

# The Heights Ballet and Theatre School Fire Evacuation Policy



## INTRODUCTION

Parents/ guardians and visitors of The Heights (Hallam Community Hall) should familiarise themselves with the nearest Fire Exits. Teachers will direct pupils/guests to the nearest fire exit and meeting point in the event of fire alarm activation. The fire assembly point is located on the field behind the Community Hall and everyone will be made aware of the correct location to go to in the event of an emergency evacuation. Please ensure Fire Exits are kept clear at all times.

## GENERAL SAFETY

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- The building is a strict no smoking zone
- Smoke detectors/alarms and fire-fighting appliances are fitted in appropriate high-risk areas of the building and managed by the Community Hall
- All electrical equipment is PAT tested
- Our emergency evacuation procedures are:
  - Explained to new members of staff and volunteers
  - Practised regularly
  - Records are kept of fire drills
  - Procedures are reviewed regularly

## ON DISCOVERING A SUSPECTED FIRE

- Raise the alarm by using the nearest alarm call point.
- Shout 'Fire, fire, fire!'
- Only trained Fire marshals may attempt to put out the fire, but only if safe to do so.

## ON HEARING THE FIRE ALARM

- Evacuation of the building will start immediately using safest route to the nearest available Fire Exit. Do not stop to gather any personal belongings.
- Children in lessons will be evacuated by their teacher via the nearest Fire Exit. The teacher is to take their phone which stores all registers.
- Staff need to ensure that student's under 18 in particular, get out of the building safely.
- Do not stop to close windows but the last one out a room is to ensure the door is firmly closed.
- Everyone should avoid using mobile telephones while evacuating the building as it important to be alert to the situation and to listen to further instructions
- A member of staff will call the emergency services on 999 and give appropriate details.

- Report to the assembly point for registers and head count. The registers will be called and checked for any unaccounted adults or children, and fire brigade will be told of any missing people.
- 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.

In the event that the fire alarm is for a genuine fire we will call the fire brigade as soon as possible. However, in the that the fire alarm is a false alarm, then the fire marshals will establish the cause before letting anyone re-enter the building.

Teachers in different areas of the hall are responsible for checking surrounding rooms for any children not in classes, assuming it is safe to do so.

- Staff teaching in the Back Hall will check both changing rooms
- Staff teaching in the Side Hall will check the kitchen area and Heights storage room
- Staff teaching in the Main Hall will check the foyer and toilets

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