

EMERGENCY EVACUATION ACTION

(action to be taken in the event of fire)

On Discovery of a Fire:

Raise the alarm at the nearest fire alarm call point, to activate full evacuation.

Contact: **Mr Peter Kelly (Headteacher) or Jay Peters (Site Manager)** and describe the area and extent of the fire.

On Hearing the Alarm:

Evacuate the building via the nearest available fire exit and go to the designated assembly point. Turn off electrical/gas equipment and close windows and doors behind you, if safe to do so.

The Evacuation Assembly Point: **back fence at far end of main Playground**

Fire Marshals to aid escape of all persons from the premises.

All registers and premises signing-in book must be taken to the assembly point and any absentees reported.

Contacting the Fire Service:

Person designated to contact the fire service during working hours:

Name/Position: **Mr Peter Kelly (Headteacher)**

Deputy to the designated person to contact the fire service:

Name/Position: **Jay Peters (Site Manager)**

Procedure in the event of a Gas Leak:

Report to: **Mr Peter Kelly (Headteacher) or Jay Peters (Site Manager)** and follow the fire evacuation procedure.

Turn off any gas equipment, if safe to do so.

Person responsible for reporting the leak and closing gas mains shut off valve:

Name/Position: **Mr Peter Kelly (Headteacher) or Jay Peters (Site Manager)**

National gas leak help line: 0800 111 999



Do not take any risks.

Do not use lifts.

Do not re-enter the building until instructed to do so.