

If You Discover a Fire:

- 1) Activate your nearest manual call point.
- 2) Evacuate all children from the school:
 - **Junior Room** exit by white panelled door (beside classroom) & go to Assembly Point **B**.
 - **Middle Room** exit by fire escape door (end of corridor) & go to Assembly Point **A**.
 - **Senior Room** exit by main door & go to Assembly Point **A**.
 - **Sunbeams** exit by double doors (in unit) & go to Assembly Point **B**.
 - **Learning Support Room/Afterschool** exit by white panelled door (beside junior room) & go to Assembly Point **B**.
 - **Resource Room (Old Staff Room)** exit by main door & go to Assembly Point **B**.
 - **Office Staff** exit by main door & go to Assembly Point **A**.
 - **Staffroom Staff** exit by white panelled door (beside junior room) & go to Assembly Point **A**.
- 3) Tackle fire with the appropriate fire extinguisher, only if it safe to do so.
- 4) Call the fire brigade.
- 5) Roll call all children and staff (Each teacher uses laminated class list from behind classroom door).

If The Fire Alarm Sounds:

- 1) Evacuate all children from the school:
 - **Middle Room/Senior Room, Office Staff & Staffroom staff** go to Assembly Point **A**.
 - **Junior Room, Sunbeams, Learning Support/Afterschool & Resource Room** go to Assembly Point **B**
- 2) Roll call all children and staff.
- 3) Wait at Assembly Point until you are given further instruction.
- 4) Deputy Principal & SNA will take charge of the fire alarm panel.