

## **Birkbeck College, Health and Safety Services**

# **Fire instructions for students and visitors**

Our fire alarms are tested between 08.00 and 08.40 on week-days. Alarm tests involve intermittent bursts of sound of only a few seconds duration.

**The fire alarm is a *continuous* ringing bell.**

**When a *continuous* alarm sounds you must leave the building immediately.**

**There will be no other warning messages!**

## **If you hear a continuous fire alarm**

1. Leave the building immediately by the nearest exit. Do not delay to collect your belongings.
2. Do not use the lifts or the phone.
3. Follow the instructions of your tutor, course leader and/or fire marshals.
4. Move well away (100 metres) from the exits once outside.
5. Do not stand in the road/street.
6. Do not re-enter the building unless told it is safe to do so.

## **If you discover a fire**

1. Operate the nearest fire alarm (red "break-glass" boxes on walls).
2. The Duty Attendant at Malet Street will be automatically contacted in every case and will immediately call the Fire Brigade.
3. Do not try to fight a fire unless you have been trained to use fire extinguishers.
4. Leave the building by the nearest exit.

Explore the College. Get to know all the fire exit routes available to you.

In the event of a fire you may need to use more than one.

**Thank you, Birkbeck Fire Officer**