



En Pointe Theatre Arts Fire Evacuation Policy

Under the En Pointe Theatre Arts Health and Safety Policy, parents/guardians, students, staff members and visitors are required to familiarise themselves with the nearest fire exits within the venue. Teachers will direct class members to the nearest fire exit and meeting point in the event of a fire alarm activation. The fire assembly point is in the main car park.

Discovering a suspected fire

- Raise the alarm by using the nearest alarm call point
- Fire marshals may attempt to put the fire out if it is safe to do so
- Call the emergency services

On hearing the alarm

- All parents, guardians, visitors, staff members and students must evacuate the building without using the lift (where there is one in the building)
- Children will be evacuated by their class teacher
- Parents of children in classes should not collect their children from the fire evacuation point unless instructed to do so
- Parents, guardians and visitors should evacuate children that are not in classes at the time of the alarm and proceed to the assembly point
- Everyone should avoid using mobile phones whilst evacuating the building as it is important to be aware of the situation and to listen to further instructions
- No one should re-enter the building or leave the fire assembly points until instructed by the fire brigade that it is safe to do so
- Report to the lead fire marshal if there is a problem

Please note the following clause for the protection of the fire marshals and others in the building:

In the event of people not responding to the need to evacuate:

- Leave the building to ensure your own safety and report to the lead fire marshal

Only re-enter the building OR leave the assembly point when it is safe to do so, and the Lead Fire Marshal or Fire Services have given authorisation.