



FIRE PRECAUTIONS

ASSEMBLY POINTS

- Point 1** - On the grass verge to the South of the School (near workshop).
- Point 2** - On the grass verge to the west of the School (near playground)
- Point 3** - In the main car park by the entrance to the Hydrotherapy Pool
- Point 4** - Honeylands car park, at the front of the Honeylands building

ALLOCATION

- Point 1**
 - Staff Room
 - Assessment Rooms (brown, blue, yellow, pink, turquoise)
 - Elm & Pine classes
 - Workshop
 - Therapy Office
 - Outpatients and children being treated in Clinic
 - All Optech staff and visitors
- Point 2**
 - Rowan, Maple, Beech classes
 - Hippotherapy Room
 - Assessment Room 1(red)
 - Sensory Room
 - Innowalk suite
- Point 3**
 - Cedar, Oak, Ash, Fir classes (if Honeylands Reception blocked)
 - Nurses Room
 - Board Room
 - Head of Education
 - Chief Executive
 - Reception
 - Finance Office
 - Hall, Kitchen, Laundry
 - Reception area
- Point 4**
 - Cedar, Oak, Fir, Ash classes (if Honeylands Reception clear)
 - Honeylands staff and visitors

Staff in all cases include work experience trainees, students and voluntary helpers. Visitors should seek the assistance of staff and go to their nearest assembly point.

Anyone in the Staff Room should leave the building and report to **POINT 1** and **NOT** move around the building to any other Assembly point.