

Pavilion Evacuation Procedures

Action in the event of a fire:

If a fire occurs, the over-riding consideration must be the safety of the occupants.

Anyone discovering a fire should immediately:

RAISE THE ALARM: *activate the nearest call point*

The senior person at the scene of the fire should:

CLEAR THE AREA IMMEDIATELY

DECIDE WHETHER TO TRY TO PUT THE FIRE OUT

The decision to stay and try to put out the fire must be taken by those on the spot as everything depends on the circumstances. No-one should risk injury to self or to those in their charge by trying to extinguish a fire.

On hearing the alarm, the following action should be taken:

CALL THE FIRE BRIGADE ON 999

WHEN THE OPERATOR ANSWERS STATE "FIRE"

WHEN CONNECTED TO THE FIRE STATION, STATE "FIRE AT THE PAVILION AT BORDEN GRAMMAR SCHOOL". Do not replace the receiver until this wording has been repeated.

The Fire Brigade should be called to even the smallest fire and this should be done immediately the fire is discovered.

EVACUATE THE BUILDING BY THE NEAREST FIRE EXIT. All fire exits are clearly signed.

WALK – DON'T RUN.

GO TO THE ASSEMBLY POINT WHICH IS THE FAR SIDE OF THE FOOTBALL PITCH TO THE WEST OF THE BUILDING.

The most senior person or the team manager should ensure that all those under their charge leave the building by the shortest route and gather at the assembly point, which is **the far side of the FOOTBALL PITCH to the west of the school**. Anyone who is separated from his/her group should go directly to the assembly point.

As soon as they are satisfied that everyone is accounted for, the senior person or the team manager should report to the person in overall charge or to the first senior Fire Officer to arrive.

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE OFFICER GIVES THE ALL-CLEAR.