



Welcome to Queen Margaret University.

We consider all people who work, study, or visit the University to be members of the QMU Community.

Please ensure that you have read and understood this Casual Worker Health and Safety Induction – more information can be found in the Health and Safety Policy and supporting procedures.

## **FIRE SAFETY**

We strongly encourage personal responsibility for fire safety. Please be aware of your nearest escape route by checking where the Fire Exit signage is directing you and making yourself familiar with your area.

If you discover or suspect a fire:

- Raise the alarm by activating the nearest break glass call point and alert those in your area, if it is safe to do so.
- Leave the building by the nearest escape route – do not use lifts.
- Go to the nearest assembly point and report to the Fire Marshal. Stay at the assembly point until advised otherwise – you may be required to provide more information.

When you hear the fire alarm sounding:

- Leave the building quickly and calmly using the nearest signage – do not use the lift or pick up personal belongings.
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