

Welcome to the
Craiglockhart Campus

Edinburgh Napier
UNIVERSITY



For your safety please ensure you are aware of our Accident and Fire Evacuation Procedures which are displayed throughout the University.

If you discover a fire

- Operate nearest alarm call point.
- Leave building by nearest exit.

On hearing the alarm – electronic sounder

- Leave the building by the nearest exit closing doors behind you.
- **DO NOT** stop to collect belongings.
- **DO NOT** go back to an office or classroom, leave by the nearest exit.
- **DO NOT** use lifts.
- Go to the nearest designated assembly point.
- Keep road ways clear for emergency services.
- Do not re-enter the building until informed by the University Senior Fire Co-ordinator/Fire Officer.
- Visitors with mobility difficulties should NOT use stairways but proceed to the nearest disabled refuge and activate the two way communications panel.

Disabled refuge procedure

- When the fire alarm sounds proceed to your nearest disabled refuge.
- Press the “Press for Help” button once to initiate a call (do not continue to press or hold during a call).
- This will also indicate at the fire panel that someone is in the specified refuge point.
- The call will be answered.
- Remain in the refuge until assistance arrives.
- **Note:** *This system is only operational on activation of the fire alarm*

... from the Health & Safety Team, Edinburgh Napier University

