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FIRE POLICY AND PROCEDURE

If you discover a fire all the following instruction must be adhered to:

The Lead Playworker will act as a fire marshal

The fire marshal will make sure all children/parents/carers and staff have left the building

The fire marshal will ensure nobody enters the building during the evacuation

The fire marshal will indicate which emergency exit door staff will use during the evacuation and ensure that all other doors are closed

All staff/children/parents and carers will gather at the Assembly Point

The fire marshal shall call the register at the Assembly Point

They will call 999 and ask for the Fire Brigade giving all details including full address

Should anyone not be accounted, then the person in charge will raise the alarm immediately and will inform the Fire Brigade when they arrive if the person has not been located

No one will re-enter the building until told to do so

There is always one Assembly Point which is:

Please write assembly point here for your particular venue

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Susan Parish Park Community School, Middle Park Way, Havant, Hampshire, PO9 4BU. Phone: 02392 489811

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Create ★ Connect ★ Celebrate

IF YOU DISCOVER A FIRE

- **Raise the alarm**
- **Exit the building to the Assembly Point DO NOT stop to collect belongings**

The Assembly Point is:

- **Dial 999 and ask for the fire brigade**
- **Do not put yourself at risk by attempting to fight the fire**
- **Above all - Get Out and Stay Out**



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