education: Mr D Holtham BSc (Hons)
Chair of Governors: Mr Terry Elliot OBE, JP, BA (Hons)

Chief Executive Officer: Sir John Townsley BA (Hons) NPQH

Fire Evacuation Procedure for Elliott Hudson College

Staff, Students, Visitors & Contractors

Visitors and Contractors *on signing into the building you will be informed of any planned evacuation procedure, if Fire alarm is activated whilst on site please consider this as an actual fire situation and follow fire evacuation procedures.*

On hearing the ***alarm activation****, please exit the building via one of the eight exits located around the exterior of the building. The designated fire marshals that will be simultaneously clearing the building will guide you to the nearest exit. The White Rose Security Team will assist in directing people to the Fire Muster point; they will close off any traffic flow in and out of the site whilst any evacuation is going on.*

On exiting the building you will be guided by fire marshals to the ***fire evacuation muster point 4****, located passed the security barrier adjacent to the glass building at the entrance to the White Rose Office Park. On arriving at the muster point, any* ***contractor*** *should make contact with their point of contact (facilities manager). Any* ***visitors*** *will have either been escorted by their point of contact or accounted for by the receptionist.*

Teaching Staff (none Fire Marshals) *should if teaching lead their class to the nearest fire exit and down to the muster point. In every classroom next to the* ***Fire Action*** *sign there is a plan of the Fire Zones and its nearest exits. If* ***not*** *teaching please encourage students to exit the building on your way to the nearest exit. Only use the nearest fire exit if and only if this is the safest route to safety.*

Support Staff (none Fire Marshals) *should make their way to the nearest fire exit, encouraging students to exit the building.*

Students *should on hearing the fire alarm activation go to the nearest fire exit providing this is the safest route to do so. Students should* ***walk*** *to the* ***Fire Muster Point.*** *. In every classroom next to the Fire Action sign there is a plan of the* ***Fire Zones*** *and its nearest exits.*

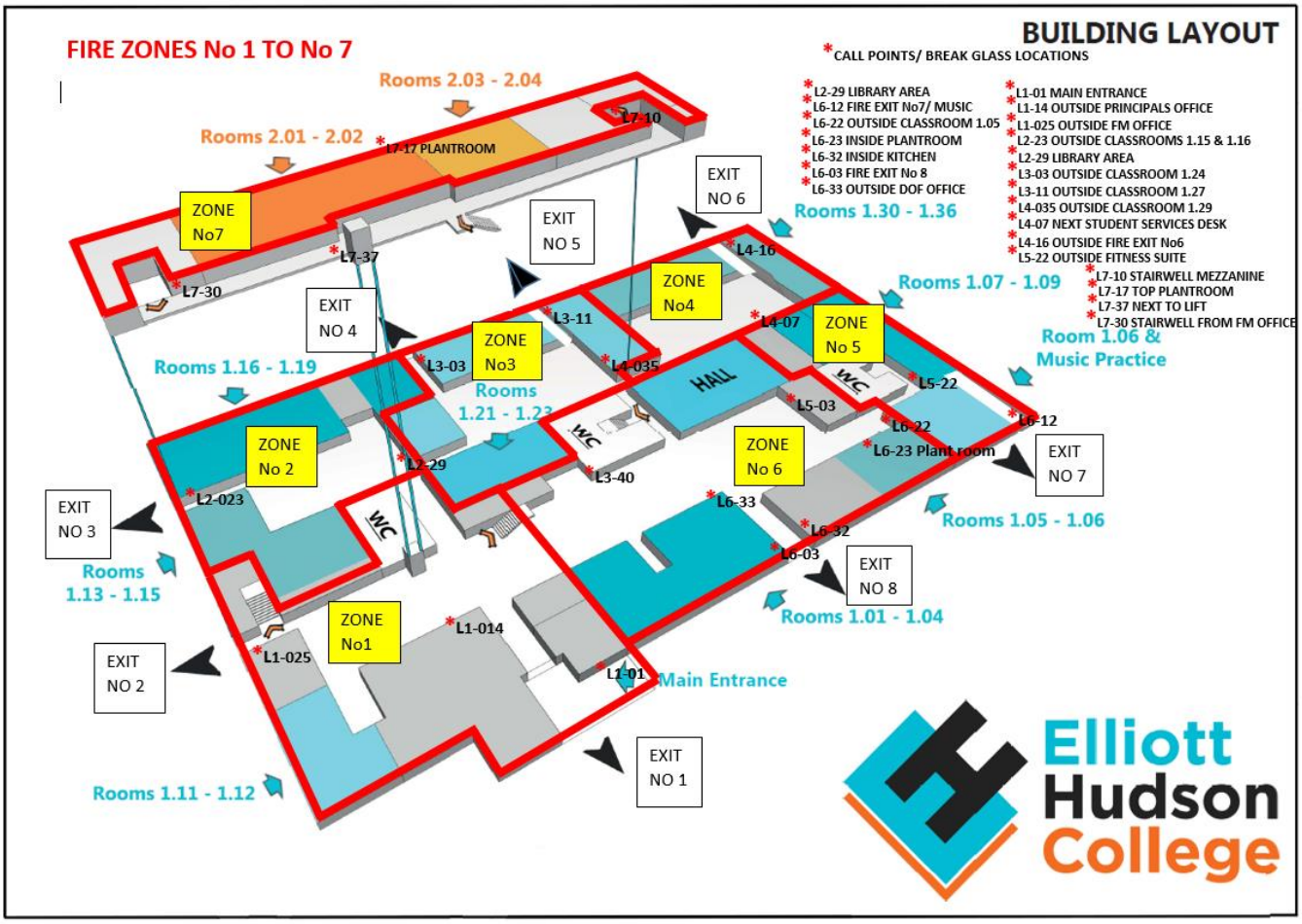
If anyone sees a ***Fire Situation First- Hand*** *they should immediately seek the nearest break glass call point and active. All break glass call points are indicated on the* ***Building Fire Zone Plans*** *which are located on the wall of every classroom next to the Fire Action sign next to the door.*

