



Deborah Manning School Of Dance

Evacuation Procedure

Northleigh, Finstock, Shipton Under Wychwood, Carterton & Witney

Principal – Connie Manning

Name of Business: DEBORAH MANNING SCHOOL OF DANCE	Venues of Assessments: Northleigh, Carterton, Witney, Finstock, Shipton U Wychwood	Managed by: Connie Manning
---	--	--------------------------------------

1. Activate the fire alarm
2. Exit the building following the nearby Fire Exits
3. Call 911 immediately and provide information
4. Assist injured personnel or notify emergency responders of the medical emergency
5. Ensure all personnel are out of the building
6. Use a fire extinguisher only if safe to do so and you have been trained
7. Assemble personnel at a remote location
8. Report hazardous conditions
9. Stay low if confronted with smoke. Check closed doors for heat before opening
10. Stay away from the building until it is safe to return

Northleigh Memorial Hall & Youth Club	Assembly Point – Northleigh Primary School Gates, Opposite Front Of Building, To The Left Hand Side
Carterton Leisure Centre	Assembly Point – Main Car Park, Opposite Front Of Building
Shipton Under Wychwood	Assembly Point – Main Grass Field, Opposite Front Of Building
Windrush Primary School	Assembly Point – Main Car Park, Opposite Front Of Building
Finstock Village Hall	Assembly Point – Bottom Of Hill, Opposite Front Of Building

Signed: *Connie Manning*

Date: 07.07.2022

Position: Principal