



## **Fire Evacuation Policy**

Parents, guardians, and visitors should familiarise themselves with the nearest fire exit. Teachers and hirers will direct classes and activity participants to the nearest fire exit and meeting point in the event of the fire alarm being raised. The fire assembly point and evacuation procedure are displayed on our 'waiting room' and 'hang out room' notice boards. Everyone should make themselves aware of the fire assembly point. Fire exits are always kept clear.

### **On discovering a suspected fire**

- Raise the alarm by using the nearest call point.
- Shout '**Fire, fire, fire!**'
- Fire Marshalls may attempt to put out the fire but only if safe to do so.

### **On hearing the fire alarm**

- All parents, guardians and visitors must follow the instructions of our staff members.
- Evacuate the building via the safest route to the nearest fire exit. Take nothing with you.
- Participants in classes will be evacuated by their class teacher. Parents of children in classes should not collect their children from the fire evacuation point unless instructed to do so.
- Parents, guardians, and visitors should evacuate participants not in classes at the time the alarm sounds and proceed to the meeting point.
- No one should re-enter the building or leave the fire assembly point, until instructed by the fire brigade that it is safe to do so.
- Report to the Lead Fire Marshal if there is a problem.

### **In the event of people not responding to the need to evacuate**

- Leave the building to ensure your own safety and report to the Lead Fire Marshal.

**Only re-enter the building OR leave the assembly point when it is safe to do so, and the Lead Fire Marshal or fire services have given authorisation.**