



Fire Action and Evacuation Plan

If you discover a fire:

1. Operate the nearest **Fire Alarm**.
2. If possible, **inform** a supervisor or adult staff member.
3. From a safe telephone **call 9-111** and inform the FIRE SERVICE.

If the Fire Alarm sounds:

1. Leave the building **Immediately** using the nearest available exit. Remain Calm. Walk - DON'T RUN! Do **not** return to your room to collect belongings. Only attempt to fight the fire **if it is safe** to do so.
2. Assemble at **Assembly Point 1**, in the carpark behind the ancillary block. Your alternative assembly point is located on the grassed area north of the boiler house. Use assembly point 2 if it is unsafe to use assembly point 1, or you are directed to by staff.
3. **Line up** in rows according to your room number.
4. **Remain** at the assembly point until the ALL CLEAR is given.

