



## H.E.C.T. Fire & Emergency Evacuation Procedures

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In the event of a fire drill or a bomb alert, the Chief Fire Warden will activate the school alarm. In the event of a real fire the person discovering it will sound the alarm. **Break-glass fire alarm points are located on every staircase landing and exit door.** If a fire is discovered please raise the alarm, or report to the Chief Fire Warden (Michalis Ellinas or TBC in his absence).

TBC (or TBC in his absence) is responsible for calling the fire brigade. The caretaker is responsible for opening the playground gates and directing the fire brigade.

On hearing the alarm all pupils, visitors and staff should evacuate the building. Please use the first available exit and make your way to the fire assembly point.

Gym	Gym fire exit door
Kitchen	Delivery entrance doors
Café	Fire exit doors to Piazza then car park
Hall	Fire Exit side doors, left round Hall through car park
Main building	Down the main staircase, through Concourse, exit via Piazza entrance to top playground
Maths / Humanities Block	Either a) through exit doors at Concourse end of building to top playground or b) through exit doors to Sports Field, turn right to the top playground (select depending on proximity)

You will find details of the evacuation procedure by the door of every classroom.

Before leaving a room please check that windows are closed, and lights and electrical equipment are switched off. Direct pupils to proceed quickly and in silence to the nearest fire exit. Pupils should take their bags with them. Please close doors behind you but doors should not be locked. Do not run. Staff must move in silence too and avoid the temptation to talk to colleagues. Staff should position themselves by doors to ensure they are held open and usher pupils along to facilitate a quick exodus.

Each teacher should take responsibility for ensuring their class is clear. Other Fire Wardens should take responsibility for ensuring the below general areas are clear.

### Clearing Areas

Gym  
Kitchen and Café area  
Concourse and Hall

Friday: Violeta Ivanova

Saturday: Violeta Ivanova, Erini Christou, Andreas Ziarkas

Do not leave anyone behind. Able bodied persons should evacuate first, incapacitated but mobile persons (e.g. on crutches) should evacuate next and disabled persons will be moved by their assigned member of staff.

The assembly point for everyone is the top playground area

Non-teaching staff, assistants and visitors should gather by the fenced area of the playground.

Teaching staff should ensure pupils are lined up in silence and perform a roll call. It should be reported to the Chief Fire Warden if there is a discrepancy between class registers and those present at the roll call.

No person is to leave the assembly point until the official dismissal.

There is a fire drill at least termly.