**FIRE AND FIRST AID INSTRUCTIONS**

 **FIRE DRILL**

1. **The fire alarm is a continuous two-tone yodel.**
2. **Upon hearing the fire alarm, make your way by the safest possible route to the lawn on the river side of the school and assemble there. Do not spend time collecting personal possessions or closing the dome shutter, etc.**
3. **The Observing Director for the night will check the Observatory to ensure that it is empty if it is safe to do so, collect the attendance book if it is immediately to hand, and then make his/her way to the lawn.**
4. **On exiting the Observatory, doors should be closed BUT NOT LOCKED.**
5. **Nobody is to re-enter the Observatory until the Observing Director in conjunction with the teacher in charge and Suffolk Fire Brigade gives the all clear.**

 **ACTION ON DISCOVERING A FIRE**

1. **Warn people in the immediate area.**
2. **Activate the fire alarm. The nearest fire alarm to the Observatory is just outside our access door at the bottom of the spiral staircase.**
3. **Leave the building by the safest possible route and make your way to the lawn area on the river side of the school.**
4. **Do not re-enter the Observatory to collect personal effects.**
5. **Ensure that the Fire Brigade has been called-the location of the Observatory is as follows:**

**Orwell Park School, Nacton, Ipswich, IP10 0ER**

1. **Tackle the fire using available equipment, ONLY IF YOU CAN DO SO SAFELY AND EFFECTIVELY.**

 **FIRST AID INSTRUCTIONS**

 **In the event of someone being ill or suffering an accident, proceed as follows:**

1. **Make the casualty as comfortable as possible but do not move him/her unnecessarily.**
2. **Phone the emergency services using the OASI mobile phone in the (club room) or another member’s.**
3. **Send a member of OASI to the entrance of the school to escort the emergency services to the casualty by the shortest possible route.**
4. **Make an entry of the incident in the Observatory log book.**

 **Issue 3, 18 August 2016**