# FIRE SAFETY INFORMATION

## Olive Cottages

<table>
<thead>
<tr>
<th>Fire warning arrangements</th>
<th>The fire alarm signal is clearly audible throughout the premises. The alarm sound is a siren.</th>
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| Action in the event of fire | On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point, evacuate **and** telephone 3333 (or 01227 823333) *from a safe place.*  

On hearing the alarm signal, all persons present should immediately and calmly leave the building by the nearest available escape route, proceed to the Assembly Point (as displayed on local Fire Action Notices) and ensure someone has informed Campus Watch as above.  

**Persons evacuating must**  
- obey Security Officers’ instructions;  
- ensure others in the vicinity also evacuate;  
- assist any person who needs help, if safe to do so;  
- not stop to collect any personal belongings;  
- proceed directly to the Assembly Point;  
- remain there until officially instructed otherwise.  

Campus Watch will telephone the Fire & Rescue Service if necessary. |
| Emergency escape routes | Emergency escape routes are clearly signed, and must be kept immediately available and unobstructed at all times.  

**All users of the building should ensure they are fully aware of both obvious/familiar and alternative escape routes.** |
| Fire fighting equipment | Fire extinguishers are provided at key locations.  

**Persons with no specific training are not expected to fight a fire,** but all occupants should familiarise themselves with the location and basic operating principles of the equipment (including types of fire for which each extinguisher is suitable) in case they need to use it – i.e. only in order to effect their escape, if cut off by fire. |
| Fire Emergency Plan | A comprehensive Fire Emergency Plan is available from the School Secretary. |
| Persons with disabilities | Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating, should contact the School Secretary and ask for the Fire Emergency Plan. Their needs will be discussed with appropriate members of staff, and the necessary arrangements made. |