



## **BIRMINGHAM CITY UNIVERSITY ACADEMIES TRUST**

### **EMERGENCY EVACUATION OF BUILDINGS**

1. The continuous sounding of the fire alarm system (bell or siren) in any Trust building means that there is an emergency and you must immediately evacuate the building. **NO ONE IS EXEMPT FROM EVACUATION.**
2. You must evacuate the building in an orderly manner and assemble at the designated assembly point. If there is no designated assembly point, stand well clear of the building. Lifts and paternosters must not be used whilst the emergency alarms are ringing.
3. You should familiarise yourself with the routes of escape from the building in which you work. Teaching staff are also required to tell pupils about the fire regulations, routes of escape and assembly points and this should be regularly be reinforced. Teachers are responsible for supervising their class in the event of an evacuation.
4. Each area must display an official FIRE INSTRUCTION notice. This should be adjacent to each fire alarm call-point located in their area and in corridors and stairways.
5. Fire fighting equipment is situated in prominent areas across all academies. These should only be used to aid escape from the buildings. Do not delay your escape by attempting to put out fires.
6. Your academy may have staircase landings designated as safe waiting areas for people with mobility impairment who are able to negotiate the stairs. It is recommended that whenever possible, a member of staff should remain with the disabled person, whilst a second person reports their presence to the responsible safety manager.
7. Fire alarm bells will not be used for any other purpose.

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