



GENERAL EMERGENCY PROCEDURES DURING THE COVID 19 CRISIS 2020-2021

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency, for which the buildings should be evacuated, should activate the alarm (using the nearest available break glass call point) they should then notify (reception/main office) of the exact location of the incident.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires. If it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised **BEFORE ATTEMPTING TO TACKLE A FIRE.**

ON HEARING THE FIRE ALARM

- All staff, pupils, occupants of the building must respond to alarm evacuations.
- The fire alarm is a (continuous ringing bell)
- (The designated person) will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or a false alarm.
- The designated person will summons the emergency services (DIAL 999) as necessary:
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to (senior member of staff) at the assembly point.

The fire assembly point is through the playing field gates via the front car park

- Pupils should leave in single file when instructed by the teacher in charge of the class.
- Pupils should the leave by the nearest available escape route.
- The last person to leave the classroom must close the door
- Pupils should walk in their form groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.



The Kassia Academy
and Support Services (TKAS)
Part of **KINGS ACADEMY TRUST**

A CALM ORDERLY EXIT IS ESSENTIAL