

Department of Social Anthropology

Fire Safety Procedures

Evacuation procedure

In the event of a fire in the building, you must please take the following actions:

- Activate the nearest Red Fire Alarm Point by breaking the glass (only if it is safe for you to do so).
- Evacuate the building through the nearest fire escape route (marked by green signs). These exits are listed in the attached document.
- Report to the Assembly Point, which is on Free School Lane, by the Archway into the New Museums Site. You must remain there until a Fire Warden or Fire Safety Manager (in fluorescent vests) says you may return to the building.

Please also be assured that during a fire evacuation, two of our Fire Wardens will stand by the front and rear entrances to ensure no unauthorised person enters the building.

Emergency fire escape locations

Floor	Escape Route
Basement	Up the internal stairway and out the basement entrance
Basement	Through fire escape door in room B3 (Writing Up Room) and up the external stairway
Ground floor	The main entrance on Free School Lane
Ground floor	The door at the back right of the Edmund Leach Seminar Room (marked as a fire escape) leading to the New Museums Site
Ground floor	The back entrance leading to the New Museums Site
First floor	Down the main staircase and out the front or back entrance
First floor	Through Room 1.4, which will automatically open in the event of a fire, through the fire escape door and down the external spiral staircase leading to the New Museums Site
Second floor	Down the main staircase and out the next available fire exit on the first or ground floor.
Second floor	Through the fire escape door at the end of the corridor, into the Sociology Building and down their staircase and outside to the Assembly Point.

Assembly Point – Free School Lane, by the Archway into the New Museums Site

Weekly fire alarm test

The weekly Fire Alarm Test takes place every **Thursday at 10.15am**. It will sound for ten seconds and then be silenced. You do not have to evacuate unless the alarm rings for longer than ten seconds.

Fire Safety Team

Fire Safety Manager: Mrs Dorothy Searle

Deputy Fire Safety Manager: Mr Dave Clark

Fire Wardens: Ms Kristina Bird, Dr Paolo Heywood, Dr David Sneath, Dr Rupert Stasch, Dr Tom White

Last updated: January 2019