

## Fire Evacuation Procedure

If you discover a fire, activate the fire alarm by breaking the glass in the nearest fire alarm call point.

- As soon as the alarm is sounded, leave the building in an orderly manner, walk, do not run.
- If you are responsible for a class or students, ensure they leave quietly with you, take class register with you
- Follow the designated fire evacuation route to the nearest available safe exit.
- Do NOT attempt to fight the fire unless you have had specific training in firefighting.
- If you are trapped in smoke, stay close to the floor where the air may be cleaner and cover your nose and mouth with a wet cloth if possible.
- If a door feels hot, do not open it, as it probably means that there is a fire on the other side. Do not touch the door handle, always first check for heat on the handle by quickly brushing the back of your hand against it.
- Never go back for any possessions or for any reason.
- Assemble at the relevant Fire Assembly Point.
- Stay outside and do not allow anyone to re-enter the building.
- Roll-call is immediately taken by the senior staff member in charge.
  - Account for all occupants of the building; relay names and information about the possible location of anyone missing to the emergency on call staff/ Fire Services as soon as possible.

### **BRIEFING NEW STAFF AND PUPILS**

All new staff to Polish School are instructed on the School's emergency evacuation procedures as part of their Health & Safety Induction. They are shown where the emergency exits, escape routes and outside assembly points are located. All new students to Polish School are instructed on the School's emergency evacuation procedures. Don't use an extinguisher unless you are trained.

### **TEACHING STAFF**

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a roll call on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the relevant people.

