

FIRE EVACUATION

Your safety is our priority. Please read and follow these instructions in the event of a fire or when the fire alarm sounds.

1. When the Fire Alarm Sounds

- Stay calm.
- Stop what you are doing immediately.
- Please collect your children.
- Evacuate the building straight away.
- Do not assume it is a drill.

2. How to Evacuate Safely

- Leave by the nearest safe exit — follow the green EXIT signs.
- Do not use lifts.
- Walk quickly and calmly, do not run or push.
- Do not stop to collect personal belongings.
- If there is smoke, stay low where the air is clearer.

3. If You Discover a Fire

- If it is safe to do so, activate the nearest fire alarm.
- Leave the building immediately.
- Call the emergency services once you are safely outside.

4. Assisting Others

- Help children, elderly persons, and people with disabilities if it is safe to do so.
- If you cannot assist someone, inform a staff member or emergency services immediately.
- Do not put yourself at risk.

5. Assembly Point

- Go directly to the designated assembly point outside the building.
- Remain there until told it is safe to leave.
- Do not re-enter the building for any reason until authorised.

6. Important Reminders

- Fire exits and corridors must be kept clear at all times.
- Never block fire doors.
- Follow instructions from staff or emergency services.

Date of next review 31/01/2027