



Emergency Fire Action Plan

North Highland College UHI

All Staff, Students and Visitors

1. How you will be warned if there is a fire

- A siren or bell will sound continuously throughout the building
- The alarm will be activated either manually, via a fire alarm break glass call point or by operation of the automatic fire detection system

2. If you discover a fire

- Warn others in the vicinity of the danger by shouting "FIRE"
- Sound the alarm immediately by operating a break glass call point/manual alarm
- Call the Fire & Rescue Service by dialing 999 from a safe location
- Where applicable isolate gas supply and/or make machinery safe
- If safe to do so staff may attack the fire with the appropriate fire extinguisher
- Leave the building by the nearest available exit – DO NOT USE THE LIFT
- If safe to do so close internal doors on the exit route
- Report immediately and safely to the Fire Assembly Point
- Inform the Fire Warden of the exact location of the fire and if any persons are trapped or injured
- Do not reoccupy the building until instructed to do so by the Fire & Rescue Service

3. If you hear the fire alarm

- Where applicable isolate the gas supply and/or make machinery safe
- Leave the building immediately by the nearest available exit – DO NOT USE THE LIFT
- If safe to do so close internal doors on the exit route
- Report immediately and safely to the Fire Assembly Point and pass on any relevant information to the Fire Warden
- Do not reoccupy the building until instructed to do so by the Fire & Rescue Service

4. Fire Assembly Point

- The Fire Assembly Point shall be in the car park to the front of the building
- After evacuation all personnel should make their way safely and immediately to the assembly point

All Staff

5. Duties

- Whilst moving towards the nearest available exit, if safe to do so check that the area has been evacuated
- Where applicable, assist with any personal emergency evacuation plan (PEEP)
- Report to the Fire Assembly Point and inform the Fire Warden which areas have been evacuated and any other relevant information

6. Fire Fighting

- Staff may attempt to extinguish a small fire if it is safe to do so

Fire Warden

7. Duties

- Ensure that the Fire & Rescue Service is called by dialing 999 from a safe location
- The Fire & Rescue Service Control Operator will ask for
 - the name of the person making the call
 - the address of the premises
 - what is on fire
 - is anyone trapped
- Take possession of the grab bag and don tabard
- Note important information from the fire alarm indicator panel
- Report to and manage the Fire Assembly Point
- Establish if all areas have been evacuated
- Meet the Fire & Rescue Service and pass on all relevant information
- The following information shall be passed to the Incident Commander:
 - if anyone is unaccounted for and their last know location
 - which areas of the building have been evacuated
 - location of the fire
 - what is on fire
 - presence of any dangers
 - location of isolation switches/valves for all utilities