



FIRE ALARM & SECURITY PROCEDURES

PLEASE READ CAREFULLY

1. **ALL VISITORS** are subject to the Academy Health & Safety Regulations.
2. **FIRE / EMERGENCY:** In the event of the **FIRE ALARM** sounding (this is a long continuous tone) please remain in the company of your host and, only when safe to do so, leave the building by the nearest fire exit. It is very important that you make your way to the meeting point in the Academy playground to register your presence.

Please **DO NOT** stop to collect your personal belongings, use the lift, or tackle the fire (unless trained to do so).

Please **DO NOT** leave the premises without first informing a member of the office staff, or return into the building until authorised by the Fire Marshalls.

3. **SMOKING:** The Academy has a **NO SMOKING POLICY**.
4. **CAR PARKING:** The Academy has a car park that is situated behind Arena Tram stop. Access is through the Croydon Sports Arena. All vehicles are parked at the owner's risk and should **NOT BE** parked so as to cause an obstruction.
5. **SIGNING OUT:** Please make sure at the end of your visit that that you report back to the Main Reception and sign out in the Visitors' Book before leaving the Academy.
6. **PERSONAL SECURITY:** Do not leave valuables unattended. There are lockers available where you can store your valuables whilst on site. Please ask when signing in if you wish to make use of a locker. Oasis Academy Arena are unable to accept responsibility for loss or damage.