

### School Evacuation Procedures – Draft 2015

If you discover a fire, sound the alarm at the nearest “break glass” alarm and exit the building. Report to a member of SMT or the site staff the location of the fire.

#### When the fire alarm sounds

Leave the room and move to the assembly areas via the quickest available route

Evacuate any teaching class via the nearest escape route

Ask the pupils to leave quietly and quickly

Do not take coats or bags

Do not run

Do not push

If time allows close the windows and turn off any gas supply

Do not use a lift

Shut the classroom door but do not lock it

Escort the pupils to the field via the nearest entry point and then attend your assembly area

Do not re- enter the building until you are told to do so

#### Assembly Areas - Pupils and ALL teaching staff

On the field in designated year groups

Year 12 and 13 behind sixth form block – see signs

Year 11 – next to sports hall – see signs

Year 10 – 7 at rear of field – see signs

#### Assembly Area – Non teaching staff & Visitors

Centre of school playground