

Emergency and Fire Evacuation Procedures

In the event of an Emergency the fire alarm will sound **CONTINUOUSLY**.

- ⇒ The emergency services will be called by the facilities on-site manager.
- ⇒ Close **ALL** windows and WALK in an orderly manner to the nearest safe exit Upper floors via fire escapes, ground floors via fire exits and/or front doors. Where possible, students are to walk with their teacher **QUIETLY**.
- ⇒ **EVERYONE** on site must make their way to the assembly point on the MUGA.
- ⇒ Other staff should ensure, where safe to do so, that the building is clear.
- ⇒ Students will line up in form groups, supervised by their tutor quietly.
- ⇒ A member of support staff should remain outside the POD with the POD Token (Staff Rm) to ensure no-one re-enters the POD.
- ⇒ If the fire assembly point is at risk, the headteacher will give the instruction to assemble on the AWP
- ⇒ During an emergency evacuation the lift must NOT be used.
- ⇒ **IF IT IS SAFE TO DO SO competent staff may use the extinguishers available to put out small fires.**
- ⇒ Only when the Headteacher gives the signal should anyone leave the assembly point or attempt to re-enter the building.

