KEW GREEN FIRE PROCEDURE

ON DISCOVERING A FIRE:

1. RAISE the alarm – nearest fire alarm point situated by doorways to staircase
2. TACKLE the fire – only if safe to do so
3. CONTAIN the fire – close doors & windows
4. LEAVE THE BUILDING AT ONCE – if the fire should get out of control.

ON HEARING THE ALARM

1. EVACUATE – follow GREEN SIGNS with pupils in silence and calmly
2. DO NOT OPEN THE DOOR – if you suspect there is a fire on the other side of the door. Find an alternative route.
3. EXIT SCHOOL GROUNDS – through both gates (pedestrian & car)
4. PROCEED TO ASSEMBLY POINTS – cross the road to the GREEN
5. ROLL CALL – all class groups wait in silence, secretary hand teacher the class list, teacher calls out name & pupils raise their hand.
6. ROLL CALL for all staff, visitors and contractors
7. EVERYONE WAITS – until further notice. Do not re-enter the building until told to do so.

EXITS:

Basement – basement door to the car park
Ground & First Floor – main front door
Second Floor – Fire Escape
Lodge – 2 doors
Sheds – individual doors