



FIREFLIES DANCE

FIRE EVACUATION POLICY

Teachers, parents, guardians and other visitors should familiarise themselves with the nearest fire exit. Teachers and assistants will direct the class and participants to the nearest fire exit and meeting point in the event of a fire alarm. Everyone will be made aware of the location of the fire assembly point. Please ensure that fire exits are kept clear at all times.

On discovering a suspected fire:

- Raise the alarm by using the nearest alarm call point.
- Shout 'Fire, fire, fire!'
- The teacher/staff in charge will call the fire brigade.
- Staff may attempt to put out the fire, but only if safe to do so.
- Parents, guardians and visitors must not attempt to extinguish a fire. Staff only.
- On hearing the fire alarm, all parents, guardians and visitors must follow the instructions of staff.
- Evacuate the building, without using the lift (unless needed for accessibility reasons, i.e. wheelchair user), via the safest route to the nearest fire exit. Take nothing with you.
- Children in classes will be evacuated by their class teacher.
Teachers/assistants will stop the class. If two members of staff are present, one will lead the line and the other brings up the rear. If only one member of staff they will follow the line, keeping the children in sight at all times. Young children should pair up and hold hands. Each class evacuates to the meeting point and registers taken immediately.
Teachers and children must remain with their class line.

- Parents of children in classes should not collect their children from the fire evacuation point unless instructed to do so.
- Parents must leave the building by the nearest exit and go to the meeting point to find their children. Do NOT attempt to go the dance areas. Everybody will remain at the meeting point until the all clear is given to return to the building.
- Parents, guardians and visitors should evacuate children that are not in classes at the time the alarm sounds, and proceed to the meeting point.
- No one should re-enter the building or leave the fire assembly points, until instructed by the fire brigade that it is safe to do so.
- Report to staff if there is a problem.

Please note the following clause for the protection of the fire marshals and others in the building:

- In the event of people not responding to the need to evacuate, leave the building to ensure your own safety and report to the Lead Fire Marshal.
- Only re-enter the building OR leave the assembly point when it is safe to do so and the Lead Fire Marshal or fire services have given authorisation.

MEETING POINT:

Playground outside the Main Hall