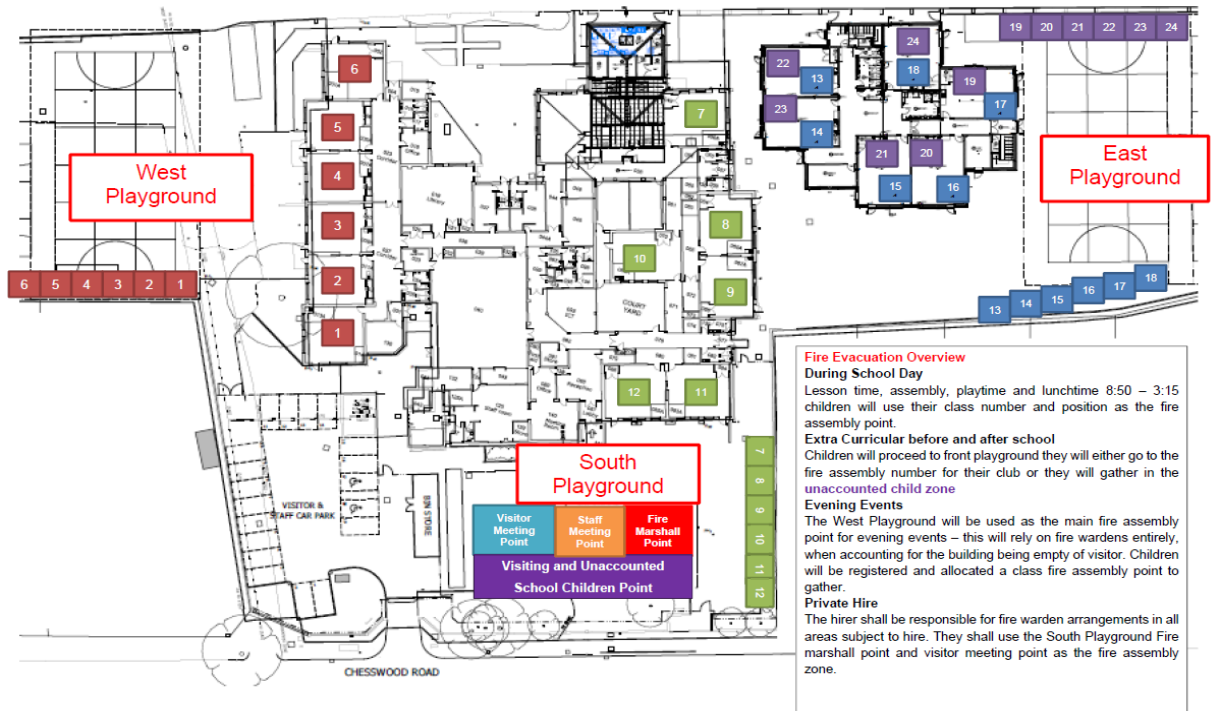


1.1. Evacuation procedures

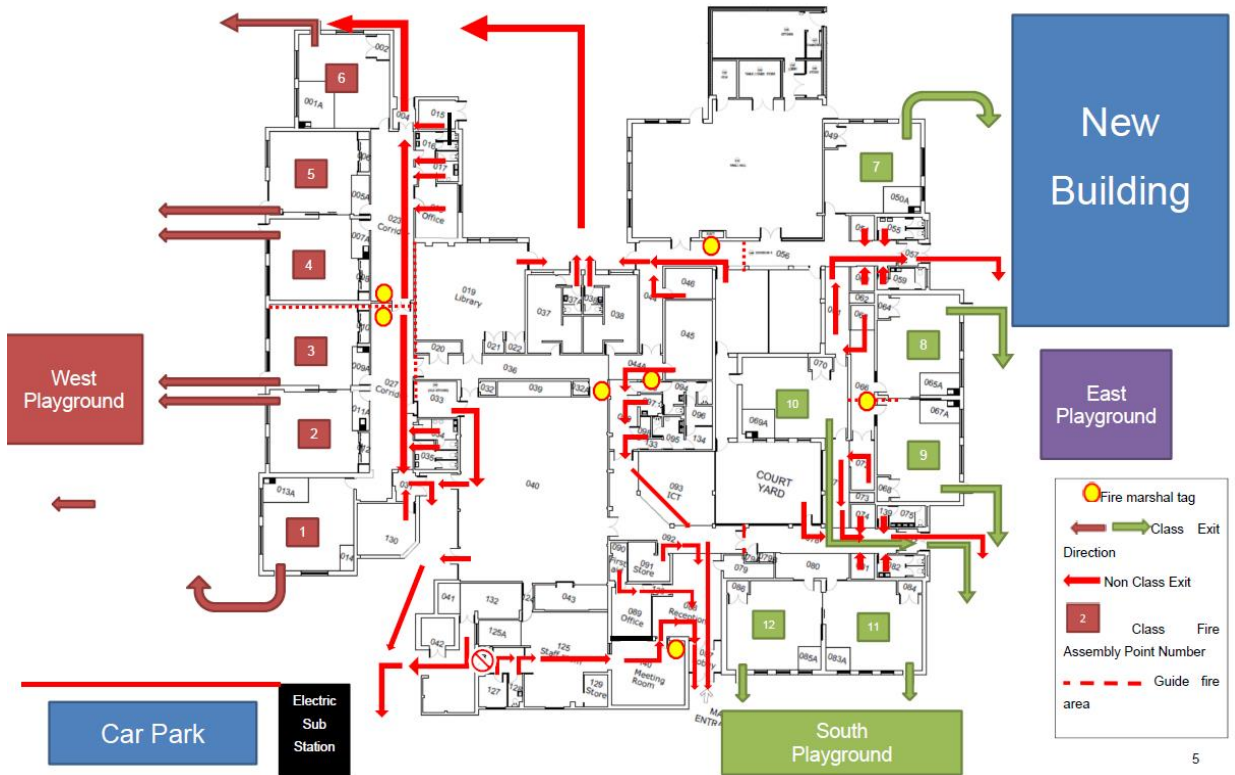
1.1.1. Fire Procedures

- Each class is allocated an evacuation number, located on the nearest playground to their classroom (see map below). If you are allocated to a class, please make a note of it on your induction day – each class number will be displayed in the classroom (see map below).
- The evacuation process is as follows:
 - A continuous bell will sound.
 - Children line up silently. Clarify the way in which your class have been trained to do this. Some line up in alphabetical order, others do this later.
 - The first child in the line will lead the class out to their designated number. A TA should lead the class out if available.
 - A designated child will collect the first aid box and register from within the classroom.
 - Complete a head count: where a child/children are missing, complete the register.
 - Confirm to the year leader that the class are all accounted for. Where a child is missing, inform the year leader, or most senior team member, immediately.
 - Continue to manage behaviour, ensuring children all face forwards silently.
- A summary of the above is included on the reverse of Student Teacher lanyards.
- The most senior member of staff in each area is responsible for collecting the fire marshal tags, checking the areas relevant to the tag (written on the back) and returning the key to the Fire Marshal on the South playground (see evacuation routes maps for locations of tags).
- Year Leaders affirm via radio to the Fire Marshal when their year group is fully accounted for.

Evacuation numbers



Evacuation routes



4. New Building Ground Floor Evacuation Routes



6. New Building First Floor Evacuation Routes

