

FIRE SAFETY INSTRUCTION

If you detect a fire/see smoke call: 110

Evacuate the building

DO NOT use the elevator

When the fire alarm sounds:

1. Go to the fire control panel in the canteen.
2. Call the security company, tel: 02580 and say that you are at BAS. Password: Svein.
3. Open the the control panel, and find the address for the alarm (displayed at the top of the panel). You'll find a plan for all floors, including addresses inside the fire control panel.
4. If the alarm is triggered in a room you do not have access to (administration, library, caretaker's office, teachers' room, technical room), tell security to come and check
5. Check the floor where the fire alarm is triggered.
6. **If you detect fire/see smoke call: 110. Evacuate**
Shut doors and windows, if possible
7. If possible, use the extinguishing equipment at hand, but make sure not to put yourself in any danger.
8. Shut off the alarm **only** when you have confirmed there is no fire.
press the red button to stop the alarm. Then press the green button until you hear a beep.

The student and his/hers responsibility for security

Students shall at all times be aware of and responsible of:

1. Emergency exits
2. Ensure that emergency exits are not blocked
3. Check frequently that emergency exits works properly
4. Where and how fire extinguishers work
5. Ensure that fire extinguisher are not covered or moved
6. How to store flammable goods
7. The Security Company (Password is on the inside of the fire-central)
8. The buildings manual and automatic firealarm system
9. Alert the Chief Fire Officer of faults and defects regarding security
10. Not work with any type of e.g welding/open flame without permission from the Chief Fire Officer. (has to be documented)
11. Not perform any electrical installations.
12. Non-smoking policy
13. Assembly point (the quay)
14. LIFTS ARE NOT TO BE USED IN CASE OF FIRE!

Bergen School of Architecture
Isak Wiik (sign)
Chief Fire Officer

Date

Student