



THE
OPERATIONAL
RESEARCH
SOCIETY

SEYMOUR HOUSE FIRE SAFETY AND EVACUATION PROCEDURES

May 2018

Seymour House Fire Wardens

Please speak to one of the Fire Wardens if you have any questions about the fire safety and evacuation procedures for Seymour House.



Fire Warden: Ground Floor Office

Jennie Phelps

Senior Administrator

Direct Dial: 0121 234 7818

jennie.phelps@theorsociety.com



Fire Warden: Second Floor Office

Charlene Timewell

Research and Publications Officer

Direct Dial: 0121 234 7819

charlene.timewell@theorsociety.com

Visiting Seymour House

All visitors must sign in and out of the Visitor Book on the Ground Floor of Seymour House.

Fire Drills and Alarm Testing at Seymour House

If there is a scheduled Fire Drill or Alarm Test on the day of your training course or meeting, the Senior Administrator will inform you in advance.

In the case of a Fire Drill, everyone in the building will be expected to participate in the evacuation of the building as though there were a real fire.

In the case of an Alarm Test, the alarms will only sound for a few seconds. Seymour House will not need to be evacuated in this instance.

What to do if you discover a fire

On discovering a fire, it is your duty to sound the nearest fire alarm immediately and then make your way out of the building by the nearest safe route to the nominated assembly point. There are fire alarm points on every floor of Seymour House along with floor plans outlining your most direct route out of the building.

Action on hearing the fire alarm

DON'T panic

Leave calmly

Walk as quickly as possible to the nominated assembly point

Use the safest, most direct route

Close fire doors behind you

Go down the stairs in single file

DON'T collect personal belongings

DON'T put yourself in unnecessary danger/risk

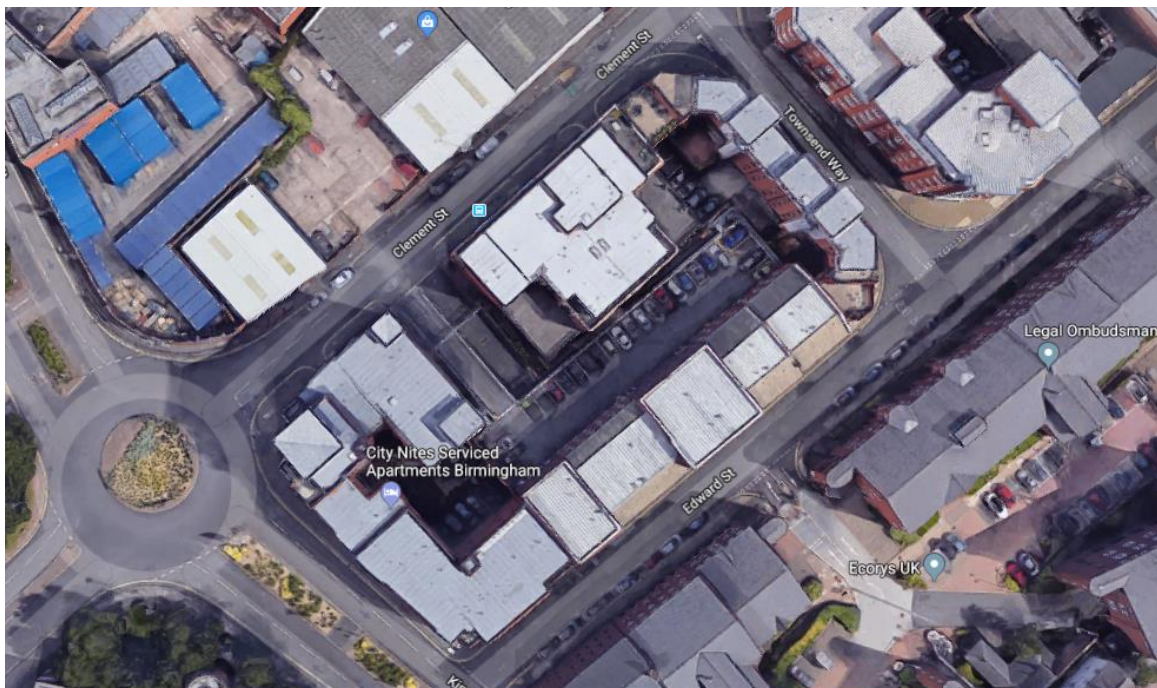
DON'T re-enter the building unless told to do so by the fire wardens or fire brigade

Where is the nominated assembly point for Seymour House?

