

# EMERGENCY NOTICE

## Locked Out?

- Contact S&R Team (see below)

## Suspicious Package?

- Try to establish ownership
- Seek advice from Janitors / S&R
- If in doubt then evacuate

## Major Chemical Spill?

- Ventilate space; open doors / windows
- Evacuate area
- Report it - Safety Office / Sch Safety

## Flammable Gas Leak?

- Press gas 'knock-off' button.
- Don't switch on/off electrical equipment or lights.
- Ventilate - open windows / doors
- Evacuate
- Report it – S&R / Safety office

## Electrical Supply Failure?

- Don't open any fridge or freezer
- Report it – S&R

## Water Leak (pipes / appliance)?

- Disconnect an appliance if possible
- Move or cover items getting wet
- Report it – S&R

## Small Fire in a Fume Cupboard?

- Close the sash and switch fan off.
- When air flow stops open the sash and tackle the fire with a blanket or the correct extinguisher.

## Fire?

- Sound the alarm if it has not activated
- If safe tackle fire with an extinguisher
- Evacuate

# What next?

## Sound the Alarm

Use the fire alarm system **unless** there is a flammable gas leak, in which case move round the building shouting "GAS LEAK – LEAVE THE BUILDING NOW"

## Evacuate

- Leave the building immediately
- Stay a safe distance away
- Go behind Gateway if an explosion is possible

## Report it to....

<b>Estates Helpline</b> (08:00 -17:00, Mon – Fri)	01334 463999	
<b>Security and Response Team (S&amp;R)</b>	01334 468999	security@st-andrews.ac.uk
<b>MBSB janitor</b> (08:00 - 16:00, Mon – Fri)	01334 461853	

## When the Alarm sounds....

- Switch off all gas taps and electrical heat sources.
- Make equipment safe if this can be done quickly and without risk.
- Leave the building by the nearest signposted exit
- check that your room is empty of personnel; close doors behind you;
- **DO NOT** run; stop to collect belongings; use lifts; enter a smoke-filled stairwell