




Emanuel School

Emergency Procedures.

In Case of Fire

- **Activate the nearest Call Point if you discover a fire** 
- **If you hear the fire alarm, calmly leave the building using the nearest available fire exit**
- **Assemble at your designated Fire Assembly point and make yourself known to a Fire Marshal**
- **Please report anyone missing or have any concerns about persons with mobility issues.**
- **Do not re-enter any building until you have been instructed to do so by the Fire Officer (The member of staff coordinating the emergency response)**

Emergency contacts

Duty Manager – any serious incident immediate assistance required	07377 735057
Nurse – Medical assistance required	020 88756914 – 07541 582540 Internal - 414
School keeper – Building/locker access issues	07377 729723
Reception – Any other help required including if any of the above are uncontactable	020 88704171 Internal - 126

Emergency Assembly Points

