



QUEENS' SCHOOL

Dare to be Great

Fire Evacuation Procedure for Hirers

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

Staff/Hirers discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff/Hirers may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- All staff/hirers and their customers, must respond to the fire alarm
- The fire alarm is a continuous siren
- Once safe to do so CALL 999 to report fire – once fire service notified contact Estates Manager on 07791027205
- The Estates Team will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- If not already done, Estates Team will summon the emergency services as necessary.
- Hirers are to supervise the evacuation of students/visitors to the designated assembly points

Assembly points:

North Side – Tennis courts at the rear of the building

South Side – Car Park at the front of the building