

# **FIRE ORDERS**

## **IF YOU DISCOVER A FIRE**

1. Sound the alarm by operating a 'break - glass' unit
2. Attack the fire with the appliances provided, but only if you are sure that you will not thereby expose yourself or others to danger. (**Escape is your Priority**)
3. Leave the building by the shortest route and make your way directly to the Lodge and inform the Porter that there is a fire
4. Report to the assembly point which is in the Chapel.

## **ON HEARING THE ALARM**

1. Leave the building by the shortest route
2. Close all doors (and if you can do so safely, the windows) behind you.
3. If you see any **Signs of Fire** during your escape go directly to the Lodge and report to the Porter where and what you seen.
4. Report to the assembly point which is in the Chapel

DO NOT stop to collect your personal belongings

DO NOT re-enter any building for any reason until authorised to do so by Fire Officer, College Officer or other person in authority.

## **FIRE PRECAUTIONS**

- A. Take every precaution to avoid creating a fire risk.
- B. Make sure you always know the means of escape from any room you may be in on College Premises.
- C. Make sure you always know which extinguisher to use for every type of fire, and be sure you know how to operate them all.
- D. NEVER move an extinguisher from its designated place, or use it other than in an emergency.
- E. NEVER tamper with fire alarm equipment or **Prop Fire Doors Open**.
- F. ALWAYS respond to a fire alarm as though it were genuine.