



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 **DOOR LEADING INTO RECEPTION AND THEN OUT THROUGH THE POWERED DOORS**. If an exit into **RECEPTION is not possible return to the school corridor and CLOSE THE FIRE DOOR**. Proceed down the corridor and exit through the emergency fire door having **Deployed the Evacuslide down the steps**. If possible, close all doors and windows and take class registers with you before you leave. **DO NOT RETURN TO THE BUILDING**.

Your Assembly Areas outside the building are;

POINT 4 - EXIT BY THE MAIN DOORS if safe to do so

POINT 3 - EXIT via EMERGENCY DOOR if Reception unsafe

The designated Fire Marshall (Senior Teacher - Secondary and/or Honeylands Fire warden) should check that all pupils, school staff, visitors and Honeylands staff are accounted for against signing in sheets. Missing pupils, visitors or staff are to be reported to the **Incident Control Officer** from the Fire Brigade and to the Chief Executive or Head of Education. Once all staff, visitors pupils are accounted for, staff should escort all persons to Vranch House but the Fire Marshall(s) should remain until dismissed by the Incident Control Officer.

Under no circumstances is anybody to return to the building without the permission of the **Incident Control 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 **nominated Vranch House and Honeylands Fire Marshalls**.