

Welcome to the  
Merchiston 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

