

## What to do in case of Fire

### Smoke and Fire

Smoke is the greatest danger to life and fire the greatest danger to property. In order to start most fires, we need a source of ignition (**Heat**), something combustible (**Fuel**) and air (**Oxygen**).

Take any one of these away and the fire is extinguished, control all three and a fire will not start.

### Action to be taken if you discover a fire

The College is equipped with a system of **Break Glass Fire Alarm** units distributed along the **Signed Escape Routes**, which lead escapees down the staircases and out of the buildings.

If you discover a fire, sound the alarm by operating a call point unit. This will sound the alarm and alert the Bursary to where the alarm has been sounded.

Leave the building in an orderly manner, by the shortest escape route closing the doors firmly behind you.

**Do not let smoke escape out of the room.**

Please report to the assembly point which is the **Arlosh Quad**

### Action to be taken if the fire alarm sounds

**Do not assume this is a test.**

The College test its fire alarm system every Friday and the sound should not be more than 30 seconds. Please evacuate the building and report to the assembly point which is **Arlosh Quad**

### HMC Fire Response Process

The college fire incident response team involves **two positions**

- Incident co-ordinator (**IC**)
- Fire Marshall (**FM**)

Incident co-ordinator (IC)	Fire Marshall (FM)
Establish what action is required	Report to the Bursary and await instructions from the <b>IC</b> Proceed to the location of the Fire and carry out a visual inspection
Responsible for the coordination of the incident including providing the <b>FM</b> with information on <b>PEEPS</b>	If trained, tackle the fire with an appropriate fire extinguisher, <b>do not take risks</b>
Lead Point of contact for any internal or external support needed	Knock on the doors of rooms in the affected area of the site and inform occupants that they need to evacuate. Assist <b>PEEPS</b>
The <b>IC</b> will lead on communicating with staff, students and visitors, and ensuring the escalating route is followed for notifying senior staff	Note the names and location of individuals evacuated and who are unwilling or unable to evacuate. Report this back to <b>IC</b> and proceed to fire muster Point on <b>Arlosh Quad</b>