

Centre Stage School of Dance & Performing Arts Fire Emergency Evacuation Plan (FEEP)

Fire Marshall: Zoe Mather
Fire Liaison: Laura Jones

Venue/Procedure

1. St. Luke's Church Hall, Birchwood Road, Poole

Shout warning "Fire – please calmly make your way to nearest fire exits doors" (x 2 clearly marked doors in main hall, back of building and changing room) and head to the safety Assembly Point (car-park), led by Fire Marshall.
Roll call to be taken by Fire Marshall to ensure ALL persons have exited the building, with persons standing in single file
Fire Liaison to call 999 Emergency Fire Services

2. Bournemouth Collegiate Preparatory School, S. Osmunds Road, Poole

The school has a fire alarm fitted and will be activated upon a fire.
All staff to lead all persons quickly and safely out of the building via the nearest clearly marked fire exit to congregate at the safety Assembly Point (rear playing field)
Roll call to be taken by each staff member for their class and report back to Fire Marshall.
Fire Liaison to call 999 Emergency Fire Services and wait on roadside to be easily identified by Fire Services

3. St. Aldhelmns Church Hall, Lindsey Road, Poole

Shout warning "Fire – please calmly make your way to nearest fire exits doors" (x 2 clearly marked doors in main hall, back of building and changing room) and head to the safety Assembly Point (car-park), led by Fire Marshall.
Roll call to be taken by Fire Marshall to ensure ALL persons have exited the building, with persons standing in single file
Fire Liaison to call 999 Emergency Fire Services

Date: 6th January 2019