There are two ***refuge*** *call points located at either end of the Mezzanine staircases. In the event of entrapment or inability to access the stairs,* ***press the call point*** *and wait for assistance.*

White Rose Office Park, Leeds, West Yorkshire, LS11 0LT
T 0113 323 9777
E info@elliotthudsoncollege.ac.uk
W www.elliotthudsoncollege.ac.uk

*There are **seven Fire Zones** to this plan, each has a designated Fire Exits that should be used if and only if it is the safest route to safety.*

Building Fire Zone Plan & Fire Exit Plan/ Call Point Break Glass Locations



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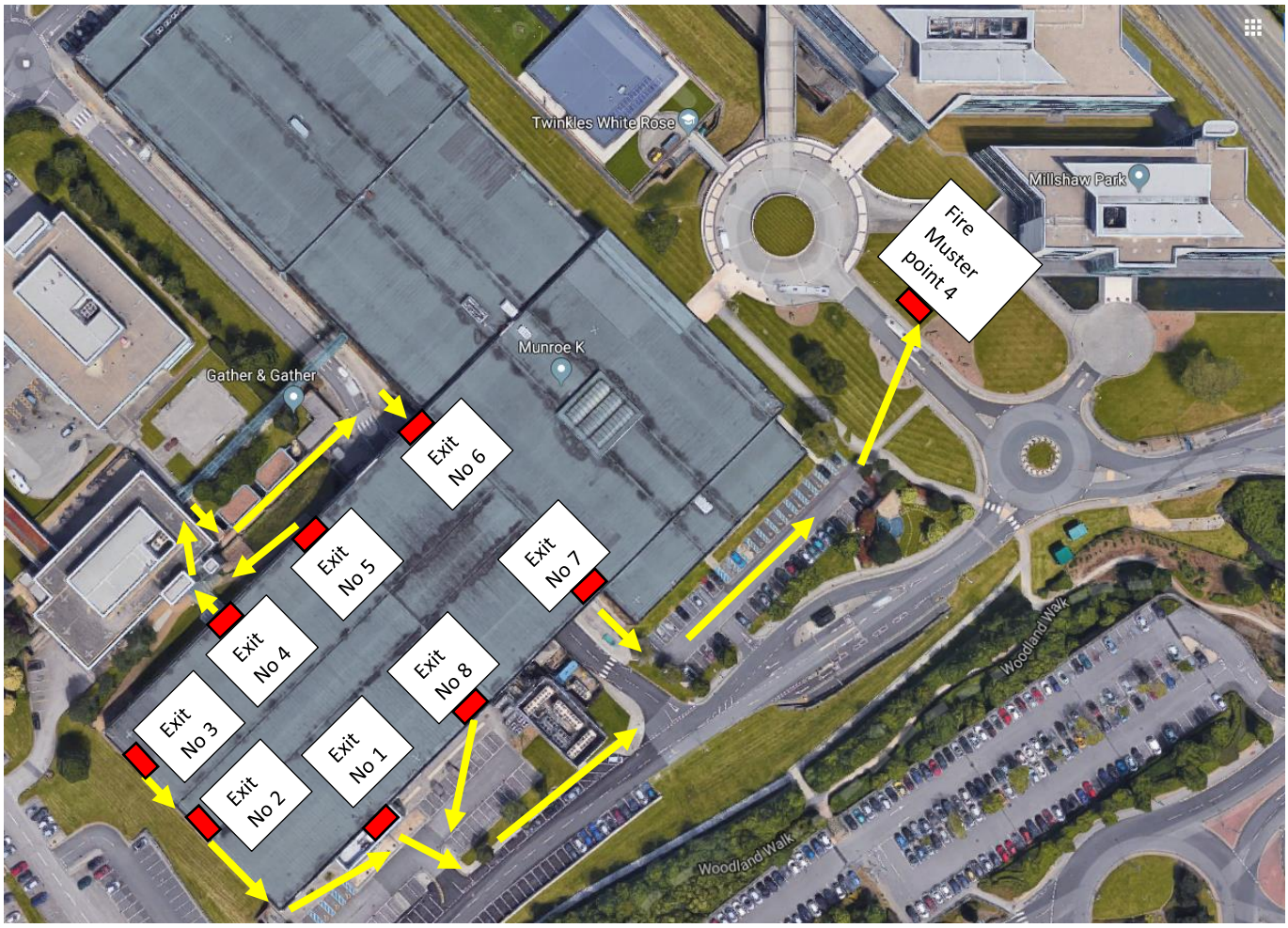
Fire Evacuation Route to Fire Muster Point 4 & Fire Exit No's



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