



FIRE SAFETY
AWARENESS
for teachers and staff
of MAPA

4 Rose Way
Rochford
Essex
SS4 1LY

Fire Safety at 4 Rose Way

Please take time to make yourself aware of the safety procedures in this booklet.

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1. Your Responsibilities

You have the responsibility of ensuring that you are aware of:

- the evacuation procedures
- how to call the fire service
- the location of the fire exits
- the location of the fire fighting equipment

2. Evacuation Procedures

In the event of a fire the building must be evacuated as quickly as possible in a calm and orderly fashion. Make sure all rooms are evacuated and that you pick up the Registers. Everyone must go directly to the Fire Assembly Point for a roll call. No one may return to the building until told by the adult in charge.

Fire Assembly Point: Opposite Unit 1 at the entrance of Rose Way.

An Evacuation Plan and Procedure is located in all rooms.

IF A FIRE IS FOUND, THE FIRE SERVICE SHOULD BE CALLED IMMEDIATELY.

3. Calling the Fire Service

Dial 999

When you get through, ask the operator for the Fire Brigade. Please listen carefully and be patient. You will be put through to an emergency control room operator. They will ask you a number of questions. Answer the questions clearly, and don't put down the phone until you are told to.

Your location is: **Unit 4, Rose Way
Purdeys Industrial Estate
Rochford
Essex
SS4 1LY**

You may be asked:

- What is on fire?
- Is there anybody trapped?
- What telephone number are you dialling from?
- Your name and address

Tell the operator that someone will meet them on the main road to direct them to the correct location. Send someone to the corner of Rose Way to wait for the fire engines.

4. Fire Exits

Fire exits are clearly marked and should be kept clear at all times.

5. Fire Equipment

Our fire fighting equipment includes 3 foam extinguishers (one in reception, one in Studio 1 and one in Studio 3) and 2 carbon dioxide extinguishers (one in reception and one in the corridor). In the event of a small fire, follow the instructions for use but only if you feel it is safe to do so. Never put your life at risk by fighting a fire: that should be left to the fire brigade. Any equipment that has been damaged or tampered with must be reported to Suzy Jackson as soon as possible.

REMEMBER:

Prevention is the best form of fire safety; common sense will go a long way to ensuring a safe environment.