  
**FACILITIES MANAGEMENT**

**FIRE ALARM PROCEDURES FOR CONTRACTORS ON SITE**

Prior to commencing work the Contractor must familiarise themselves with the procedure to adopt in the event of fire.

The Contractor must make themselves aware of:

1. The nearest means of escape from the building
2. The location of fire extinguishers and fire call points
3. The assembly point appropriate to the working area – see Fire Assembly Point Plan. Notices identifying Assembly Points are posted throughout the College

**Action on discovery of a fire**

1. Raise the alarm by operating the nearest break glass point
2. Telephone 999 (9 – 999 on the internal phone system) and request the Fire Service; give precise location of fire
3. Ensure that all Contractors’ personnel leave the building and go to the appropriate Fire Assembly Point. On no account should anyone re-enter the building until authorised to do so by the Fire Officer or a member of Facilities Management
4. Contact Facilities Management ext 457 or 460 and inform them of the incident

**Action on hearing the Fire Alarm**

1. Leave the building and go directly to the appropriate Assembly Point
2. On no account re-enter the building until authorised to do so by the Fire Officer or a member of Facilities Management