

# **FIRE EVACUATION PROCEDURES**

In the event of a Fire activate the nearest Call Point. The Call Points are situated at the top and bottom of the stairs and next to the School Office. Once you are at the Call Point, lift the clear cover and press hard on the black dot.

The alarm will then automatically activate. Exit via the nearest Fire Exit. If you are using Class 6/hall/kitchen you must exit via the **Main Entrance** if you are using classrooms R,1,2,3,4,5 you must exit via **the doors at the bottom of the stairs leading into the playground.**

Once you have left the building you must report to the assembly points which are:-

If you leave via the **Main Entrance** the assembly point is the **Staff Car Park.** If you are leaving via the **doors at the bottom of the stairs** the assembly point is the large playground.

You must not return to the building until authorised to do so.

Once you are outside the building the person in charge must contact the Governor who is on duty.

If you are a nominated key holder you are to contact one of the following people in the order which they are listed.

<b>Mr A Moore – Site Manager</b>	<b>07955709014</b>
<b>Mrs S Hall – Headteacher</b>	<b>07854955264</b>
<b>Mrs T Burton – Deputy Headteacher</b>	<b>07831834767</b>
<b>Mrs S Slater – Business Manager</b>	<b>07798605737</b>

## **HALL/DINING ROOM**

Please note the Maximum standing occupancy should be limited to 240 persons.

The maximum seated occupancy is 147 persons.

The capacity in the hall must be reduced if part of the floor area is to be used as a stage or for storage. The usable area and therefore the capacity should then be re-calculated using 1m per person, for seated audience and 0.5m per person for standing audience. All persons within the hall/dining room should be included in the calculation.

It should also be noted that for seated audiences there is specific guidance on the number and type of chairs/seating that should be used in order to avoid the seating 'snaking' or chairs being knocked over in a fire situation. Depending on the number to be seated this requires careful consideration before any event or performance.