

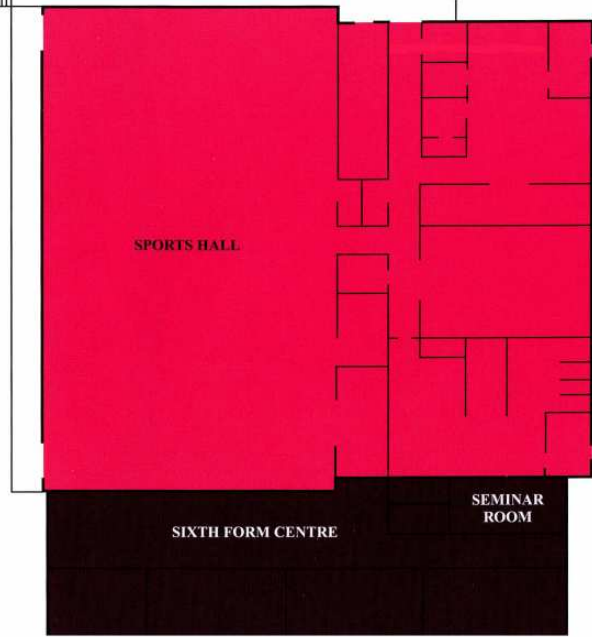
**Fire alarm procedures during the school day.**

In the event the fire alarm should sound, all wardens should tune their two way radios to channel 7, then proceed to supervise the evacuation of their area in a quick but calm and organised manner, directing staff, pupils and visitors to the assembly point as dictated by the fire evacuation plan which can be found in every room.

The Premise manager will take charge of the school and proceed to the main fire indicator panel to detect the source of the alarm and direct his assistant to the area of concern to determine the gravity of the situation. In the event there is a fire which can not be controlled by extinguishers, then a call is to be made to the fire services and the building evacuated completely of all fire marshals.

In the event of a false alarm, such as a broken call point or a heat sensor malfunction the Premises manager will call the school back in, but only after a complete head count has been undertaken and all staff and pupils are accounted for.

Under no circumstances should anyone on the site put themselves in a position of danger, if there is any doubt about the location, source or intensity of the fire, stand clear and call the FIRE services.



**KEY**

	Main Electrical intake room
	The Learning Centre
	Art
	Drama
	English
	Humanities
	ICT / Business Studies
	Library

	Maths
	Media Studies
	Modern Foreign Languages
	Music
	P.E.
	Science
	Technology
	V1th Form