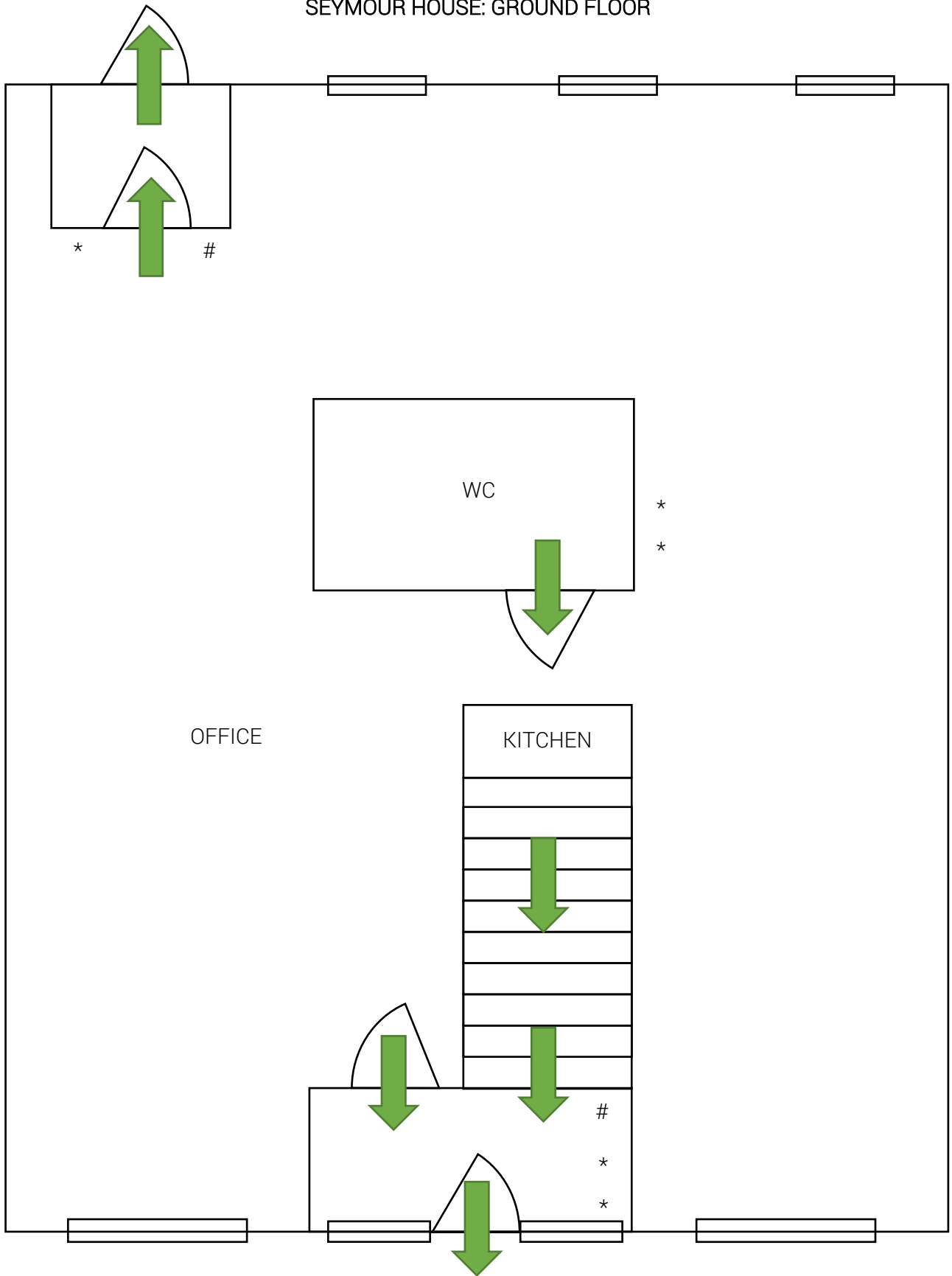
The assembly point is located directly opposite Seymour House on the pavement in front of Edward House, Quay Place.



