

## EVACUATION PROCEDURE

**Advice for all invigilation staff and support workers – please insert into your handbook**

As advised at training, it is your responsibility to ensure that you are aware of the location of all fire exits in the rooms where you are working. No fire drills will be scheduled during the running time of your exams, therefore, any alarm should be reacted to in the manner described in the handbook. The safety of the students and yourselves is the prime concern.

At the start of the exam & before the exam announcements start you should make the following announcement

There are no fire drills scheduled during this exam so if the alarm rings please prepare yourself to evacuate the building immediately, following the guidance of the staff.  
 Leave all examination material on the desk. When you leave the building go straight to the assembly point where you will receive further instructions. The assembly point for this building is.....(see below).  
 Please look around the room now & make sure you know the location of your nearest fire exits

<b>Building</b>	<b>Fire - Day</b>	<b>Fire - Night</b>	<b>Bomb</b>
Bede Island	Car Park and on pavement to road at rear of building		Castle Gardens
Campus Centre	Grass & paved area by Eric Wood, Kimberlin & Estates Services buildings	Grange Lane	Castle Gardens
Clephan	Hawthorn Square		Castle Gardens
Edith Murphy	Magazine Square		Castle Gardens
Fletcher	Top of Newark Close		Castle Gardens
Gateway	Gateway Street by Kimberlin Library and Eric Wood		Castle Gardens
Hawthorn	Paved Area – Gateway Street at the top of Newark Close by Fletcher Building		Castle Gardens
Hugh Aston	Paved Area – by Magazine Gateway		Castle Gardens
John Sandford	Car Park at rear of building		Castle Gardens
John Whitehead	Paved area outside Fletcher, Newark Close		Castle Gardens

Portland	The Newark: pavement by Hawthorn bronze doors		Castle Gardens
Queens	Area in front of main entrance to Kimberlin Library between Eric Wood building and Mill Lane		Castle Gardens

Please turn over for further guidance

### Fire Exits

There are various types of release mechanisms on fire doors at the university

- Push Bar – which can be operated by pressing down on the bar
- Maglocks – should the alarms sound or there be a complete power failure then the lock will be released
- Panic Bolts (sometimes referred to as Cooper bolts) – these are bolts held in place by ceramic tubes which should be broken by the hammer, which is always situated alongside.
- Some fire doors are inward facing

### GUIDANCE

Especially, but not exclusively, in the JSSC where some of the fire exits are not immediately apparent or visible from inside the rooms (those in the back corridor behind the last row of seating) it is essential that staff know where ALL the exits are.

Senior investigators should allocate staff appropriately to supervise doors, this is critical where doors are inward facing or have ceramic panic bolts fitted. Of course we must be realistic & expect that students may arrive at the doors before staff.

When the fire alarm activates it sends a signal to the DMU Security Control Room. Security officers will attend to ascertain the cause of the activation and will liaise with the Evacuation Controller for the building. They will decide when it is safe to reoccupy the building. A signal is

not automatically sent to the Fire & Rescue service. In the event of fire, do not wait for the security Officers to arrive, dial 999 and report the fire followed by notifying the Security Control Room 0116 2577642 of the action taken

When safe to do so please ring the exams office.

Building	Post Code	
Campus Centre	LE2 7DR	Mill Lane
Clephan	LE1 5XY	Bonnars Lane
Edith Murphy	LE1 5RR	Southgates
Vejay Patel Building	LE2 7BJ	Newarke Close off Gateway Street, Low Rise: Mill Lane
Gateway	LE2 7DP	Gateway Street
Hawthorn	LE2 7BY	The Newarke
Hugh Aston	LE2 7BQ	The Newarke,
Innovation Centre	LE1 5XY	49 Oxford Street, Junction with Bonners Lane
The Venue@DMU	LE2 7BU	Western Boulevard, Leicester
John Whitehead	LE2 7BY	The Newarke
Portland	LE2 7DP	Gateway Street
Queens	LE2 7DR	Mill Lane
The Phillip Tasker Building	LE2 7HU	Hawthorne Square
Heritage House	LE1 5RR	Heritage House
The Watershed	LE2 7AU	Upperton Road, Bede Island, Leicester
Heritage House	LE1 5RR	61 Southgates
Kimberlin Building	LE2 7DR	Mill Lane
Art Factory	LE2 7HU	Mill Lane
Mill Studios	LE2 7HU	Mill Lane

Please retain in your invigilator manual

\* If you ring an ambulance you will need to give the SPECIFIC postcode of the building  
 \* You must ring the Exams Office so that we can monitor the situation and alert Security who will  
 arrange for clear access to the building.