

# **Fire Procedure**

Film & TV Academy (FTACADEMY LTD)

## **1. Introduction**

The primary objective of this fire procedure/policy is to safeguard the well-being of all participants and staff at the Film & TV Academy in the event of a fire emergency. By establishing clear guidelines and procedures, we aim to minimise the risk of injury and property damage.

## **2. Fire evacuation plan**

1. Exit the building through the nearest fire exit (do not use lifts), leave possessions.
2. Proceed to the assembly point
3. Ensure all participants are accounted for at the assembly point.

## **3. Assembly points**

Aylesbury (The Kingsbrook School) - Car Park

Beaconsfield (Beaconsfield High School) - Car Park

Milton Keynes (New Bradwell Community Centre) - Car park

St Albans (Sandringham School) - Tennis courts

## **4. Emergency contacts**

Ensure that emergency contact information for all participants and staff members is readily available. Maintain an updated list with names, phone numbers, and any relevant medical information. Ensure that emergency contact information for all participants and staff members is readily available. Maintain an updated list with names, phone numbers, and any relevant medical information.

## **5. Fire drills**

Schedule a fire drill once per year to familiarise participants and staff with the evacuation procedures. Document and evaluate the effectiveness of each fire drill, making necessary adjustments to the plan.