

# Suspect Bomb and Fire Procedures

## Bomb and Fire Procedures

### Suspected Bomb

- Do not touch suspect parcels, bags etc
- Clear people from the immediate vicinity and once clear telephone Security Control on 0191 2086666 (mobile) or ext 96666 (university landlines)

### On discovery of a Fire

- Try to extinguish the fire if you have been trained, and if it is safe to do so
- Sound the alarm and leave the building by the nearest exit (follow the green man signs), do not attempt to use lifts
- Telephone 999 (mobiles) 9-999 (university landlines) and ask for the fire service
- Go to the designated assembly point for your building
- Do not re-enter buildings until you are told it is safe to do so

### Additional fire safety information for session leads

- Before your session begins, please **locate the nearest refuge point in your building** if there is no accessible access out of the building during a fire alarm (NB: lifts are not to be used during a fire)
- If you are leading a session, please make note of anyone with a mobility issue or disability
- If the fire alarm sounds, please ensure this visitor is assisted out of the building or to the refuge point and contact security to ensure they know their location and can evacuate them using an evac chair