

On discovering a fire/or hearing the fire alarm sounding, evacuate the building from the nearest fire door. This may be via the sports centre, the main school building or via an outdoor facility. These will be marked as an 'Exit' or by a green 'Fire Exit' sign.

We do not recommend you tackle a fire at any time and under no circumstances put yourself or others in danger.

The Facilities Manager or one of the wardens, will telephone the fire brigade if necessary. If a member of the public contacts the fire service raising the alarm, please can they ensure that the warden on duty is informed.

On evacuating the building please act calmly and quietly to avoid panic. Take care on the stairs, if you are with a group or club of children, please do not rush them as this may result in accidents. Please provide reassurance to them. Do not use the lifts.

It is the responsibility of each club, group or organisation to ensure that their members, colleagues and visiting parties (for example parents watching, etc) are evacuated from the building. Where possible each club should account for their members via a register.

#### **The person discovering a fire will:**

1. Activate the nearest fire alarm call point
2. Contact the warden on duty
3. Place a call to the emergency service on 999 from the emergency telephone in the Facilities Department Office (dial 9 999) or via a mobile phone

You are calling from - The Grange School, Tower Road North, Warmley, Bristol BS30 8XQ

#### **On hearing the fire alarm:**

1. All persons will leave the building via the nearest exit and meet at the fire assembly point. The fire assembly point is in the upper netball court
2. Do not stop to collect any clothes or belongings
3. Each club is to ensure that their members and third parties to their members are accounted for
4. Each club to then inform the warden on duty that all of their group is accounted for
5. Do NOT re enter the building until you are instructed to do so by the fire service or warden on duty

As a club contact, please familiarise yourself with the fire exits and fire alarm call points..

#### **Fire Assembly Point**

The fire assembly point is in the upper netball court, next to the Sports Centre car park.

Do not enter the building until informed it is safe to do so by the warden on duty, Facilities Manager, Senior Staff or the Fire Brigade.

#### **Smoking on site**

We have a strict non-smoking policy where smoking is not allowed in any part of the school buildings. This is also extended to the outdoor facilities, ie grass football pitches, astro turf pitch and netball courts.

#### **Fire Exits**

All fire exits and fire signs should not be blocked at any time, if a fire exit is blocked immediately inform the warden on duty.