



## Fire Procedures at ISE Brighton

**Fire Alarm:** On hearing the Fire Alarm:

- Exit the building as quickly and as calmly as possible following the green evacuation route signage on the school walls.
- Leave all coats, bags and personal possessions in the classrooms.
- If possible please close all classroom doors once they have been cleared.
- Do not return to the building until you have been advised that it is safe to do so.

**Fire Exits:** These are indicated with a green FIRE EXIT sign and a figure of a running stick and are located at the following areas:

**MAIN FIRE EXIT 1:** Follow the stairs down to the main school entrance/exit. Exit to the right, down the alley, before proceeding to the assembly point on the left.

**FIRE EXIT 2:** First floor landing corridor. Exit the building by pushing the bar on the fire exit. Walk down the fire escape and exit via the emergency exit door directly ahead. Push down on the bar to release the door. Turn left and follow the alley up to the back entrance of Burger King, turn left through the tunnel and walk to the Assembly Point in Duke Street.

**Please note:** The Main Exit should be used in the first instance. ONLY use Fire Exit 2 if the main entrance is blocked.

**ASSEMBLY POINT:** Please assemble in front of the Kayes Newsagents, at the bottom end of Duke Street.

**Teachers:**

- Ensure that all students leave the room as quickly and as calmly as possible.
- **When alarm sounds BEFORE** break: take the class registers with you to the Assembly Point.
- **When alarm sounds AFTER** break: On arrival at the Assembly Point your class register will be given to you by a member of the reception team.
- At the assembly point check that all the students are present by calling the register. One of the reception team will circulate among all teachers to ensure that all the students are accounted for.
- Only once the students have been confirmed and the building has been checked for any absentees, will the final headcount take place. Please keep your class together until this occurs.

**Reception staff:**

- Ensure that all staff leave the reception and upstairs office as quickly and as calmly as possible.
- **When alarm sounds BEFORE** break: take the reception copy of the class registers as a backup to teachers' registers.
- **When alarm sounds AFTER** break: Take the teachers' copies of the registers AND the reception copy of the class registers to the assembly point for roll call.

Revised May 2019