



EMERGENCY DRILL AND EVACUATION

ALL STAFF

1. Instruct all students to line up at the classroom door.
2. Close windows and switch off all equipment, if safe to do so. Do **NOT** lock any doors.
3. Take students to the Assembly Area by notified route.
4. Each teacher is responsible for ensuring their area is clear of children. Nominated Senior Leader to ensure main gate is unlocked and opened immediately.
5. Proceed to fire assembly point
6. Line up children and hand over to form tutor ready to take student registers.
7. Inform the Principal or reception nominated person as soon as possible of the location of any problems, e.g. fire, broken doors, etc.

TEACHERS

- (1) Proceed to the Assembly Area by notified route.
- (2) Registers to be collected by the nominated person and taken to the assembly point. – change this to registers will be given at assembly point by PA
- (3) Line students up quietly and in alphabetical order.
- (4) Mark students on register.
- (5) Inform the Principal of any children missing; list to be cross matched with absences for the day and signing out lists.
- (6) Ensure children remain lined up quietly until clearance is given to return to building.

In the event of the Principal being absent the above procedures stand with the nominated Vice Principal taking overall responsibility for the evacuation.

DUTIES

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| PRINCIPAL | - | Liaise with Premises team, Police and Fire Services at the FIRE ALARM POINT. |
| PREMISES TEAM | - | Liaise with the Principal/Nursery Manager near the FIRE ALARM POINT and call the emergency services if necessary. |
| <u>ALL</u> OTHER STAFF AND VISITORS | - | To switch off all equipment and appliances, if safe to do. Report to the Fire Assembly Point. |

N.B. All staff without directed responsibilities should assist Teaching and Reception staff ensuring that children line up in a silent and orderly manner.

YOUR FIRE ASSEMBLY POINT IS:

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LOCATION: ASTRO