



On discovering a fire:

Address: HSD: The Studios, Croft Court, Grammar School Walk, SG5 1JD

- *Alert the staff in charge and all persons in the building.*
- *Support the children and staff in getting out of the building to the fire evacuation point: 50 m away (near the flats at the top of the court)*
- *Contact the emergency services on 999*
- *Do not attempt to put out the fire if it is larger than a waste paper bin size (fire extinguisher by main door, fire blanket in kitchen unit)*
- *Ensure that the fire brigade and nominated person, Gabbi Tuck have been alerted.*
- *Remain at the fire assembly point until the Fire Services have authorized access back into the building.*
- *On hearing the fire alarm, after all above checks have been taken and no fire is occurring a thorough check of all areas of the building for a fire must have been undertaken before entering back into the building.*
- *After the member of staff is confident there is no fire occurring, the alarm can be disabled and you may re-enter the building*
- *Emergency lighting is installed in case of a power cut*
- *There is a defibrillator at the top of the road on the corner of the block of flats*

Fire assembly point for HSD

