



Huncote Primary School

Emergency Evacuation Notice

Fire Action

If you discover a Fire



Shut the door to the room and activate the nearest emergency call point



Leave by the nearest available Fire Exit



Report to your nominated assembly point which is

School Playground



Telephone the Fire Service on 999

On hearing the fire alarm



Stop what you are doing and leave the building by the nearest available Fire Exit closing doors behind you



Report to your nominated assembly point as detailed above



DO NOT PANIC - DO NOT RUN

DO NOT use the lift unless classed as Fire Lift

DO NOT attempt to fight the fire unless you have been trained in the use of extinguishers and are confident the fire can be dealt with safely

DO NOT return for any reason until informed it is safe to do so



DO shut doors behind you

DO report missing persons at the Assembly Point

On discovering a fire, you must:

- Sound the nearest alarm (Press a call point)
- Evacuate the building with you class or group immediately
- Not re-enter the building

On hearing the alarm, you must:

- Exit the building via the nearest available fire exit and proceed to the assembly point
- Ensure that pupils do not run or talk
- Do a head count of your class once at the assembly point and awaiting class registers
- Complete a register to check who is missing if necessary
- Inform the headteacher if there are missing pupils
- Not re-enter the building until you have been told to do so by the headteacher.

Assembly point

- On the playground – children to line up in classes, facing the forest area, in age order.