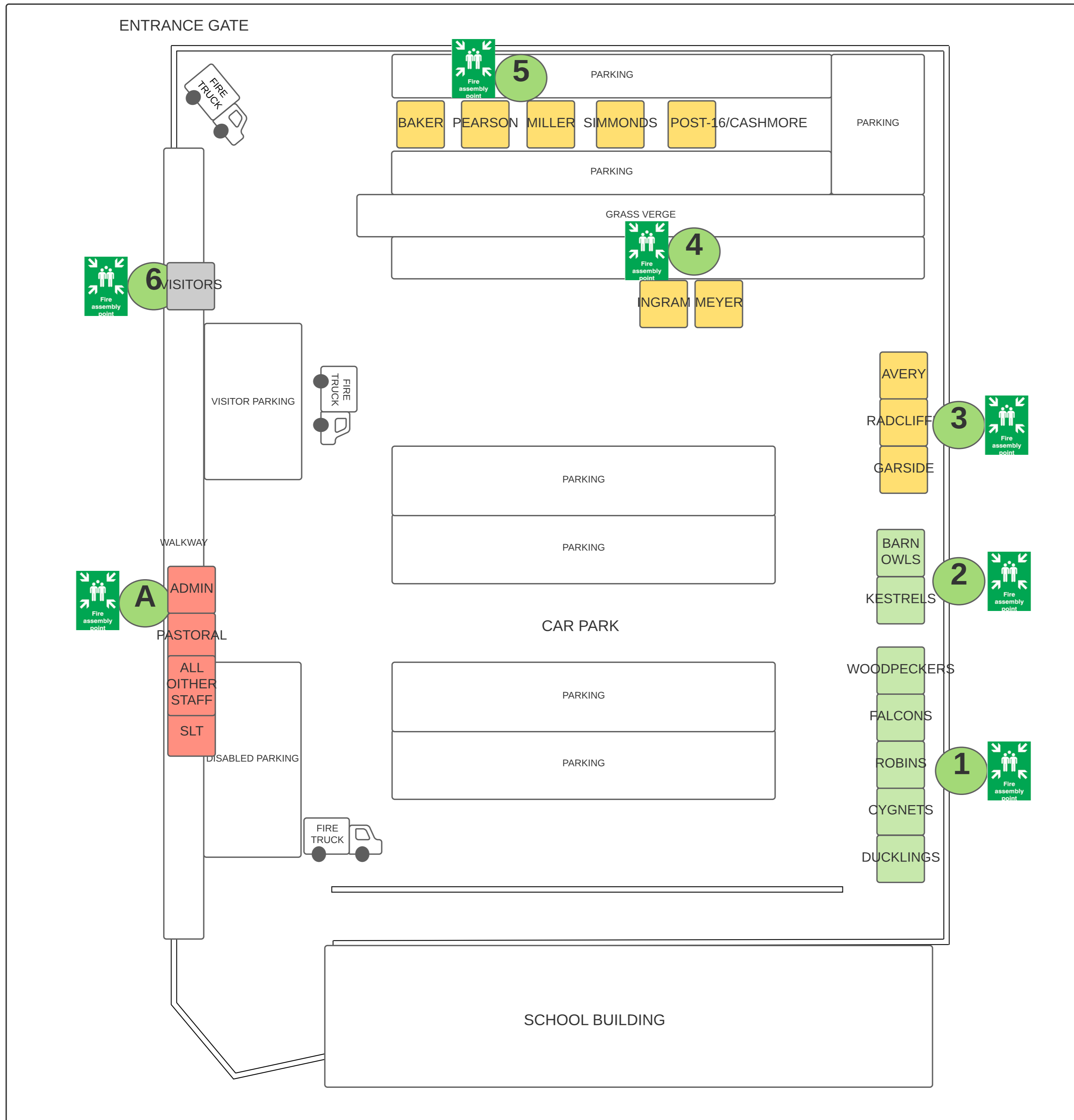


FIRE EVACUATION PLAN



INSTRUCTIONS

A warning announcement stating:
"This is an emergency please leave the building by the nearest available exit" is the signal to evacuate.

The assembly points are in the **car park** and on the **pedestrian walkways**.
Please assemble in class and COVID-19 bubble order.

Please leave by the nearest available exit.
Listen to all instructions.
Do **not** stop to take belongings.
Walk sensibly.

Registers will be brought to the assembly point by office staff.

If a fire evacuation starts you must continue until a senior member of staff tells you it is over.

FIRE MARSHAL LIST & RESPONSIBLE AREAS:

Gareth Ivett:

- First floor offices incl Pastoral and Medical clearance
- VB responsible in absence

Tracy McKay:

- Green corridor clearance
- KK responsible in absence

Louise Worts:

- Blue corridor clearance
- VB/GI responsible in absence
- Lift Marshalling

Kelly Kerr:

- Peach corridor, DT, Science and Art rooms clearance
- TM responsible in absence

Vicki Bond:

- Yellow corridor, pod and sensory rooms clearance
- LW/GI responsible in absence
- Lift Marshalling

Oliver Butcher:

- Swimming pool and Admin clearance
- Emergency services contact
- KP responsible in absence

Kevin Pinks

- Car park co-ordination control

	Fire action If you discover or suspect a fire
	1 Operate the nearest fire alarm call point
	2 Leave the building by the nearest available exit
	3 Report to person in charge of assembly point
	4 Do not stop to collect personal belongings Do not take risks

	Fire Exit Doors		Water Extinguisher		Foam Extinguisher
	Fire Exit Route Fire Exit Path		CO2 Extinguisher		Chemical Extinguisher
	Break Glass		Powder Extinguisher		Fire Blanket