

College Security: +44 (0)1784 443888
Emergency Services: 999 or 112
Non-emergency for the police: 101
Non-emergency for medical advice: 111

The College emergency number is 444 (from an internal phone) or +44 (0)1784 443888 from an outside line or mobile. The Security Office is in Founder's Building

This should be used in the following circumstances:

- To notify Security of a fire following the activation of a break glass call point;
- When first aid is required and a first aider is not available in the building;
- To request an ambulance;
- In the event that someone feels that their personal safety or that of others is at risk.

Security should be advised of the incident at the time it is in progress, or where that it is not possible, at the earliest opportunity thereafter. A member of the security staff will be in attendance within minutes of notification.

If You Discover a Fire you must:

1. Operate the nearest **Fire Alarm Call Point**
2. Leave the building by the **nearest exit**
3. Go to your designated **Assembly Point**
4. Ensure that **College Security** have been notified by calling 444 (from an internal phone) or +44 (0)1784 443888

This will ensure that the Fire Service is called at the earliest opportunity. You must make yourself known to a Security Officer or a Fire Marshal and pass over all relevant information.

Fire Fighting Equipment must only be used by persons who have been trained to do so, and only after the alarm has been sounded.

If the Fire Alarm sounds then you must:

1. Leave the building by the nearest exit
2. Close doors behind you
3. Report to your designated Assembly Point
4. Do not return to the building until authorised to do so
5. Do not use lifts

If medical attention is required:

If appropriate please inform a Royal Holloway member of staff who will be able to assist.

Most buildings within the College have at least one trained **first aider** and during the hours of 09.00 to 17.00 Monday to Friday, these staff will normally be available to provide first aid assistance. Details of first aiders in each building are contained on the first aid signs. Out of hours (from 18.00 to 08.00) first aid is provided by **College Security** staff. You should phone Security on 444 or +44 (0)1784 443888 from an outside line or mobile.

If you or someone else requires an ambulance, you should contact Security, who will call for an ambulance.

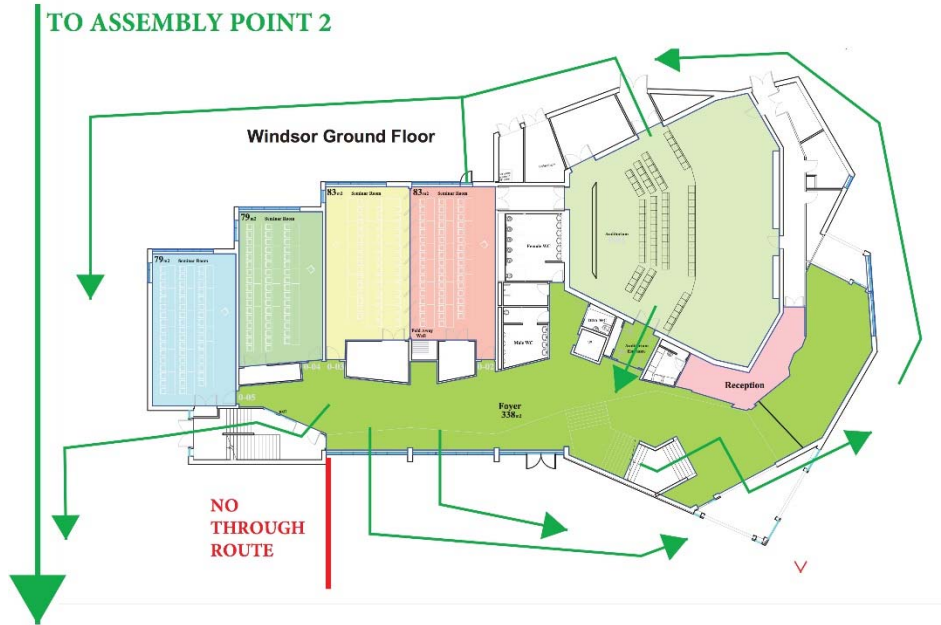
To make an EMERGENCY medical appointment please either visit the **Royal Holloway Health Centre** in the north-east corner of Founder's Building or call them on +44 (0)1784 443131.

- Monday - Friday: 09:00-13:00 (Practice nurse) and 14:00-17:00 (Doctor)
- Out of hours medical appointments, call 01753 865773 for Clarence Medical Centre's Out of Hours Service.

For non-emergency **medical advice**, call 111.

→
**DESIGNATED FIRE
ESCAPE ROUTES**

ALL PERSONS EXITING THE BUILDING ARE TO PROCEED ANTI-CLOCKWISE AROUND THE BUILDING, TO ASSEMBLY POINT 2, WHICH IS ON THE GRASSED AREA ACROSS THE ROAD OPPOSITE THE TOP OF FOUNDER'S BUILDING.



**LOCATION OF THE
EVAC CHAIR AND RED
EMERGENCY PHONE**

