

Emergency Procedure

Discovering a fire or other Emergency

- The priority in the event of a fire is the safe and rapid evacuation of everyone in the building.
- If you see signs of a fire or other emergency sound the fire alarm. The red boxes are located around the school building.
- If safe to do so, staff may attempt to control the fire but NEVER put yourself at risk!
- Evacuate number 25 Bulwer Street: The Evacuation Meeting Point is across the road outside number 58 Bulwer Street and vice versa. If the Fire Marshalls feel that the assembly point should be moved at any time, staff and students are to follow instructions quickly and without hesitation.

If you are cut off from a fire

- Close the door, using clothing to block any gaps
- Go to the window and attract attention
- If the room is smoky, stay low to the ground
- If the window is jammed use clothing to break glass
- If appropriate get out of the window feet first.

Evacuating the School

- Pupils should follow the instructions of their teacher who in turn will follow instructions from the school's Fire Marshall or any emergency services personal.
- Once evacuated pupils must stay together at all times and remain quiet.

Do not return to the building until you have been given permission to do so!