

Fire Evacuation Procedure for Community Hirers

The alarm will be continuous ring of the electric bell (If this is not possible a hand bell will be rung). Upon the alarm, all persons must leave the School buildings and assemble in the car park.

NOTE: Between October 2019 and August 2020 the fire evacuation will be changed in the following areas; Main hall, Sports Hall and Exercise Deck area.

From Main Hall: Use either of the three fire exits to enter the Mall area of the school, turn right and walk into the Canteen area of the school. Use the Fire Exit doors to exit school, turn right and walk quickly and quietly towards the MUGA and assemble there. THE FIRE EXITS TO THE CAR PARK ARE NO LONGER IN USE AND ARE MARKED UP AS **FIRE EXIT CLOSED - NOT IN USE** – please familiarise yourself with the new route upon using this area.

From the Sports Hall: Use either of the double fire exits to the Exercise Deck garden and turn towards the pathway. Walk along the pathway towards the MUGA and assemble there. If using the internal door in the sports hall, turn to the right, through the double doors and left into the courtyard. Turn right at the end and along the pathway to the MUGA. Assemble on the MUGA. THE FIRE EXIT TO THE CAR PARK IS NO LONGER IN USE AND IS MARKED UP **AS FIRE EXIT CLOSED - NOT IN USE** – please familiarise yourself with the new route upon using this area.

From the Exercise Deck: Please exit the building either through the main entrance or changing room fire exits. From the main entrance, proceed along the pathway and onto the MUGA. Assemble there. From the changing rooms, exit the fire exit and turn right. Turn right again and walk along the pathway to the MUGA. Assemble there.

- Stop whatever you are doing – in practical areas turn off any apparatus.
- Leave the room by the nearest fire exit. Do not stop to collect any personal belongings. The last person to leave the room must close the door.
- The hirer or teacher in charge will be responsible for assisting any member in their group with a disability as necessary ensuring the rest of the group has evacuated safely. One member of the group should inform premises staff (waiting at the main entrance) that a person with a disability is being evacuated.

WARNING - THE LIFT DOES NOT OPERATE WHEN THE BELL SOUNDS, EVACUATION MUST BE VIA THE STAIRS.

- Hirers who evacuate towards the playing field should follow the school building around to the car park by using the SOUTH gate which runs alongside the Exercise Deck. As you exit the rear of the building turn to the right and make your way along to the MUGA. as you exit the building;
- Move quickly and quietly – do not run!
- The hirer or teacher in charge will take a register confirming their entire group is present. The hirer in charge will then report to the Premises staff (Await on MUGA) that the entire group has been accounted for.
- Groups are to remain outside the building until the Premises Staff inform them it is safe to return to the building.