



MERCHANT TAYLORS' School

MERCHANT TAYLORS' SCHOOL ENTERPRISES LTD

Sandy Lodge, Northwood, Middlesex HA6 2HT
Telephone & Fax: 01923 835507

*From K. Haigh
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29 September 2016

Fire Safety at Merchant Taylors' School

Name of Organisation: Ruislip & Northwood Masters – Penny Cooke

Contact Details: pc00kie@live.co.uk

Evacuation procedure when fire alarm sounds

- Upon hearing the fire alarm, make your way to the nearest fire exit
- Assemble in the **OMT car park** at the signposted fire evacuation point (see attached map)
- Take a register to ensure all users have made a safe exit from the facility
- Call the Merchant Taylors' School duty mobile 07710 426780. The duty member of staff will attend the scene and confirm the status of the situation. In the event of a false alarm all efforts will be made to ensure the facility users can return to their activities as soon as the area is confirmed as safe.

What to do in the case of discovering a Fire

- Trigger the Fire Alarm immediately
- Ensure everyone begins a full evacuation to the **OMT car park** evacuation point
- Call 999 Emergency Services
- Call the Merchant Taylors' School duty mobile – 07710 426780 and request immediate assistance.

In the event of needing to call any of the Emergency Services onto the school site please ask the duty member of staff for assistance in meeting their vehicles at the main school entrance in order to guide them through the site. Alternatively, and if applicable, your own staff or members or the organisation can also assist.

Please sign, date and return this document to the Lettings Manager to confirm that you have read and understood these instructions. If you have any queries, please contact the Lettings Manager at your earliest convenience.

Full Name:

Signature:

Date: