EMERGENCY EVACUATION PROCEDURES

1. In the event of an emergency that requires evacuation of the building:-

Alarm: Activate the building fire alarm by pushing the break-glass in any of the control points. If there is a fire, also phone 999. If you talk with a 999 operator, state your name, address, and nature of the problem. Speak slowly and clearly. Wait until the 999 operator ends the call.

Aid: Assist personnel in immediate need providing it does not put you in imminent danger.

Evacuate: Evacuate the building, closing all doors behind you to prevent the spread of fire or smoke.

2. When evacuating the building, leave by the nearest exit. ***(Familiarise yourself with your location's Exit Plan which is prominently sited.***

3. Assemble at the **Fire Assembly Point.** Do not leave the assembly point unless instructed to do so by the Culturlann Fire Coordinator or the Emergency Services. Report any person(s) whom you know or suspect might still be in the building to the Culturlann Fire Coordinator.

4. Disabled Occupants: An escape plan is in place for the evacuation of disabled staff and students. If a disabled visitor is unable to exit the building, the NWA Fire Coordinator must be notified of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived unless imminent life-threatening conditions exist in the immediate area. Emergency Evacuation Chair Procedures are in place and 2 members of NWA and Culturlann Staff are trained to use the Evacuation chairs.

Reviewed: 13/02/26

Signed: 

(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to:

Francesca Giacomini-Operations and Marketing Director
francesca.giacomini@northwestacademy.net T: + 44 28 7137 0773