

FIRE ACTION

If you hear the fire alarm you must:

1. *If you are not in immediate danger*, close the windows in the room you occupy – doors can be left open;
2. Leave the building;
3. Go by the most direct route to the Assembly Point - the tarmac area below the Forge (“Upper Tarmac”);
4. *Do not* stop to collect personal belongings;
5. *Do not* re-enter the building, until you hear the 'All Clear' – three short soundings of the fire alarm.

Warning of a fire is given by the continuous sounding of an alarm.

If you discover a fire:

1. Raise the alarm by lifting the protective flap and/or breaking the seal on a Fire Call Point with your elbow or other instrument, or tell a teacher/ person in charge, or shout;
2. Leave the building immediately;
3. Go to the Assembly Point - the tarmac area below the Forge and up from Hood Manor - by the most direct route.

Only try to put out the fire with an extinguisher if - you have been trained and feel it is safe to do so.

If there is a fire, the fire marshal/ person-in-charge rings the emergency services:

- Using your mobile phone and from an area of safety:
- Dial 999 and ask for the Fire Service.
- Tell them there is a fire at the South Devon Steiner School, Hood Manor, Dartington, TQ9 6AB. National Grid reference: SX 772 633.
- Give them your mobile phone number and the school’s number: 01803 897377.