

## **INSTRUCTIONS FOR COLLEGE VISITORS ON DISCOVERING A FIRE OR HEARING THE FIRE ALARM SOUNDING WITHIN COLLEGE BUILDINGS**

**The fire alarm is a continuous electronic siren in all College Buildings  
When an alarm sounds you must leave the building immediately.**

**There will be no other warning messages**

### **NEVER ASSUME THE ALARM IS A FALSE ALARM**

#### **If you hear the fire alarm sounding:**

- Follow the emergency evacuation route and go directly to the evacuation assembly point.
- Do not deviate from the emergency evacuation route.
- Do not delay to collect your belongings
- Do not use lifts
- Assembly points are available at all buildings and generally sited on car parks/driveways or within the grounds.
- When you arrive at the assembly point you must stay there until you are told it is safe to re-enter the building.

#### **If you discover a fire:**

- Raise the alarm by activating a red break glass call point. These are found adjacent to all exits.
- Immediately leave the area where the fire is.
- Inform a member of staff providing the exact location of the fire.
- Do not return to the fire area.
- Do not delay to collect your belongings.
- Do not use lifts.
- Leave the building by the nearest available exit and report to the assembly point.