

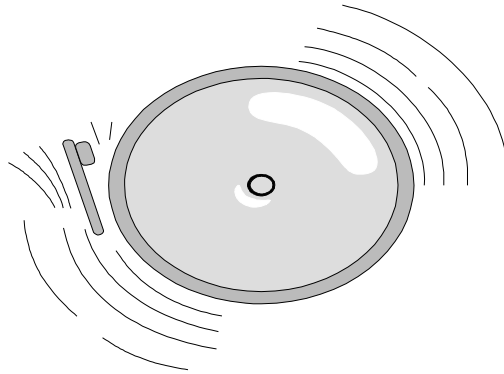


*Making the difference*

# Fire Precautions



## GUIDANCE ON FIRE DRILL



### PRINCIPLES

- On hearing the alarm, **all personnel** are to leave the building **immediately** by the nearest exit. Nearly all the rooms at Vbranch House have an external door.
- **Make your way to the appropriate Assembly Point** - there are three of these for Vbranch House and two of these for the Secondary School and they are described on a **Fire Precautions** sheet which can be found in each room. You should acquaint yourself with yours as soon as possible.
- **DO NOT GO BACK INTO THE BUILDING UNTIL GIVEN PERMISSION.**

### DETAILS

- Detailed Fire Instructions (Drills and Precautions) are listed on the walls of every room in Vbranch House and the Secondary School. **Make sure that you read and understand these.** If you have any questions ask another member of staff for advice.
- Only the Chief Executive or the Senior Officer of the Fire Brigade attending the fire may authorise an employee to enter the building once the alarm has sounded.
- If you have particular responsibility for assisting the evacuation of school pupils, visitors or patients attending a clinic you will be instructed in these duties as part of your induction or during the first FIRE DRILL. Fire Drills are held regularly.

### RESPONSIBILITIES AND QUESTIONS

**All employees share the responsibility to acquaint themselves with the Fire Drills and Precautions listed in each room and to carry these instructions out in the event of a fire or fire drill. The Chief Executive has overall responsibility for these instructions and you are encouraged to direct any questions to him about anything you do not understand.**