

EMERGENCY EVACUATION PROCEDURE

BABEL SCHOOL OF DANCE

At the sound of the alarm:

Teacher in charge is to call the fire brigade.

Staff and Children:

Teachers / assistants stop the class, tell the children to move quietly to the door.

Children line up at the door. Teachers bring registers with them and NOTHING else. If two members of staff are present, one will lead the line and the other bring up the rear. If only one member of staff they will follow the line, keeping the children in sight at all times. Young children should pair up and hold hands.

Each class evacuates to the meeting point and registers taken immediately.

Teachers and children must remain with their class line.

Parents and Visitors:

If anyone discovers a fire, they must break the glass for the fire alarm.

Parents must NOT attempt to extinguish a fire. Staff only.

Parents MUST leave the building by the nearest exit and go to the meeting point to find their children. Do NOT attempt to go the dance areas.

Everybody will remain at the meeting point until the all clear is given to return to the building.

MEETING POINTS

Hayes & Harlington Community Centre The car park, adjacent to the parking row on your left when leaving the main hall.
Emergency exits are clearly marked.

Heston Community School The tennis courts behind the main building.
The school carries out test practices at regular intervals. Emergency exits are clearly marked.

Heston Methodist Church Exit the car park, turn right and wait outside 102 Heston Road (next door). There is an emergency exit at the front of the church. In the bottom corner of the main hall and the usual entrance/exit door at the side of the building.