



Emanuel School

Emergency Procedures.

In Case of Fire



- Activate the nearest Call Point if you discover a fire
- If you hear the fire alarm, calmly leave the building using the nearest available fire exit
- Assemble at your designated Fire Assembly point and make yourself known to the Assembly Point Marshal
- Please report anyone missing or have any concerns about persons with mobility issues.
- Do not re-enter any building until you have been instructed to do so by the Fire Officer or Duty Manager (Staff coordinating the emergency response)

Emergency contacts

Duty Manager – any serious incident	07377735057 immediate assistance required
Nurse – Medical assistance required	020 88756914 – 07541 582540
Estates – Building/locker access issues	Internal - 414 07388 937881 – 07951 292507
Reception – Any other help	020 88704171 - if any of the above are uncontactable Internal - 126

Emergency Assembly Points

