

Cambridge Regional College

Science Park Campus, Kings Hedges Road

Fire/Evacuation Procedures Brief

(following Fire/Evacuation Drill)

This has been a Fire/Evacuation Drill; it has been carried out for the following reasons:

- a. Because our Evacuation Procedure document has recently been updated.

In addition, due to the Development of the Science Park Campus, construction of new buildings will start on site from March 2008 which will necessitate temporary (or permanent) relocations of Assembly Points. This evacuation has therefore also been carried out;

- b. To ensure that everyone knows where the Assembly Points are located now and where they will be located in the future, which is as follows:

Assembly Point 1 – will close from 7 April to 14 July 2008; during this time, in the event of an evacuation, Assembly Points 2 and 3 should be used. AP1 will then revert to its current location in Car Park 1.

Assembly Point 2 – is located between the Wind Turbine and SmartLIFE where it will remain for the foreseeable future.

Assembly Point 3 – will relocate to Car Park 3b from 2 June 2008 to 2 March 2009. It will then relocate to its final position at the west end of Car Park 5.

Important Notes:

- a. You will be advised verbally by a College Manager (identifiable by their yellow or orange High Visibility jackets/vests), when it is safe to re-enter buildings.
- b. Silencing of the alarms is **NOT** a signal to re-enter the buildings.
- c. **The locations of the Assembly Points now and in the future are shown overleaf.**