

EMERGENCY ACTION PLAN

ASSEMBLY POINT

Junior school playground
(pupils lined facing the garden fencing)

ACTION ON DISCOVERY OF FIRE

- Sound the alarm using the nearest fire alarm call point
- Leave the building by the nearest fire exit
- Do not re-enter the building
- Report to the assembly point
- Call the Fire Brigade by mobile phone (after leaving the building)
- Liaise with the Fire Brigade on their arrival
- Only attempt to tackle small fires if confident to do so
- Do not put yourself at risk

ACTION ON HEARING ALARM

- Leave the building by the nearest exit
- Do not re-enter the building
- Report to the assembly point
- Call the fire brigade by mobile phone (After leaving the building)
- Liaise with the Fire Brigade on their arrival.

VISITORS

- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled person with their evacuation as necessary