



Fire Evacuation Manual

Policy and Evacuation procedure

Under Shauna Olivia Studios Health and Safety Policy, parents/ guardians and visitors should familiarise themselves with the nearest Fire Exit. Teachers will direct class members to the nearest fire exit and meeting point in the event of fire alarm activation. The fire assembly point is on the recreation ground and is sign posted. Everyone will be made aware of the correct location to go to in the event of an emergency evacuation. Please ensure Fire Exits are kept clear at all times.

On discovering a suspected fire

- Raise the alarm by using the nearest alarm call point.
- Shout 'Fire, fire, fire!'
- Call the fire department.

On hearing the fire alarm

- All parents, guardians and visitors must follow the instructions of the teacher/Principle.
- Evacuate the building, without collecting belongings, via the safest route to the nearest fire exit. Take nothing with you.
- Children in classes will be evacuated by their class teacher.
- Parents of children in classes should not collect their children from the fire evacuation point unless instructed to do so.
- Everyone should avoid using mobile telephones while evacuating the building as it important to be alert to the situation and to listen to further instructions
- No one should re-enter the building or leave the fire assembly points, until instructed by the Lead teacher/Principal that it is safe to do so.

In the event of people not responding to the need to evacuate

- Leave the building to ensure your own safety and report to the Lead teacher/Principal. **Only re-enter the building OR leave the assembly point when it is safe to do so and the Lead Teacher/Principal or fire services have given authorisation.**