

Emergency Procedures for a Fire: Henley in Arden Primary School

In order to ensure appropriate action, staff are reminded to:

- Check the location of the nearest fire escape routes from each location they work.
- Check the location of the nearest call points (point at which the alarm can be set off)
- Check the location of the fire extinguishers
- Find out where the nearest telephone is
- If the telephone is an office – can it be accessed?
- Find out who else is working in the same area

Staff should:

- Brief children on the Emergency Procedures at the start of the day and the afternoon
- Check what emergency procedures have been agreed with children who have a disability and will require assistance in an emergency evacuation procedure

If you discover a Fire in a college building

- Raise the alarm, activate a break glass alarm (call point) if one is available
- Inform the caretaker/emergency services of the location of the fire as soon as possible
- Use Mobile Phone dial 999 for the Fire and Rescue Service

Action to take on hearing the Fire alarm

- Instruct children/other coaches/volunteers to Evacuate the building immediately via the nearest safe exit and go to the designated Fire Assembly Point – PLAYGROUND/
- Take only such personal possessions as are immediately to hand.
- Take a register of children and report to the manager.
- Ensure footpaths are used whenever possible to keep the roads clear for emergency vehicles
- Do not re-enter the building until instructed to do so by the caretaker or emergency services



- Signed
- Name/Position.....Manager.....
- Date.....18/07/2020.....