Emergency Evacuation Procedures

On discovering fire: **Raise the alarm** by operating the nearest 'break glass call point'

On hearing the fire alarm (continuous siren): all staff and pupils must **stop what you are doing and prepare to evacuate**. **Do not stop to gather** personal belongings or other items.

Teachers must:

- lead pupils out by the **nearest fire exit** and **proceed to the fire assembly point** located in the **FRONT PLAYGROUND.**
- remind pupils to evacuate in an orderly fashion – **NEVER RUN**.
- **complete a 'Roll Call'** using the register (registers will be distributed & collected by the school administrator) **(Please 'raise' your register up when complete).**

Pupils must:

- **listen** to the teacher's instructions.
- **not collect** their belongings.
- **form a single line** and remain silent.
- **leave the building** by the **nearest fire exit**.
- in the front playground **remain in line** with their class.
- **not panic**.
- **wait quietly** and follow instructions.

You must not re-enter the school until authorized by the Fire marshals