



Fire Evacuation Procedures

All employees, pupils and visitors should familiarise themselves with the sound of the fire alarm and emergency exits where the break glass points are located.

The assembly point is on the playground near the double gates leading to the car park.

Exits routes are displayed in each room – please familiarise yourself with the designated route.

Procedure:

- If you discover a fire, activate the nearest fire alarm break glass point.
- Evacuate the building using designated route.
- Office staff will contact Fire & Rescue Service.
- Office staff to take out registers and visitors book to assembly point for conducting roll call. (If the fire alarm sounds before registers have been returned to the office, TEACHERS MUST TAKE THEIR OWN REGISTER TO ASSEMBLY POINT)
- Office Manager to carry out trawl of building checking toilet areas to ensure all rooms have been evacuated.
- Carry out roll call and inform Fire & Rescue Officer if any person is missing.
- Do not re-enter the building for any reason until instructed by the Fire Officer that it is safe to do so.