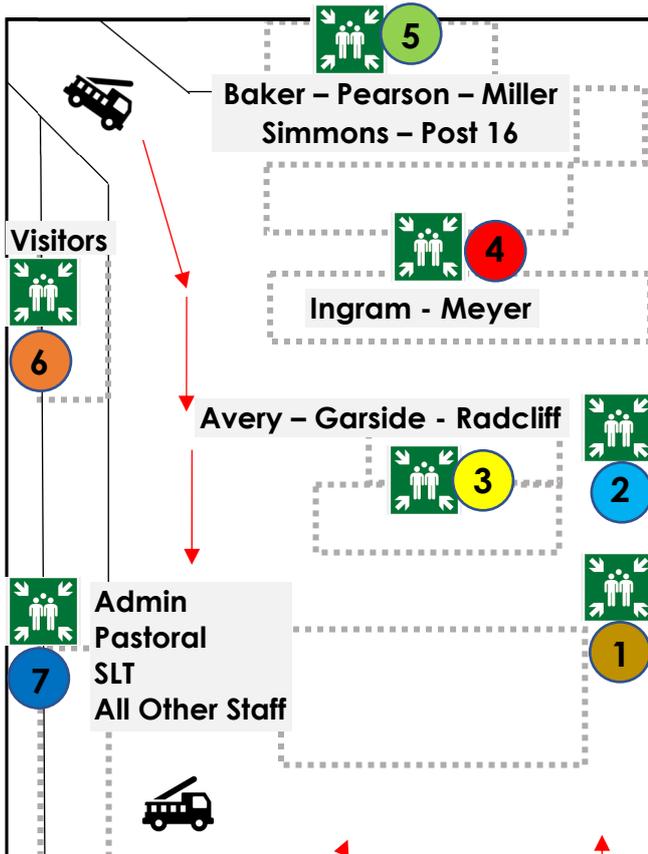


FIRE EVACUATION PLAN



- Blossom
- Hawthorn
- Oak
- Sycamore

- Acorns
- Birch
- Cedar
- Elm
- Maple
- Pine

Fire action
If you discover a fire

-  Operate the nearest fire alarm point.
-  Fire Brigade will be called automatically.
-  Leave the building by the nearest exit.
-  Report to your assembly point.
-  Do not stop to collect personal belongings.

INSTRUCTIONS

If the alarm sounds, please leave the building by the nearest exit.

Do **NOT** stop to take belongings and walk sensibly.

The assembly points are in the car park and signs are in place for each class.

Registers will be brought to you by office staff.

Do **NOT** re-enter the building until a senior member of staff advises that it is safe to do so.

LIFTS & EVACUATION CHAIRS

Lifts will default to the ground floor when the alarm activates. Specific staff will be able to operate the lifts safely in the event of an evacuation.

Evacuation chairs are in place at the top of the stairwells and specific staff are trained to use these.

- FIRE MARSHALS**
- ✓ Head Teacher
 - ✓ Deputy Head Teacher
 - ✓ Assistant Head Teachers
 - ✓ Operations Manager
 - ✓ Specific Staff
 - ✓ Site Manager

