



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:

Briefing script:

"On hearing the fire alarm, we will immediately evacuate the building. I will ensure that you all leave the room.

Please follow the green and white fire route signs which will indicate the shortest route to the nearest safe final exit and outside. Unless previously instructed, do not use the lifts. Please close doors behind you and if safe to do so, assist anyone having difficulty. Once outside, make your way to the Assembly Point at **(Person giving briefing to point out where assembly point is)**. Do not re-enter the building until instructed to do so, even if the alarms have stopped sounding."

"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 are to follow the agreed evacuation procedures.

- If the answer is no, contact below and take advice:

Colchester Campus: The Information Centre on Square 3 or Fire Safety (fire@essex.ac.uk 01206 87 4517).

Southend or Loughton Campuses: The relevant Security team/reception.