



***We hope that you have a  
safe and enjoyable visit to  
Bedenham Primary School***

**Bedenham Primary School  
Bridgemary Avenue  
Gosport  
Hampshire  
PO13 0XT**

**Tel: 01329 280445**

***Fire Evacuation Procedures  
for parents & visitors***

***Please make yourself  
aware of these procedures***

# FIRE EVACUATION PROCEDURES FOR PARENTS & VISITORS

The School's fire alarm system is linked to a Central Station. They will automatically call the Fire Brigade to the School.

- If you discover a fire, raise the alarm immediately by activating the nearest call point.
- On hearing the fire alarm leave the building immediately using the nearest exit. Fire doors are clearly marked.
- Do **not** stop to collect personal belongings.
- Close the door behind you.
- Proceed to the assembly point on the school field outside the Coral Reef classroom for a roll call.
- Immediately **report** the location and the nature of the fire to the nearest member of staff.
- Do not re-enter the building until told it is safe to do so by the Fire Officer, a member of staff or the Fire Brigade.

## The Fire Officer will

- Check that the building has been totally evacuated.
- Check the fire panel to identify the alarm zone that has been activated.
- If safe to do so, wait for the telephone call from central station to inform them of the nature of the fire.
- Liaise with the Fire Brigade.
- Re-set the fire control panel.
- Give the all clear to the assembly point.

## Teachers and Support Staff

- Ensure the children evacuate calmly to the designated assembly point on the school field outside the Coral Reef classroom.
- Take the registers and signing in books and report the outcome to the Head Teacher.
- Shut all doors and windows.
- Do **not** re-enter the building until told it is safe to do so by the Fire Officer or the Fire Brigade.