

For fire safety purposes, all visitors must sign in on the Inventory Screen in reception upon arrival where they will be given a visitor badge. All visitors will be collected by a member of school staff. All visitors must sign-out prior to leaving school. In the event of a fire please make your way out of the building calmly and promptly by following the green **FIRE EXIT** signs. **DO NOT** use the lift when the fire alarm has sounded but please make someone aware should you require any physical assistance in exiting the building **DO NOT** enter the building again unless you are informed by a member of staff that it is safe to do so.



FIRE SAFETY AT ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL