

# Fire Procedure

Film & TV Academy (FTACADEMY LTD)

**Updated:** 28/09/2024

**Next review:** 01/09/2025

## 1. Introduction

The primary objective of this fire procedure is to safeguard the well-being of all members 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.

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## 2. Fire evacuation plan

1. Teachers, assistants & students exit the building through the nearest fire exit (do not use lifts), leave possessions.
  2. Principal checks toilets
  3. Proceed to the assembly point (highlighted yellow)
  4. Teachers, assistants & principal immediately conduct independent headcounts
  5. Principal conducts register
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## 3. Locations

**Red outline** - area used

**Green** - Fire exits

**Yellow** - Fire assembly point

**Aylesbury (The Kingsbrook School)**



## Beaconsfield (Beaconsfield High School)



## Milton Keynes (New Bradwell Community Centre)



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## 5. Fire drills

Fire drills are scheduled in September and March every year. If we are not able to use the fire alarm at a location, we will simulate an alarm with speakers. The academy principal will document and evaluate the effectiveness of each fire drill, making necessary adjustments to the plan.