



# FIRE



# EVACUATION PLAN

## If you discover a fire you should

1. Activate the fire alarm at the nearest call point by inserting the key and turning it. Keys are attached on chains at each call point.
2. Evacuate the building via the nearest exit. Do not stop to collect personal belongings. Meet at the nearest Fire Assembly Point.
3. Ring the Fire Brigade on 999.

**Do not return into the building until your Fire Marshal instructs you to do so.**

**Fire Marshals will be wearing a yellow baseball cap / high Vis Jackets.**

## On hearing the fire alarm you should either:

### **A continuous alarm indicates that the fire is in your zone**

- Evacuate the building via the nearest exit. Do not stop to collect personal belongings. Meet at the nearest Fire Assembly Point.
- Registers are to be taken by teachers of all classes and given to Fire Marshals at Assembly Points.
- Inform the Fire Marshal of any persons who are unaccounted for.

### **An intermittent alarm means that the fire is NOT in your zone**

- Stay in your classroom/area and follow any instructions given over the school tannoy system or by the Fire Marshals.
- Registers are to be taken by teachers of all classes to ensure all accounted for.
- Calmly prepare pupils for evacuation and await instructions.

**Do not leave the zone unless your Fire Marshal instructs you to do so.**

**Visitors please report to your Fire Marshal.**

**If you are unsure which alarm you can hear then you should evacuate**