



FIRE REGULATIONS POLICY

PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

LAST REVIEW DATE

February 2025

NEXT REVIEW

February 2026

Fire Regulations Policy

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 (Floor Warden)
Ground Floor	Jack Wears (Fire Marshal)
First Floor	Emma Thompson (Floor Warden)
Second Floor	Beverley Mellon (Floor Warden)
Third Floor	James Eytley (Floor Warden)
Fourth Floor	Stephen Bailey (Floor Warden)

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.