

Fire and Emergency Evacuation Procedure

Fire is the biggest Health & safety risk at College.

On the wall in your room is a fire action notice. Read it! Do not obstruct it!

If you discover a fire: activate the alarm using the nearest break glass button.

Leave the building using the nearest safe exit. Close the doors behind you.

Proceed to the assembly point notified on your fire action notice.

Call the fire brigade on 999.

Notify the Porters on 01223 338800.

Comply with the porter's instructions, telling him/her of anyone who you think may still be in the building.

If you hear the continuous fire signal: Leave the building by the nearest safe exit, call the fire service, 999 and give the building name.

Do not re-enter the building until told to do so by the fire brigade.

Never assume that a fire alarm is a false alarm!!

Smoke travels quickly and can kill!!

The fire alarm equipment, smoke detector heads extinguishers and blankets are for your protection. Do not tamper with them and report to the lodge if there is a problem with them.

Make sure you know the escape routes from the building. Walk them before you need them!

I have read and understood the fire and emergency evacuation instructions and briefing.

Signed

Print name