

Park School Teaching Service

Emergency Evacuation Procedure

On hearing the fire alarm

All persons to exit the building via their nearest available exit

- Upper floor – exit through door leading out onto upper playground and assemble near the gates
- Lower floor – exit through door leading to lower playground and assemble near the gate
- Top office – exit through main entrance and assemble in the staff carpark, near to the top entrance gate ensuring the entrance which may be used by the emergency services remains clear

Office staff responsibilities

- Staff member from the top office to take the signing in books and the key to the gate leading into “The Bridge” with them.
- Staff member from the top office to walk round to “The Bridge” to see if gate needs opening and take register of staff and pupils who have safely exited the school.
- Staff member from the top office to walk round to top playground and take register of staff and pupils who have safely exited the building.
- Any persons unaccounted for to be noted and handed to the Fire Officer.

Teaching staff responsibilities

- Teaching staff are to ensure that pupils under their care evacuate the building
- Pupils should line up quietly in form groups
- Teachers and Learning Mentors should return to their form groups.
- A roll call of pupils and staff should be taken by Class Teacher.