

22-26 West Hill Road

FIRE PROCEDURES

1. IF YOU DISCOVER A FIRE:

- **Immediately Sound the fire alarm.**
- **Do not try to put out the fire.**

2. IF YOU HEAR THE FIRE ALARM, **YOU MUST LEAVE THE BUILDING**

- **Teachers will ensure that all students leave the building quickly and calmly. Use the main stairs if it is safe to do so.**
- **Walk carefully along the road, on the pavement.**
- **Assemble at Assembly Point 1. This is in ETC Car Park (2 Durley Road).**
- **Assemble with your class. Stay with your teacher.**
- **ETC staff will take roll calls to check that everyone is accounted for.**

ACT QUICKLY

ACT CALMLY

STAY QUIET

DO NOT GET IN ANYBODY'S WAY

**DO NOT GO BACK INTO THE BUILDING UNTIL YOU ARE ADVISED THAT IT IS
SAFE TO DO SO BY THE FIRE SERVICE OR ETC FIRE MARSHALLS**

Remember, it is important to know the fire procedures for your specific building, so make sure you are familiar with them beforehand.

2 Durley Road
FIRE PROCEDURES

1. IF YOU DISCOVER A FIRE:

- Immediately Sound the fire alarm.
- Do not try to put out the fire.

2. IF YOU HEAR THE FIRE ALARM, YOU MUST LEAVE THE BUILDING

- Teachers will ensure that all students leave the building quickly and calmly. Use the main stairs if it is safe to do so.
- Walk carefully along the road, on the pavement.
- Assemble at Assembly Point 2. This is in ETC car Park (26 West Hill Road – ETC Residence). Assemble in class groups.
- ETC staff will take roll calls to check that everyone is accounted for.

ACT QUICKLY

ACT CALMLY

STAY QUIET

DO NOT GET IN ANYBODY'S WAY

**DO NOT GO BACK INTO THE BUILDING UNTIL YOU ARE ADVISED THAT IT IS
SAFE TO DO SO BY THE FIRE SERVICE OR ETC FIRE MARSHALLS**

Remember, it is important to know the fire procedures for your specific building, so make sure you are familiar with them beforehand.

Residence

FIRE PROCEDURES

1. IF YOU DISCOVER A FIRE:

- Immediately Sound the fire alarm.
- Do not try to put out the fire.

2. IF YOU HEAR THE FIRE ALARM, **YOU MUST LEAVE THE BUILDING**

- Staff will ensure that all students leave the building quickly and calmly. Use the main stairs if it is safe to do so.
- Walk carefully along the road, on the pavement.
- Assemble at Assembly Point 1. This is in Durley Road Car Park (the ETC building on the corner of the Road).
- ETC staff will take roll calls to check that everyone is accounted for.

ACT QUICKLY

ACT CALMLY

STAY QUIET

DO NOT GET IN ANYBODY'S WAY

DO NOT GO BACK INTO THE BUILDING UNTIL YOU ARE ADVISED THAT IT IS SAFE TO DO SO BY THE FIRE SERVICE OR ETC FIRE MARSHALLS

Remember, it is important to know the fire procedures for your specific building, so make sure you are familiar with them beforehand.

Residence

FIRE PROCEDURES: Instructions for staff

1. IF YOU DISCOVER A FIRE:

- Immediately raise the alarm by operating the nearest Fire Alarm.
- Attack the fire with an appropriate fire extinguisher, ONLY if you have had training in this and it can be done without personal risk.

2. ON HEARING THE FIRE ALARM, YOU MUST LEAVE THE BUILDING:

- Close all windows.
- Ensure all students evacuate safely and calmly.
- Use the main stairs if it is safe to do so.
- Close all doors.
- Check that the toilets have been evacuated.
- Evacuate the building quickly and calmly.
- Do not waste time or allow students to waste time collecting personal belongings.
- Ensure that students walk along the road carefully and assemble at Assembly Point 1. This is in Durley Road Car Park (the ETC building on the corner of the Road).
- Do NOT allow anyone to return to the building until you are given the all-clear to do so.

3. AT ALL TIMES:

- The officer in charge (Fire Marshal or another appointed person) should call the Fire Brigade immediately.
- The officer in charge should ensure that roll-calls are taken at the assembly point and should be notified immediately of the result (i.e. all people present or names of those missing).
- All staff have a primary duty to prevent injury and loss of life and you should ensure that you are familiar with the means of escape and the procedures to follow.

ETC Café
FIRE PROCEDURES

3. IF YOU DISCOVER A FIRE:

- Immediately Sound the fire alarm.
- Do not try to put out the fire.

4. IF YOU HEAR THE FIRE ALARM, YOU MUST LEAVE THE BUILDING

- Café staff will ensure that all students leave the building quickly and calmly.
- Walk carefully along the road, on the pavement.
- Assemble at Assembly Point 1. This is in ETC Car Park (2 Durley Road).
- ETC staff will take roll calls to check that everyone is accounted for.

ACT QUICKLY

ACT CALMLY

STAY QUIET

DO NOT GET IN ANYBODY'S WAY

**DO NOT GO BACK INTO THE BUILDING UNTIL YOU ARE ADVISED THAT IT IS
SAFE TO DO SO BY THE FIRE SERVICE OR ETC FIRE MARSHALLS**

**Remember, it is important to know the fire procedures for your specific
building, so make sure you are familiar with them beforehand.**

FIRE PROCEDURES: Instructions for staff

1. IF YOU DISCOVER A FIRE

- Immediately raise the alarm by operating the nearest Fire Alarm.
- Attack the fire with an appropriate fire extinguisher, **ONLY** if you have had training in this and it can be done without personal risk.

2. ON HEARING THE FIRE ALARM, YOU MUST LEAVE THE BUILDING

- Close all windows.
- Ensure all students evacuate safely and calmly.
- Use the main stairs if it is safe to do so.
- Close all doors.
- Check that the toilets have been evacuated.
- Evacuate the building quickly and calmly. Take your class register with you.
- Do not waste time or allow students to waste time collecting personal belongings.
- Ensure that students walk along the road carefully and assemble at Assembly Point B. This is in the car park at 2 Durley Road (the ETC building on the corner of the road). Assemble in class groups.
- Take a class roll-call, using the class register.
- Report to the officer in charge when your roll-call is completed.
- Do not allow any student to return to the building until given the all-clear to do so.

3. AT ALL TIMES:

- The officer in charge (Fire Marshall or another appointed person) should call the Fire Brigade immediately.
- The officer in charge should ensure that roll-calls are taken at the assembly point and should be notified immediately of the result (i.e. all persons present or names of those missing).
- All staff have a primary duty to prevent injury and loss of life and you should ensure that you are familiar with the means of escape and the procedures to follow.