

EVACUATION IN THE EVENT OF A FIRE

Appendix 1 to 3-13 (Fire Policy)

Emergency Evacuation Notice

If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.

If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point on the front sports pitch.

If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.

In the event of the alarm sounding, an automated call is made to the Cambridgeshire Fire & Rescue Service. The School Office or the duty maintenance man will summon the Emergency Services if the alarm sounds as a secondary means to the automated call.

If you have a disabled pupil in your class, you should move him or her downstairs, using one of the special evacuation mats.

Take the register of your class as soon as you reach the assembly point.

Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar/the Estates Manager who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.

Remain at the assembly point with your pupils until the all clear is given.