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.

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

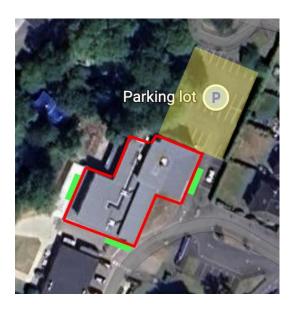
3. Locations

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)



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.