

## Fire Procedure

If you see or suspect a fire:

- Sound the alarm
- Leave the building at once
- Once outside, move to the assembly point.

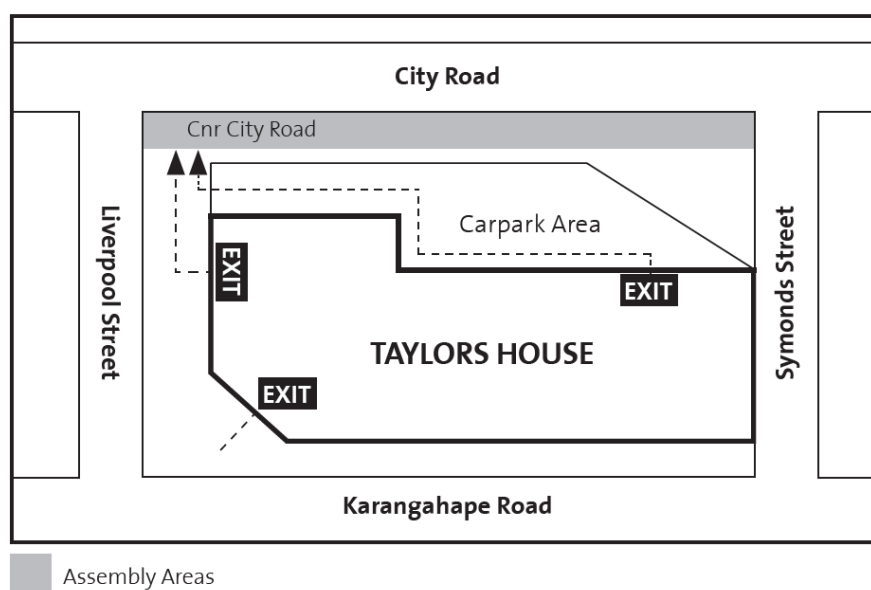
If the fire alarm is sounded:

- Leave the building at once
- Once outside, move to the assembly point.
- If you suspect that there is someone still in the building, inform a member of staff immediately
- Do not take risks
- Do not return to the building for any reason until authorised to do so

**DO NOT UNDER ANY CIRCUMSTANCES SET OFF A FIRE ALARM OR FIRE EXTINGUISHER UNLESS THERE IS A FIRE.**

Assembly points for fire drills and emergencies:

- Building – Taylors House
- Evacuation point – via rear door upper car park and side door into Liverpool Street.
- Assembly area – corner of Liverpool and City Road (Assembly and evacuation points are indicated on the noticeboard in each classroom)



# Fire and Safety

## Emergency Procedures



Upon continuous sounding of fire alarms:

Assembly Areas: go directly to Ground Floor via the stairwells.

If you are exiting down the stairs past the ladies toilets please exit via the Liverpool Street Exit and make your way along Liverpool Street to the carpark on the corner of City Road and Liverpool Street. Stay there until the all clear is given to re-enter the building.

If you are exiting down the stairs past the men's toilets please exit via the rear door to upper car park and make your way to the corner of Liverpool Street and City Road. .

- Do use stairs
- Do not use lifts
- Do not carry food or drinks
- Do not return to the building until the all clear is given
- Do not take your bags

Please follow your teacher's and Fire Warden's instructions.

### **DO NOT CROSS THE ROAD**

### **Who to ask for Help**

Students who require assistance should ask any staff member. For information about:

Your Academic Progress:

- Teachers.
- Centre Academic Manager, Alan Cockburn on Level 6, Room 6.02

Personal Problems:

- Teachers
- Student Welfare Team on level 1, Room 1.01

University Pathways, Careers or Further Education:

- Tertiary Counsellor, Miriam Bissett at level 1 Room 1.13B

# Fire and Safety



## Lost Property:

- Centre Academic Manager, Alan Cockburn on Level 6, Room 6.02
- Reception, Ground Floor Office

## Security Problems:

- College Security (ask at reception)

## If you need to contact the College:

- Telephone 09 306 2600
- Fax 09 306 2601