

FIRE EVACUATION PROCEDURE after 4pm

FOR COMMUNITY HIRERS – MAIN SCHOOL

ALARM

The alarm will be continuous ring of the electric bell (If this is not possible a hand bell will be rung). Upon the alarm, all persons must leave the Academy buildings and assemble in the car park.

WHEN THE ALARM SOUNDS

1. Stop whatever you are doing – in practical areas turn off any apparatus.
2. Leave the room by the nearest fire exit. Do not stop to collect any personal belongings. The last person to leave the room must close the door.
3. The hirer or teacher in charge will be responsible for assisting any **disabled** member in their group as necessary ensuring the rest of the group has evacuated safely. One member of the group should inform premises staff (waiting at the front of the Academy, main entrance) that a disabled person is being evacuated. **WARNING: THE LIFT DOES NOT OPERATE WHEN THE BELL SOUNDS, EVACUATION MUST BE VIA THE STAIRS.**
4. Hirers who evacuate towards the playing field should follow the school building around to the car park by using the SOUTH gate which is to the right as you exit the building.
 - a. **MOVE QUICKLY AND QUIETLY – DO NOT RUN**
5. The hirer or teacher in charge will take a register confirming their entire group is present. The hirer in charge will then report to the Premises staff (Outside front door) that the entire group has been accounted for.
6. Groups are to remain outside the building until the Premises Staff inform them it is safe to return to the building.

THESE INSTRUCTIONS ARE ISSUED FOR THE SAFETY OF ALL WHO USE THE ACADEMY BUILDING. PLEASE ENSURE THAT YOU KNOW WHAT TO DO IN AN EMERGENCY

EXERCISE DECK

1. The alarm is the continuous ringing of the electric bell. This will automatically call the fire brigade.
2. On hearing the bell all users of the area and staff must leave the premises immediately using the nearest fire exit door.
3. No time should be taken to collect personal belongings
4. All persons gather at the far gate where there is a fire muster station.
5. Leaders or persons responsible for the group/team of hirers will take a register and inform the Deck staff when all are accounted for.
6. When all persons are accounted for The Deck assistant will then walk along the outside of the school and inform the premises assistant (who is outside of the front door) that all persons are out and accounted for.
7. No one shall re-enter the Academy until the fire brigade have checked the building and are informed they may re-enter.
8. If you discover a fire then break the glass at the fire call point. These are positioned by the doors in each room.
10. There is a fire extinguisher placed by each door, these are only to aid evacuation and under no circumstances should any staff remain to fight the fire.