

Responding to Emergencies.

Directions for Users of University Rooms

Considerations when you book a room.

Do any of your prospective group have special needs? (e.g. lifts cannot be used for emergency escape).

It is your responsibility to make any special arrangements that are necessary to ensure the safety of your group.

If the fire alarm sounds

Everyone must leave the building without delay, and in an orderly manner.

The person responsible for the meeting must ensure that everyone has vacated the room.

Leave the building by the nearest fire escape and go to the assembly point (noted on the building Fire Action Notices in corridors)

Do not re-enter the building until you are told that the emergency is over by a member of University staff.

In the event of an accident to anyone in your group

Call the emergency services if necessary:

dial 222 (from internal telephone)

or 999 (from payphones or your mobile)

AU Site Security: dial 2649 (from internal telephone)

or 01970 622649

Ymateb i Argyfwng.

Cyfarwyddiadau i Ddefnyddwyr Ystafelloedd y Brifysgol

Ystyriaethau wrth archebu ystafell

A oes gan unrhyw aelod o'ch grŵp anghenion arbennig? (e.e. ni ellir defnyddio lifft i ddianc mewn argyfwng).

Eich cyfrifoldeb chi fydd gwneud unrhyw drefniadau arbennig sy'n angenrheidiol i sicrhau diogelwch eich grŵp.

Os bydd y larwm dân yn canu

Rhaid i bawb adael yr adeilad yn ddi-oed, ac mewn ffordd drefnus.

Rhaid i'r sawl sy'n gyfrifol am y cyfarfod sicrhau bod pawb wedi gadael yr ystafell.

Gadewch yr adeilad trwy'r allanfa dân agosaf ac ewch i'r man ymgynnull (a nodir ar Hysbysiadau Gweithredu yn Achos Tân yn yr adeilad)

Peidiwch â dychwelyd i'r adeilad hyd nes y bydd aelod o staff y Brifysgol yn dweud wrthyfch fod yr argyfwng drosodd.

Yn achos damwain i aelod o'ch grŵp

Galwch y gwasanaethau brys os bydd angen:

galwch 222 (o ffôn mewnol)

neu 999 (o ffonau talu)

Diogelwch Campws PA: galwch 2469 (o ffôn mewnol)

neu 01970 622649