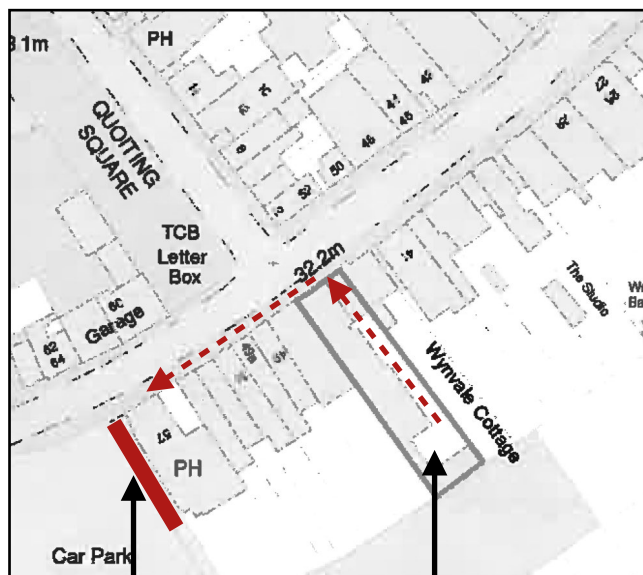
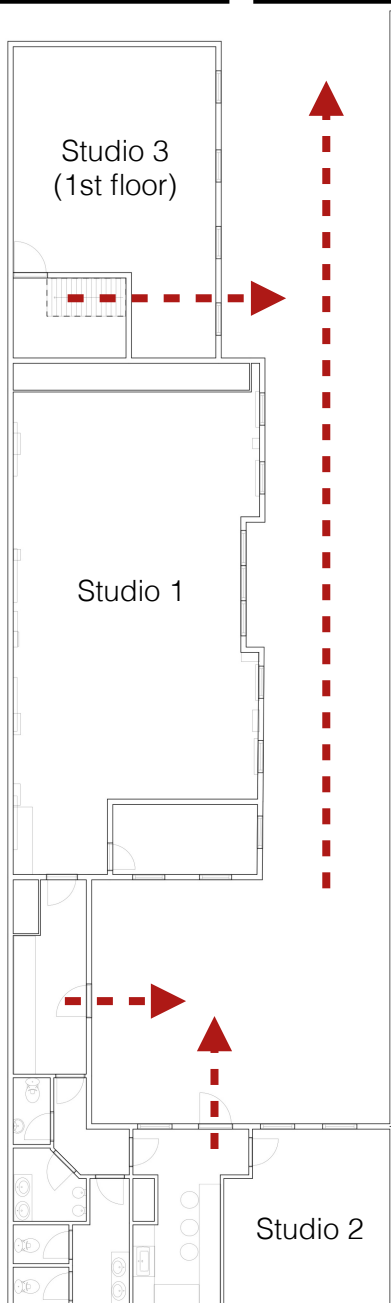


FIRE PROCEDURE



**Assembly Point
Portlands Alley**

**Jam Theatre
Studios**



For any person on the Jam Theatre Studios site:

1. **If you see a fire you must**
 - 1.1. Raise the alarm by informing a member of staff and activate the fire alarm as you exit the building
 - 1.2. Only attempt to extinguish the fire yourself if you are a member of staff who has been trained to operate fire extinguishers (**DO NOT ENDANGER YOURSELF**) If in doubt 'don't touch' and get out calmly and safely
2. **If a fire is confirmed to you as the nearest member of staff**
 - 2.1. Activate the fire alarm immediately. A member of the senior management team will summon the fire brigade. Evacuate the building and follow the procedures below.
 - 2.2. When at the assembly area, inform the fire officer (Mark Hartley) that you activated the fire alarm, together with any other relevant information about the location of the fire. The Senior Management Team will get a message to the fire officer (Mark Hartley) that the fire brigade is on its way.
3. **On hearing the fire bell (continuous bell)**
 - 3.1. If you are under supervision of a member of teaching staff, follow their instruction and abide by the instructions in 3.2 below
 - 3.2. All others should
 - 3.2.1. evacuate the building, leaving ALL BAGS BEHIND and DO NOT lock any doors, as access will be needed by the site team and the fire brigade
 - 3.2.2. follow the designated route to the assembly area. **Do no re-enter any building.** Keep well clear of any area where building work is taking place or any access route to the building works
 - 3.2.3. comply with any instructions issued by those in authority
 - 3.2.4. **MOVE TO THE ASSEMBLY POINT QUIETLY SO THAT YOU CAN HEAR ANY INSTRUCTIONS & ASSEMBLE IN SILENCE**
4. **THE ASSEMBLY POINT** is offsite to Portlands Alley running between Cote Restaurant and West Street carpark.
5. **AT THE ASSEMBLY POINT**
 - 5.1. wait quietly in single file against the short wall of the carpark, being aware and considerate of the public using the pathways
 - 5.2. be registered with a member of staff
 - 5.3. wait quietly until you are told you can return to the Jam Theatre Studios
 - 5.4. you are not permitted to use mobile phones during a fire evacuation
 - 5.5. Jam staff should ensure that everyone is accounted for communicating this to the Fire Officer or Fire Services