



BE.Dance

Evacuation Procedure for BE.Dance Venues

Teachers should familiarise themselves with the nearest Fire Exit for the studio or hall in which they are working. Teachers should direct the class to the nearest fire exit and meeting point in the event of fire alarm activation. Please ensure Fire Exits are kept clear at all times.

On discovering a real or suspected fire.

- Raise the alarm by using the nearest alarm call point.
- Shout 'FIRE FIRE FIRE'
- Trained fire marshals may attempt to put out the fire, but only if safe to do so.
- Once clear of danger, the Fire Brigade should be called.
- Directors and teachers should check that all those for whom they are responsible in their class are safe and present at the assembly point (.....) or when necessary and instructed to do so, the alternative Fire Assembly Point (.....) and inform the Directors accordingly.
- Teachers responsible for a class should check that all those who are recorded in the register for the class are present and inform the Directors accordingly.

• Notes for Teachers

- A register must be taken at the start of the class using a hard

copy or the DanceBiz app on your smartphone.

- Any latecomers must be registered upon arrival.
- In the event of a fire evacuation (drill or real), teachers are responsible for taking the register or smart phone device, out of the studio with them in order to cross check the students present once safely at the Fire Assembly Point.
- Younger students should be encouraged to hold hands and make a train in order to help with the evacuation. The class assistant should bring the rear of the group with the teacher at the head.
- Parents must not take their child away during an evacuation or before the cross check of the register has been completed. They may, however wait with their child.
- Ensure that you are aware of where all the fire exits are and how to open the doors.
- **In the event of people not responding to the need to evacuate**
- Leave the building to ensure your own safety and report to the 'Lead Fire Marshal'

Only re-enter the building OR leave the assembly point when it is safe to do so and the fire services have given authorisation.