If you leave Seymour House by the rear, ground floor fire exit (onto the car park), you should make your way out of the car park and around to the assembly point at the front of the building where the fire wardens can account for your location and wellbeing.

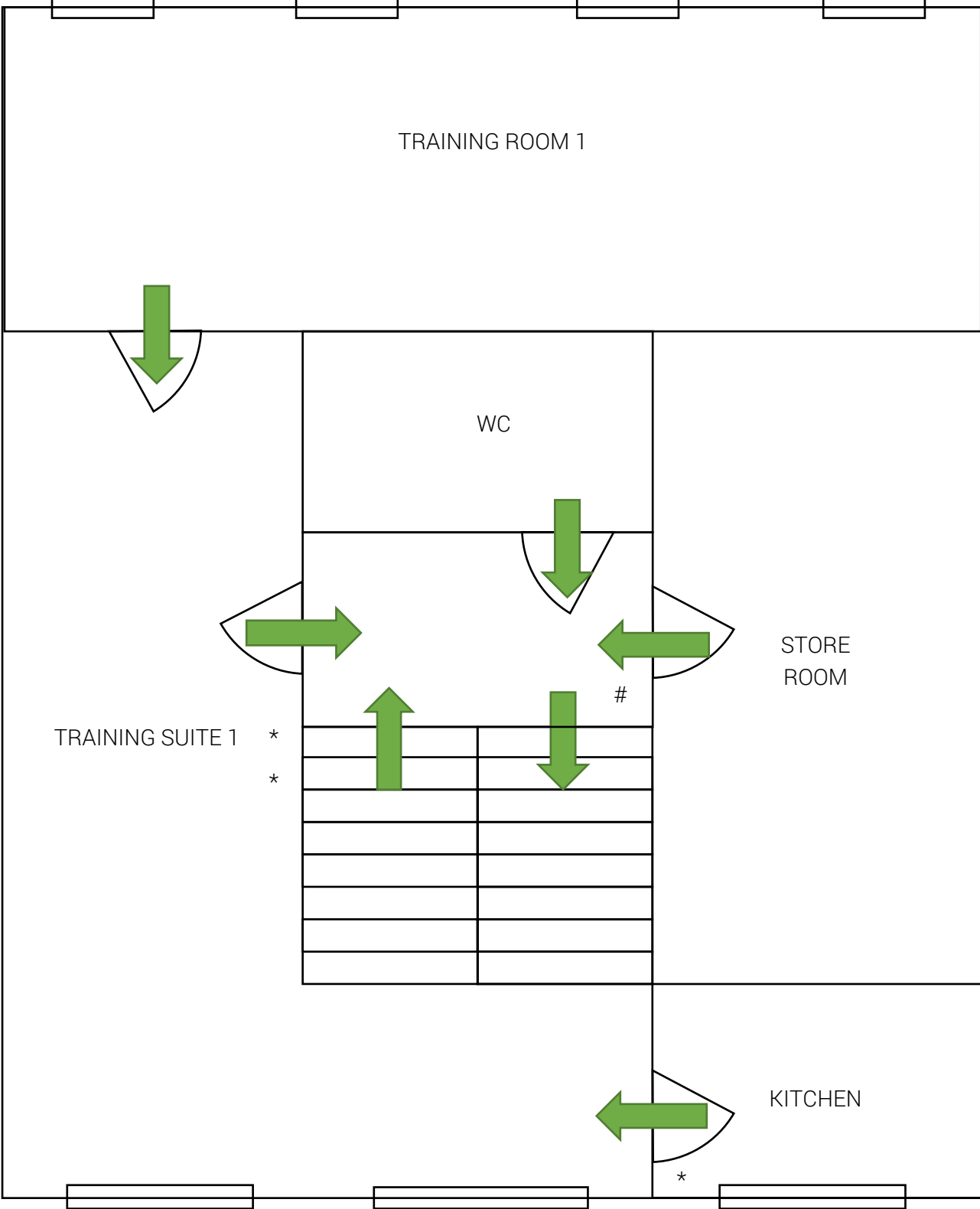


SEYMOUR HOUSE: GROUND FLOOR



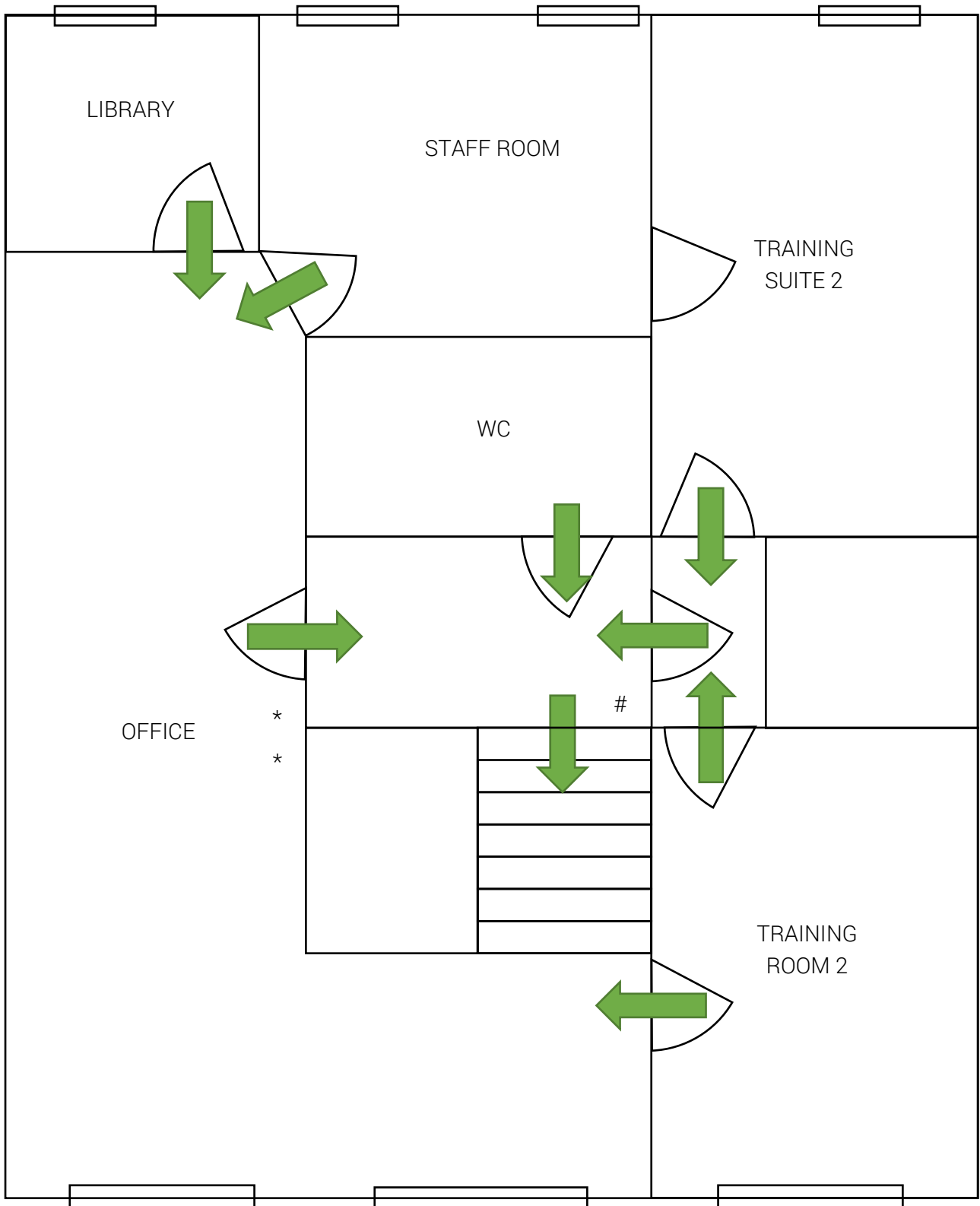
- # Fire alarm
- * Fire extinguisher

SEYMOUR HOUSE: FIRST FLOOR



- # Fire alarm
- * Fire extinguisher

SEYMOUR HOUSE: SECOND FLOOR



- # Fire alarm
- * Fire extinguisher