**Fire Evacuation Policy**

**Sammy’s School of Dance**

**Organisation:** Sammy’s School of Dance **Venue:** Oasis Academy Mayfield

**Assessed by:** Miss S Pickard **Date:** August 2021

SSD are committed to keeping students, staff and parents safe in the instance of an emergency. We have drawn up a simple policy for evacuation when in training and rehearsals at Oasis.

1. If anyone suspects a fire you should raise the alarm **IMMEDIATLY**
2. When alarm sounds, Students will be directed out of the building via the nearest exit, by their teacher.
3. Parents or students waiting will also be directed to leave the building via their nearest exit.
4. Do not stop to collect personal belongings or bags
5. Do not use lifts
6. All persons (Students, Staff and Parents) should meet at the assembly point: **Mugga**
7. The teacher, will register all students, and report any issues to the lead fire warden
8. No one must enter the building unless a trained Fire Warden, to look for missing members
9. Call the emergency services and remain away from the building, but in sight of main doors, to prevent anyone else entering.
10. Await the arrival of the emergency services keeping members of the group away from the building
11. Only re-enter the building when instructed to do so by the lead fire warden or a member of the emergency services.