



FIRE EVACUATION PROCEDURE **For The Community Facilities, Swanmore College of Technology**

In the event of an emergency the school alarm will sound, this is a long continuous ring. The following is the procedure that should be followed by ALL community users.

- 1) Upon hearing the alarm a member of either the 'Community Team' or the 'Site Team' will ask all community hirers to leave the building through the nearest fire exit.
- 2) All users should leave quickly and quietly in a calm manor. It is essential that users do not panic, shout or run.

Note: Users should not collect together any personal belongings before exiting the building.

- 3) Users should then make their way to the fire assembly point. This is the designated area where users can muster pending the arrival of the emergency services. *Our fire assembly point is the "Hard Court MUGA"* and is marked with the relevant fire assemble point sign.
- 4) The duty member of the community team or site staff will then approach the "hirer" (the person who completed the booking form) to confirm that all their users are present.
- 5) They will then report to the emergency services on arrival to inform them of the situation.
- 6) When the facilities are deemed to be safe for use by the emergency services the duty member of the community team/site team will inform you that it is safe to return.

Under no circumstances should any member of the community enter the building during an alarm or prior to be being told to do so by the duty member of staff.

All alarms should be treated as a genuine alarm unless told by a member of the community team or site team prior to the alarm that it is going to be tested.

**THESE INSTRUCTIONS ARE ISSUED FOR THE SAFETY OF ALL WHO USE THE
SCHOOL BUILDING. PLEASE ENSURE THAT BOTH YOU & YOUR PARTICIPANTS
KNOW WHAT TO DO IN AN EMERGENCY!**