



FIRE SAFETY INFORMATION FOR EXTERNAL ORGANISATIONS HIRING ACCOMMODATION AT BIRKBECK

The College has a duty to bring to your attention its arrangements for the emergency evacuation of College premises. Please pass this information sheet to the person or persons who will be coordinating your event at the College.

FIRE SAFETY INSTRUCTIONS

- Read and follow the Fire Instructions that are prominently displayed at strategic points around all buildings.
- Draw the attention of delegates/guests to the Fire Instructions.
- Investigate the fire escape routes in the building in order that you know the nearest to your accommodation.
- Birkbeck's general arrangements for the evacuation of disabled persons can be found at:

<http://www.bbk.ac.uk/so/guidance/fireinfo/disable>

Hirers with disabled persons amongst their delegates should check these arrangements in advance and communicate them to relevant delegates. On arrival, Birkbeck main reception should be informed of the location of delegates with any disability that could delay their recognition or response to a fire alarm. By means of these two actions Birkbeck and all relevant persons will be better prepared to implement safe evacuation procedures should these ever be necessary

EMERGENCY EVACUATION PROCEDURES:

- The fire alarm is a **continuous** siren or ringing bell.
- On hearing the fire alarm, the person in charge of an event should direct their delegates or guests to the nearest exit, accompany them to the outside of the building and take them well clear of the fire exits.
- Inform a Fire Marshal (often identifiable by arm-bands), the Duty Attendant or a Fire Brigade officer if you know a location where a disabled person requires assistance with evacuation.
- Move well clear of fire exits once you have left a building. This will allow space for others to exit safely, provide unrestricted access for the emergency services. A distance of at least 100 metres should be "well clear". Do not stand in the road.
- In the event of an emergency evacuation at a building without a Duty Attendant, other members of College staff will take responsibility for crowd control and will appoint one or more of their number to liaise with Malet Street reception and the emergency services.