

Fire Evacuation Procedure

For TPLs out of hours

Upon hearing the fire alarm, please vacate the building by the nearest fire exit and assemble at your nearest evacuation point - detailed below

The person who has booked the facilities should then do a roll call to ensure that everyone is present. This information should then be passed onto the caretaker who will visit each evacuation point when they have completed there checks. Please allow time for the caretaker to reach you and do not re-enter the building until being told to.

Room	Nearest Fire Door	Directions	Evacuation Meeting Point
0218	Reception	Through 2 lots of double doors, turn right past reception and exit building, go to front gate	Front Gate
Canteen	Door 3	Through double doors, straight out to door 3 and go to gate 3	Gate 3
Dance Studio	Door 6	Use the fire exit door within the dance studio	Back Playground
Drama Room	Door 3 or Reception	Through double doors, straight across to door 3	Gate 3
Main Hall	Reception	Go left to reception, through double doors and exit building	Front Gate
Sports Hall	Door 6	Any of the fire doors in the Sports Hall	Back Playground
Maths Pod / 1st Floor / 1300 area	Door 3	Take stairwell 3 (next to lift) downstairs and out through door 3	Gate 3
0607 Catering	Classroom	Each DT Kitchen Classroom has its own external fire escape door	Back Playground