



FIRE EVACUATION

STAFF, STUDENTS, VISITORS, CONTRACTORS

IF YOU DISCOVER A FIRE

1. Immediately sound the alarm by operating the nearest fire alarm call point.
2. Call the Fire Service on 999.
3. Inform the Lodge as soon as you are able to do so.

ON HEARING THE ALARM

1. Leave the building immediately, using the nearest safe exit.
2. Do not stop to collect personal belongings.
3. Close all doors as you leave.
4. Do not use lifts.
5. Proceed to the assembly point.
6. Ensure the Fire Service has been called to every fire or suspicion of fire.
7. Do not re-enter the building until authorised to do so.

LODGE PORTERS

ON RECEIVING A FIRE ALARM SIGNAL

1. Identify the location of the activation, and respond immediately.
 2. Refer to Lodge Operating Procedures for access to the building and fire panel.
 3. Instruct occupants to evacuate the building and gather at the assembly point.
 4. If you discover a fire:
 - Immediately sound the alarm by operating the nearest fire alarm call point.
 - Attack the fire with the appliances provided (if you are trained and confident to do so, and without taking personal risks), otherwise leave immediately and call the Fire Service on 999.
 - Assist vulnerable occupants as specified in any current PEEP.
 - Close all doors as you leave.
 - Knock on bedroom doors on your way out of the building, to alert occupants who have not reacted to the alarm.
 - Liaise with emergency services and assist as needed.
 - Enact the INCIDENT RED procedure as soon as possible.
 5. Allow occupants back into the building when safe to do so. Record and report any technical issues in the fire system, and arrange an engineer visit if necessary.
 6. Send the fire alarm incident report email, and make an entry in the Lodge fire incident folder.
-

FIRE MARSHALS

IF YOU DISCOVER A FIRE

1. Immediately sound the alarm by operating the nearest fire alarm call point.
2. Attack the fire with the appliances provided (if you are trained and confident to do so, and without taking personal risks), otherwise leave immediately and call the Fire Service on 999.
3. Assist vulnerable occupants as specified in any current PEEP.
4. Close all doors as you leave.
5. Knock on bedroom doors on your way out of the building, to alert occupants who have not reacted to the alarm.
6. Liaise with emergency services and assist as needed.
7. Inform the Lodge as soon as you are able to do so.

ON HEARING THE ALARM

1. Instruct occupants to evacuate the building and gather at the assembly point.
2. If it is safe to do so, check the building to ensure everyone has left. Otherwise, leave the building immediately, using the nearest safe exit.
3. Knock on bedroom doors on your way out of the building, to alert occupants who have not reacted to the alarm.
4. Do not stop to collect personal belongings.
5. Close all doors as you leave.
6. Do not use lifts.
7. Take roll call at the assembly point, and liaise with the Lodge Porters investigating.
8. Ensure the Fire Service have been called to every fire or suspicion of fire. Assist the Fire Service with access to the building, occupant information, and known details about the fire/point of activation.
9. Do not re-enter the building until authorised to do so.

DOMESTIC BURSAR, CLERK OF WORKS, STEWARD, HEAD PORTER

FOLLOWING THE FIRE EVACUATION

1. Carry out any further investigations as necessary.
 2. Review College procedures and policies as necessary.
-