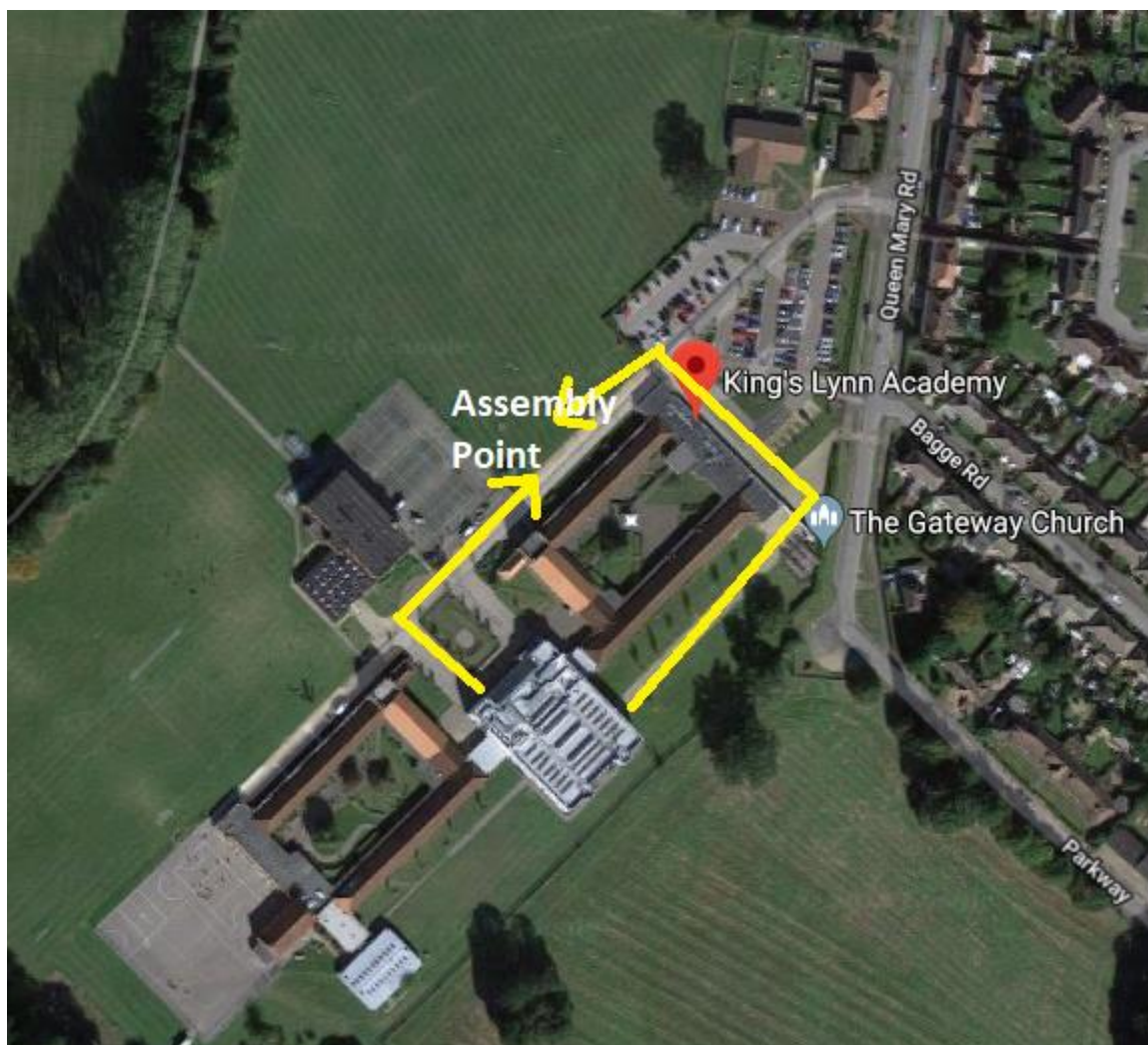


Fire Evacuation Plan – Sundays at K.L.A

Assembly point is on the field to the right of the Sportshall sub-station



Evacuation routes

Back route – Out of the back dining hall doors across the car park and onto the field to the right of the sports hall

Front route – Out of the front doors, follow the path and turn left to get to the field to the right of the sports hall

Roles

Welcome team are the duty fire officers.

Person 1 guides people to the assembly point and ensures people are reunited with family and stays until site is declared safe by meeting host & fire service personnel

Person 2 helps meeting host ensure safe evacuation

Kids & youth workers – direct children out of the building to the assembly point and ensure re-uniting of families

Meeting Host checks kids work & other rooms have been evacuated

1. Upstairs stage left back classrooms,
2. Stage left classroom
3. Gents toilet
4. Ladies toilet

On discovering a fire

If the fire alarm sounds

Host of meeting announces “We need to evacuate the building and assemble at the assembly point on the sports field to the right of the sports hall. Do not collect your children – they are already being led to safety.”

If fire is detected with no alarm sounding

PA operator activates nearest fire alarm point

Host of meeting announces “We need to evacuate the building and assemble at the assembly point on the sports field to the right of the sports hall. Do not collect your children – they are already being led to safety.”

Meeting host and welcome team leave main hall last checking full evacuation.

Meeting host calls 999, asks for fire service and reports “Fire at Kings Lynn Academy, Queen Mary road, Kings Lynn, PE30 4QG”. Make sure operate repeats message and notify evacuation state.

Meeting host calls caretaker Steve 07796 804926