

Fire evacuation Procedure from Francis Combe Academy (FCA)

1. At the sounding of the Fire Alarm - a continuous siren - the Fire officer will Shout "Fire" a number of times.
2. An announcement by the Chairman/Woman will be made to encourage people to leave quickly but safely via the Fire Exits - using the PA system if possible.
3. Committee members will position themselves at the **THREE Fire Exits to the outside of the building** and hold open the doors to allow easy egress.
4. Committee members on the doors will ensure that those leaving the building continue to move as swiftly and safely as possible, to the **Paved Area between the building and the road crossing using the footpaths - not the grass** , leaving personal belongings until it is safe to return.
5. When all are thought to be 'out' the Fire Officer, if it is safe to do so, will do a sweep of the two rooms we use to establish that all have left.
6. Any member using the toilets will be directed from the building by a member of FCA staff
7. The Chairman/Woman will establish from either FCA or the Emergency Authorities when it is safe to return. He/She will communicate this to the assembled U3A members.

Committee

At the start of each general meeting the Chairman/Woman will point out the Fire exits and explain the evacuation procedures. Committee members, via the Business Secretary, will establish who will be at the exit doors.

Peter Howarth April 2018