4 **Leave personal property and do not go back into the building for it**

Do not delay by collecting clothing, handbags, or other possessions. THIS IS NOT IMPORTANT. Better to lose your belongings than your life!

5 **Once outside, report that you are safe**

Once outside the building, go quickly as possible to the assembly area in Victoria Square, and there report to your Head of Department and await further instructions. IT IS MOST IMPORTANT THAT THEY KNOW THAT YOU ARE SAFELY OUT OF THE BUILDING, SO THAT LIVES ARE NOT RISKED IN LOOKING FOR YOU. LISTEN FOR FURTHER INSTRUCTIONS. YOU MAY BE DIRECTED TO RETURN TO THE STAFF ENTRANCE.

IN THE CASE OF LIBRARY THEATRE VISITORS, STEWARDS WILL KEEP YOU INFORMED.

C **SPECIAL RESPONSIBILITIES**

1 **Senior Staff and Security Staff and Library Theatre Stewards**

Additional instructions are applicable to senior staff, and special instructions apply to the Security Staff.

In case of FIRE Central Library and Library Theatre

Birmingham City Council

FIRE INSTRUCTIONS FOR CENTRAL LIBRARY AND LIBRARY THEATRE

A WHAT TO DO ON DISCOVERING A FIRE

1 Sound the alarm

If you discover a fire, you should sound the alarm at the nearest fire alarm contact point (which is usually near a fire exit) by breaking the glass. The alarm bell will then ring automatically and the Fire Service will be summoned.

2 Tackling the Fire

If it is at all practicable and if you have had instruction in the use of fire-fighting equipment, you may tackle the fire with an extinguisher of the right type but YOU MUST NOT DELAY IN RAISING THE ALARM. Do not attempt to use the fire hoses. DO NOT RISK YOUR LIFE.

3 Leave the building, make your report, and go to the Assembly Point

Inform a senior assistant of your action and of the location of the fire, and leave the building by the stairs. Report immediately to the Duty Officer, who should be just outside the main entrance, giving the location of the fire, and stating your opinion as to its extent and, if possible, its cause.
If the senior assistant is not there, wait at a safe place until you are able to give this information. After you have done this, GO TO THE ASSEMBLY AREA IN VICTORIA SQUARE AND REPORT TO THE HEAD OF YOUR DEPARTMENT OR COURSE/SEMINAR ORGANISER

B WHAT TO DO IF YOU HEAR A FIRE ALARM BELL

1 Leave the building and report that you are safe

On hearing the fire alarm bell ringing continuously, all staff without special responsibilities (see C below) should leave the building by the nearest safe route at once. If you are in the lift, leave it at the next stop.

2 Do not use the lifts or escalators

LIFTS AND ESCALATORS MUST NOT BE USED. They can be traps in case of fire.

3 **Leave the building by the nearest safest route**

If you are not on your ‘home’ floor when the alarm rings, leave the building immediately by the nearest safe route. DO NOT ATTEMPT TO RETURN to your floor, as this would disrupt the flow of people from the building.