



**The Manor**

Preparatory School



## **FIRE PROCEDURE**

### **IMMEDIATELY ON DISCOVERY OR SUSPICION OF A FIRE**

1. Raise the alarm - (operator the nearest 'Break Glass' call point).
2. Call the Fire Brigade on your mobile phone - DIAL 999 - and say - "There is a fire at"

The Manor Preparatory School  
Faringdon Road  
Shippon  
Abingdon  
Oxon  
OX13 6LN

3. Exit the building through the nearest fire exit.

Or

4. Only use the available fire equipment to tackle the fire **IF IT IS SAFE TO DO SO** and you have received the necessary training.
5. A roll call must be carried out as soon as it is practical to ensure that everybody is accounted for.
6. Your assembly point is on: **THE FRONT LAWN - SEE SITE PLAN**

### **ON HEARING THE FIRE ALARM**

7. Exit the building through the nearest fire exit
8. Your assembly point is on **THE FRONT LAWN**

### **IF IN DOUBT - CALL THE FIRE BRIGADE OUT**

The Manor Preparatory School Faringdon Road Abingdon Oxfordshire OX13 6LN  
Tel: 01235 858458 • email: [admissions@manorprep.org](mailto:admissions@manorprep.org) • [www.manorprep.org](http://www.manorprep.org)

## FIRE SAFETY

Please be aware that as the Hirer you have overall responsibility for fire safety and the activities within the building during the function.

Checks should be made to ensure that all fire exits are not blocked or locked. (Fire Exits are indicated on the attached plan).

You should check that all fire extinguishers are in the correct position as shown on the attached plan.

Please advise your attendees that this is a Non-smoking site.

Consideration should be made in regards the age of those attending the function.

Please be aware of your legal duties regarding the fire safety.

Please familiarise yourself with the layout of the premises and the fire safety provisions.

Please ensure you take responsibility for all other persons within the area you have hired.

Please communicate clear procedures and instruction to those attending regarding the action to be taken by them in the event of the fire alarm sounding or a fire being discovered.

If you are incorporating an outside entertainer into your party, please assess the additional risk this may bring and if necessary provide confirmation in writing that the risk has been considered and addressed where possible.

If this is a Regular Booking please provide a copy of your own risk assessment with regard to fire/evacuation for our records.