



Thank you for hiring Bassingbourn Primary School, we hope that your event runs smoothly but we have a few notes should you have an emergency.

It is worth ensuring that you have someone who can be the **responsible person** in the unlikely event of a fire who has a copy of these details and can take charge.

If you discover a fire, please **activate the fire alarm** by pressing one of the call points around the building (they will be situated near exits).

Please also **call 999** and ask for the fire brigade. Our address is Bassingbourn Primary School, Brook Road, Bassingbourn, SG8 5NP

You must ensure that you inform the fire brigade when they arrive what you saw and where so they can assess the situation quickly.

If you hear the fire alarm (a continuous bell), please **exit the building** by your nearest fire exit (they will be clearly signposted).

Upon exiting the building, please go to one of the muster points. **Do not re-enter the building.**

As soon as you are able, please contact and they will come to assist:

Matt Jeray, Site Manager – Tel: 07780 995033

The responsible person should, where possible, ensure that everyone has left the building. Be aware that some people may have evacuated to the other muster point. Try to find out as much as you can, encourage people to remain at the muster point and liaise with the Fire Officers.

In Summary:

If you see a fire

1. Sound the alarm
2. Leave via the nearest fire exit
3. Report to muster point
4. Call the fire brigade

If the alarm is sounded:

1. Leave via the nearest fire exit
2. Report to muster point