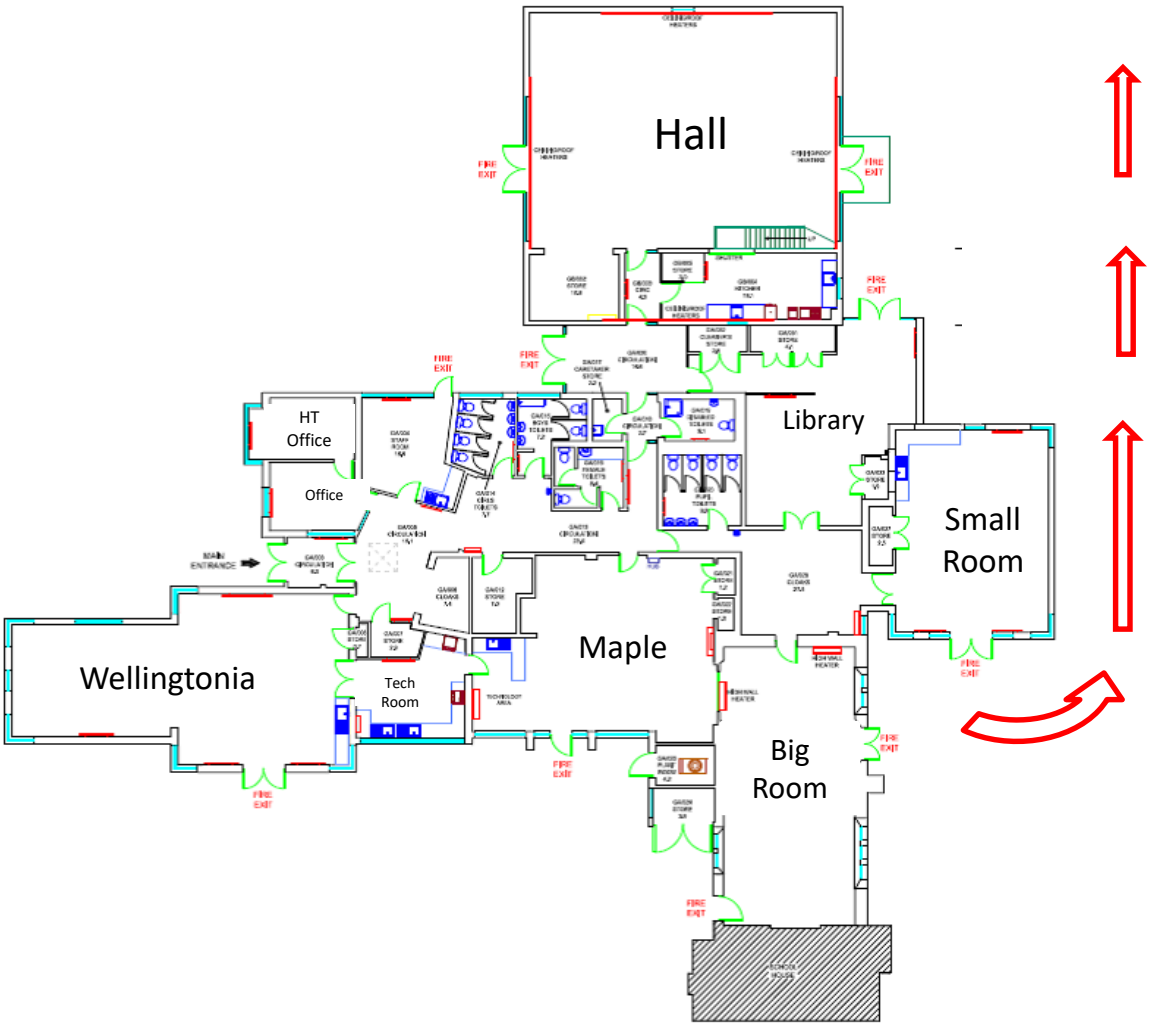
A NOTICE LIKE THIS BUT SPECIFIC TO THE FIRE EXIT IS DISPLAYED BY EVERY FIRE EXIT

Brightwalton C.E. Primary School
FIRE PROCEDURE



If you discover a fire

- **Raise the alarm** by breaking the glass in the nearest alarm call point.
- If an **electrical** item is on fire, try to **switch it off** at the power socket, if safe to reach it.

If the fire alarm sounds

- Ensure **all children leave** the building without delay using the route indicated by the arrows
- **Close doors** behind you
- **KS1 staff** check KS1 toilets
- **Office staff** check KS2 toilets & close fire door between KS1 & KS2
- Pupils line up in **register order** at the assembly point
- All adults **report their presence** to the fire warden

Do not re-enter the building until given the all clear by the 'Incident Control Officer' or Fire and Rescue Service.