

# Fire and Emergency Evacuation

## IF YOU DISCOVER A FIRE

1. Raise the alarm at once by operating the nearest fire alarm call point.
2. If it is safe to do so attack the fire with the equipment provided.  
Always call for assistance – NEVER FIGHT FIRES ALONE.  
Members of staff in charge of pupils should commence the emergency evacuation procedure immediately.
3. Ensure the Fire Brigade have been called and if in any doubt dial from the nearest safe phone.

## IF YOU HEAR THE ALARM

4. Leave the building AT ONCE using the nearest available exit.  
Members of staff commence the emergency evacuation procedure immediately.
5. Close all doors behind you.
6. Report to the person in charge of your assembly point.

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**  
**DO NOT USE LIFT**  
**DO NOT RE-ENTER BUILDING FOR ANY REASON UNTIL**  
**AUTHORISED TO DO SO**  
**DO NOT TAKE RISKS**

## IN CASE OF FIRE

1. Leave the classroom when instructed by your teacher.
2. Leave your bags in the room
3. WALK to the nearest fire exit using the nearest escape route
4. Fire Exits and escape routes are marked with GREEN signs
5. Assemble QUIETLY with your tutor group on the hard standing area behind the outside labs and in front of the playing fields.