



NEWMARKET EMERGENCY FIRE PLAN

1. ALARM
2. EVACUATION
3. ASSEMBLE
4. ROLL CALL
5. CALL THE FIRE BRIGADE

Alarm

The smoke alarms should detect a problem, however if anyone should discover a fire, shout a loud warning and ensure all members of staff are aware. If pupils discover a fire they should have been encouraged to tell a member of staff immediately.

Evacuation

On hearing the alarm, pupils should line up by the classroom door (if downstairs) or the chill out room door (if upstairs) and when instructed and accompanied by a teacher they should leave the building safely and calmly and proceed to the meeting point without collecting bags or equipment. Pupils should be encouraged to walk calmly down the stairs and also take care when crossing the road outside the cottage. The main centre teacher should check the building quickly for remaining pupils, ie in toilets etc and close all doors, collecting the register as they leave.

Assemble

The mentor and link teacher should gather the children in a group at the predetermined collection point ready for registration, this collection point will be the **grass area over the road from the cottage**.

Roll Call

The centre teacher will then take the register to ensure that all children and staff are accounted for. If anyone is found to be missing an immediate search by staff should be made in all areas that they can get access to and are safe to explore. The officer from the Fire Brigade should be met on arrival and immediately informed whether all students and staff are safely evacuated.



Call the Fire Brigade

All fires, no matter how small should be reported to the Fire Brigade. The most senior member of staff should make the call (usually this will be the centre teacher). You should not re-enter the building to make the call, instead make the call from reception if still open, or the hostel.

When the fire brigade has been called and if the fire is deemed to be small then it may be possible for staff to tackle it with the appropriate extinguisher – DO NOT PUT YOURSELF AT RISK!

Date: January 2008