



FIRE DRILL

On discovering a fire, **SOUND THE ALARM** and call the Fire Brigade by dialling **9** for an outside line and **999**.

On hearing the alarm, leave the building **IMMEDIATELY** by the **NEAREST OUTSIDE DOOR**. Make your way to the **ASSEMBLY POINT**.

If possible, close all doors and windows before you leave. **DO NOT RETURN TO THE BUILDING**.

The senior person at each assembly point should check that all children and staff are accounted for. Missing children or staff are to be reported to the **Chief Executive** or **Head of Education**. Remain at the assembly point until given further instructions.

Under no circumstances is anybody to return to the building without the permission of the **Senior Fire Officer** attending the fire, the **Chief Executive** or the **Head of Education**. When the alarm sounds the only persons permitted to check the interior of the building prior to the evacuation are the **Chief Executive** and the **Groundsman/Technician**.

ROOMS: *Staff Room; Assessment Rooms (brown, yellow, blue, pink, turquoise; Elm Class; Pine Class; Workshop; Therapy Office; Outpatients and Children being treated in Clinic; All Optech Staff and Visitors*

LEAVE THE BUILDING BY THE NEAREST OUTSIDE DOOR.

YOUR ASSEMBLY POINT IS: POINT 1

THE GRASS VERGE TO THE SOUTH OF THE SCHOOL (near workshop)