

## **FIRE REGULATIONS POLICY**

### **PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

KERRY O'SULLIVAN (Fire Officer)

### **LAST REVIEW DATE**

March 2019

### **NEXT REVIEW**

March 2020

**In the event of the fire alarm sounding please follow the following procedure:**

- Move quickly to the nearest fire exit and do not stop to collect personal belongings
- **DO NOT** attack the fire OR use the Fire Extinguishers
- Stay in your class group with your tutor
- Report directly to the Fire Assembly Point, outside the **Marriot on North Row**

**In the event of finding a fire**

- Sound the nearest alarm
- Follow the instructions above

**DO NOT:**

- Attack the fire **under any circumstances**
- Stop to collect personal belongings
- Re-enter the building until you have been advised by the Fire Marshalls that it is safe to do so

**Follow signs to Fire Exit:**

There are two fire exits: **FRONT DOOR** (ground floor) and **FIRE DOOR** (basement)

- From the BASEMENT use emergency exit at the end of the corridor at the front of the building. Use external staircase up to street. **Do not use internal staircase or go out the back of the building.**
- From GROUND FLOOR exit via the front door. **Do not go upstairs**
- From FIRST, SECOND, THIRD and FOURTH FLOORS take main staircase down to first floor and exit via the front door

**NB** if you are in the library DO NOT use the external door – exit via the main staircase.

**STAY WITH YOUR CLASS GROUPS AT ALL TIMES AND TAKE A REGISTER ONCE ASSEMBLED AT THE FIRE POINT**

**Floor Wardens & Fire Marshals:**

Basement	James Patterson (Fire Marshal)
Ground Floor	Chris Mason (Fire Marshall)
First Floor	Suha Elderat (Fire Marshal)
Second Floor	Beverley Mellon (Fire Marshal)
Third Floor	James Eytle
Fourth Floor	Stephen Bailey

The Floor Wardens will be responsible for checking their floors and ensuring that all students and members of staff are out of the building.

**It is essential that you phone in if you know you are going to be absent, even if only for one lesson, so that we know that you are not in the building.**