

Rosebank Dancing School

Fire Evacuation Procedure Policy

If a fire is discovered by a staff member or dancer, they should notify the teacher in charge and raise the alarm by activating the nearest alarm call point or by giving a manual warning.

If fire is detected by automatic detectors, this will trigger the fire alarm.

On hearing fire alarm all dancers and staff members should make their way calmly to the nearest fire exit.

The teacher in charge will call 999 and request attendance by the fire service.

A member of staff will guide everyone to the nearest fire assembly point where a register will be taken.

The teacher in charge is responsible for making sure everyone has exited the building.

Staff and dancers will remain at the fire assembly point until parents/carers can be notified to collect them.

DO NOT re-enter the building.

In the event of a false alarm, everyone must wait at the fire assembly point until the fire fighter or teacher in charge advises that it is safe to re-enter the building.