

Fire Safety Briefing

For use by meeting or event organisers

The following briefing is for use by Chairs, organisers of meetings, events, conferences etc. Also to be used by Tutors using rooms that their students may not be familiar with:

"In the event of a fire the fire alarm will operate and we will immediately evacuate the building. I will ensure that you all leave the room.

Please exit the same way you entered but do not use the lifts. Should you find your exit blocked please follow the standard fire exit signs which will indicate the shortest route. Please close doors behind you and assist anyone having difficulty.

Make your way to the Assembly Point at The alarm often stops sounding before it is safe, no one should re-enter the building until instructed."

"Is there anyone who believes they may have difficulty evacuating?"

- If the answer is yes, ask if they have a Personal Emergency Evacuation Plan (PEEP). If they have, they should not present a problem.
- If the answer is no, ask them to contact:

Colchester Campus: the Information Centre on Square 3 or Fire Safety Officer (fire@essex.ac.uk 01206 874847).

Southend or Loughton Campuses: The relevant Security team/reception