



## Fire Procedure

Policy intended for:	Staff and Students
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## Fire Procedure

### If you discover a fire:

1. **Raise the alarm** – Break the glass in any of the small red fire boxes.
2. **Leave the building** – Do this as quickly as possible, without stopping to collect possessions.
3. **Do not use the lift.**
4. **Raise awareness** – As you leave, tell others that there is a fire and that they must leave.
5. **Dial 999** – Once you are outside the building, call the Fire Service – 999 - from a mobile phone.
6. **Assemble** – Assemble at the front of the college outside number 6 London Place.
7. **Share important information** – If you are aware of anyone who is missing and might still be in the building, alert Geoff or any member of staff. If you are aware of any of the circumstances surrounding the start of the fire, share this information with those in charge.

### If you hear the fire alarm:

1. **Leave the building** – Do this without stopping to collect your belongings. As you depart, where possible, swiftly close any open windows or doors but do not delay your exit.
2. **Choose the closest exit route** – Leave the building through the closest exit route. Fire Exit signage will indicate which way you should go.
3. **Raise awareness** – tell people to leave the building but don't panic or shout as this can frighten and fluster others, leading to chaos.
4. **Assemble** - Assemble at the front of the college outside number 6 London Place.
5. **Share important information** – As above.
6. **Re-enter the building** – ONLY do this when you are instructed to do so.

### ALARM TEST

At approximately 9.15am each Monday, the alarm bell is tested. The bell should stop after a few seconds. If it continues, please proceed as if it is a real alarm. Never ignore a prolonged alarm bell!