

# ROYAL ACADEMY OF DANCE

## FIRE EVACUATION POLICY

Under the Royal Academy of Dance Health and Safety Policy, parents/guardians and visitors should familiarise themselves with the nearest Fire Exit. Teachers/hirers will direct class/activity members to the nearest fire exit and meeting point in the event of fire alarm activation. The fire assembly point in the car park is sign posted, and everyone will be made aware of the correct location to go to in the event of an emergency evacuation.

Information regarding the fire evacuation procedure is posted on signage around the RAD headquarters premises. Please ensure Fire Exits are kept clear at all times.

### On discovering a suspected fire

- Raise the alarm by using the nearest alarm call point.
- Fire marshals may attempt to put out the fire, but only if it is safe to do so.

### On hearing the fire alarm

- All parents, guardians and visitors must follow the instructions of the fire marshals.
- Evacuate the building, **without using the lift**, via the safest route to the nearest fire exit. Take nothing with you.
- Children in classes 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 the alarm sounds and proceed to the meeting point.

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- Everyone should avoid using mobile telephones while evacuating the building as it is important to be alert to 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.**