

CRANLEIGH SCHOOL SPORTS CLUB

FIRE EVACUATION POLICY

It is important that all visitors to Cranleigh School are instructed as to what to do in the event of a Fire Alarm. Please ensure that the following details are conveyed and also ensure that all visitors acquaint themselves with all of the fire exit routes (clearly marked by Green 'Fire Exit' signs) in hired area(s).

The warning, in case of fire, shall be given by a siren or bell which is not used for other purposes and will be heard clearly in all parts of the buildings. In the Main Building of the Senior School the alarm is a continuous bell and concurrent siren. In other parts of the School the alarm is a continuous bell.

Any person discovering a fire should immediately raise the alarm (by hitting any of the red call alarm call boxes located in the buildings) so that evacuation procedures may commence.

Upon hearing the alarm, everyone must evacuate the buildings by the nearest useable exit and make their way to the Muster Points detailed below:

LOCATION	MUSTER POINT
Trevor Abbott Sports Centre (TASC)	Turning Circle in TASC Car Park
Sports Hall, Dance Studio, Gym	
Swimming Pool	Turning Circle in TASC Car Park
Squash Courts	Turning Circle in TASC Car Park

MAIN SCHOOL LOCATIONS:

Speech Hall	Front Driveway
Dining Hall	Front Driveway
Chapel	Front Driveway
IT Suite	Front Driveway
Main Building Classrooms	Front Driveway
Vivian Cox Theatre	Outside Gatley's Cafe
Emms Centre / ALT / Classrooms	Tennis Courts by TASC
Memorial Cricket Pavilion	Pickup (Bottom Astro) Car Park
Wyatt Hall, Prep School	Tennis Courts, Prep School
CPS Chapel	Front Driveway

KEY POINTS TO REMEMBER:

Move calmly and quietly to the nearest exit and go straight to your muster point.

Do not stop to pick up any personal belongings.

The organisers of the Letting should ensure that there is a competent person appointed who will have responsibility for checking that everyone has evacuated the building and during opening hours, report to the Sports Centre Duty Manager, who will be responsible for liaising with the Fire Brigade if necessary, or when closed liaise with the Fire Brigade direct. The appointed competent person should wait until the all clear is given before instructing everyone to return to the Hired area(s).

Exit doors leading from School buildings should never, under any circumstances, be locked or obstructed while a building is occupied, and Fire Doors must not be propped open by wedges, weights or fire extinguishers.

No one should re-enter the buildings, under any circumstances, during a fire practice or actual fire emergency.

The Emergency Contact for **OUT OF HOURS** fire alarms is the Works Department, who can be contacted on the number below:

Tel: 07716 584795

Please note these numbers should only be distributed to your appointed persons and should only be used in case of Fire Alarm activation out of working hours.

