

## **Emergency Procedures for a Fire: Warks College, Henley in Arden**

### **In order to ensure appropriate action, staff are reminded to:**

- Check the location of the nearest fire escape routes from each location they work.
- Check the location of the nearest call points (point at which the alarm can be set off)
- Check the location of the fire extinguishers
- Find out where the nearest telephone is
- If the telephone is an office – can it be accessed
- Find out who else is working in the same area

### **Staff should:**

- Brief children on the college Emergency Procedures at the start of the day and the afternoon
- Check what emergency procedures have been agreed with children who have a disability and will require assistance in an emergency evacuation procedure

### **If you discover a Fire in a college building**

- Raise the alarm, activate a break glass alarm (call point) if one is available
- Inform the receptionist of the location of the fire as soon as possible
- Dial the college internal emergency number 2222 or, when Reception is not staffed, dial the emergency services (if using college internal phone (9) 999 and ask for the Fire and Rescue Service

### **Action to take on hearing the Fire alarm**

- Instruct children/other coaches/volunteers to Evacuate the building immediately via the nearest safe exit and go to the designated Fire Assembly Point
- Take only such personal possessions as are immediately to hand.
- Take a register of children and report to the manager and then the controller/reception if persons are missing.
- Ensure footpaths are used whenever possible to keep the roads clear for emergency vehicles
- Do not re-enter the building until instructed to do so by the college reception/controller.



- Signed .....
- Name/Position.....Manager.....
- Date.....4/8/2016.....