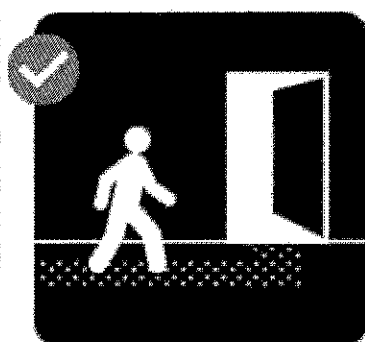


# Fire Evacuation Policy

# Roots *and* Shoots

2020-21



**WALNUT TREE WALK, KENNINGTON, SE11 6DN**

**Charity number: 1064070**

# FIRE EVACUATION PROCEDURE

## **FIRE SAFETY**

- ▣ **When you hear the fire alarm, leave the room immediately.**
- ▣ **Do not delay your exit by collecting personal items.**
- ▣ **Move quickly but calmly via the marked fire exits.**
- ▣ **Leave the building via the nearest door.**
- ▣ **Assemble on the open space outside the bubble (side) gate.**
- ▣ **Wait for your name to be called.**
- ▣ **Only go back into the building when you are told it is safe to do so.**
- ▣ **Designated persons will check the building is clear and call the emergency services if needed.**

Signed by the Director:

Linda Phillips

Date: 9/11/20

Signed by the Chair of Trustees:

V. a. Blaylock

Date: 9/11/20

