



SAFETY NOTICE AND EMERGENCY PROCEDURE ALL AREAS

FIRE

IF YOU DISCOVER A FIRE

- Operate the nearest fire alarm
 - Tackle the fire **only** if it is safe to do so.
 - Go to the assemble point at the **car park**
- Do not** re-enter the building until told by a senior officer that it is safe to do so.

ON HEARING THE FIRE ALARM

Leave the building by the **nearest** fire exit.
Report to the assembly point at the **car park**.

BOMB

IF YOU RECEIVE SUSPECT MAIL OR PACKAGE:-

- **Do not** handle it.
- Inform a senior officer who will issue instruction.

IF YOU RECEIVE A TELEPHONE WARNING

Stay calm

Get as much information as possible.
Write the information down.
Inform a senior officer who will issue instruction.

Fire Officers



Ian Barber
All Site



Lyne Graham
Reception (Acting)



Kirsty Cooper
Key Stage 3 (Acting)



Danielle Lewis
Willows