Fire Evacuation Procedure

In the event of the discovery of a fire, or the fire alarm sounding, follow the procedures outlined below:

- Alert others and immediately operate the nearest fire alarm call point by breaking the glass.
- Direct others who might be trying to evacuate the building in the line of the fire to use an alternative safe exit taking them to the primary Assembly point – **shown below.**
- Use the nearest available safe exit and go to the designated fire assembly point and follow instructions.
- Implement personal emergency evacuation plans (peeps) for all people needing assistance to evacuate the building.
- Leave the building immediately, if it is safe to do so close all doors and windows on your way out and switch off all electrical equipment.
- Do not stop to collect personal belongings.

Senior Fire Marshal:

- Check fire panel for the location and confirm if it is an actual fire OR a false alarm.
- Deploy the remaining Fire Safety Marshalls to assist.
- On the discovery of a fire, the fire marshal must contact and liaise with the Emergency Services and assist them with information as required.
- Contact with the emergency services must be on a mobile phone to ensure they can remain in contact as required by the 999 operators.
- Assist the Emergency Services as required and providing an immediate response to requests for assistance regarding building evacuation and associated requests for emergency assistance within school hours. It is a priority for the member of staff to facilitate the access and egress arrangements for the Fire Brigade/Emergency Services.
- If not required for further duties, report to your assembly point area.
- Record in Site Fire Safety Book and inform Facilities Manager.

Re-entry to the building will only be actioned after the Emergency Services have provided the all-clear and communicated this to the appropriate persons.

EMERGENCY CONTACT

During working hours **----------** **Out of hours** **----------** Central Services Facilities (Located at The Orbital, Thamesdown Drive)	**Site Technician – 07918 497075** **----------** 1. Relyon Guarding and Security Services Office Hours: 01454 631621 Out of Hours: 03330 349099 2. Head of Operations & Facilities – 07971 422820 **----------** Tel: 01793 286634 Monday – Friday 08:00 – 16:00 hrs
Emergency Services	From an internal phone - Tel: (9) 999 From a mobile phone - Tel: 999
Site Address What 3 Words	Horizons College Interface Royal Wootton Bassett Swindon SN4 8QQ ///encloses.remove.stepping