# Brightwalton C.E. Primary School

## What To Do If …

### You discover a fire

1. **Activate** the nearest fire alarm
2. **Evacuate** the building by the nearest exit
3. **Assemble** in the playground and ensure **everyone is accounted for**
4. **Do not return** to the building, or delay evacuation, for personal belongings

Your first duty is to look after the children which will mean evacuating the building.

No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

The saving and preservation of life takes precedence over the salvaging of property.

### The school needs to close

Once the decision has been made by the Head teacher it will be communicated in the following ways:

- School Website banner
- Bromcom
- Staff Whatsapp group
- The West Berkshire Council website, school closures page