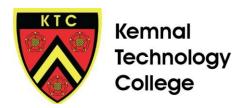# KTC EMERGENCY EVACUATION AND ALARM PROCEDURE POLICY

This Policy was reviewed:

November 2023

The Policy will next be reviewed by TKAT & Kemnal Technology College by:

September 2024

EVACUATION FLOW CHART

FIRE ALARM SOUNDS!

Teaching Staff

Support Staff

Fire Marshals

- ❖ Collect register
- ❖ Proceed with students and any visitors to the assembly point

- ❖ Proceed with any visitors to the assembly point

1. Put on high visibility jacket
2. Check designated areas
3. Proceed to assembly point

Deputy Premises Officers prevent access to buildings

- ❖ Complete register
- ❖ Report to the Incident

- ❖ Report to the Incident Controller

Incident Controller collate registration and missing person details and liaise with Premises Officer and Fire Brigade

- ❖ Evacuate Site

- ❖ Return to buildings