FIRE EVACUATION EVACUATION OF BUILDING IN CASE OF AN EMERGENCY

On hearing the alarm pupils must stand in silence and await instructions from the teacher.

Staff must ensure that their class is escorted **QUIETLY** and **IN SINGLE FILE** outside via the nearest exit. **ASSEMBLY POINTS are** on the Science yard. Pupils to stand in silence.

Visitors, Teaching Assistants, Canteen and Support Staff to stand in silence in allocated areas.

EXITS ARE AS FOLLOWS:

Building/Room	Nearest Available Exit
Main building Drama, Medical room, Student Reception, M2, M3, M4, M5, M6, M7, M8, M8a, M9 & Safe Guarding Office	Student toilets, student reception.
Main building SENCO, IT, M1, M10. M11, M13, M14, M15, Offices opposite Drama	Fire exit door opposite main door, head towards canteen and onto the yard.
The Orchard SEN Unit	Fire exit into Main Block. Fire exit door opposite main door, head towards canteen and onto yard. Main front door to grassed area.
Main reception, admin offices and staffroom,	Red sliding doors near canteen. Fire exit door opposite main door, head towards canteen and onto yard. Main front door
E Block	Exit opposite Canteen. Link corridor exit to yard.
Dance Studio	Link corridor exit to yard
Technology Block D1- D8 including offices and Thrive	Main front door, Fire Exit Room in D3 and D4 and make way to assembly point via outside perimeter fence, D1 fire exit, D8 Fire exit, Common room fire exits
Sports Hall Changing rooms, sports hall, office	Main door, Side foyer door, Sports Hall doors x 2 and changing rooms.
Fox Robin Class rooms and offices	Front door exit; Fire exit rear of rooms F1 + F2; Fire exit end of corridor
Science Building S1 - S4, prep room and office	Main entrance. Side entrance. Fire exit via classroom.
Science Building S5, S6 and S7	Main entrance. Fire exit via classroom.
J Block J1, J2, J3, J4, J6, J7, J8, J9, offices	Main entrance.
J Block J5 Library, Conference Suite, Meeting rooms	Side door near safe guarding office. Fire exit to car park.
<u>Canteen</u>	Main canteen doors, dining area doors, kitchen back door

<u>Students:</u> Form tutors hand their completed registration forms to:

Y7	Laura Watling / Kate Critchley
Y8	Nicola Tomlinson/ Richard Finney
Y9	Laura Blyth/Phill Furlong
Y10	Kathryn Scholes/Lynsey Wilson
Y11	Rebecca Stafford/Beth Daniels/Emma Reid

Staff/Visitors: Jayne Sweeney, Lynn Walsh and Sarah Scotson report to Duty SLT and Headteacher.

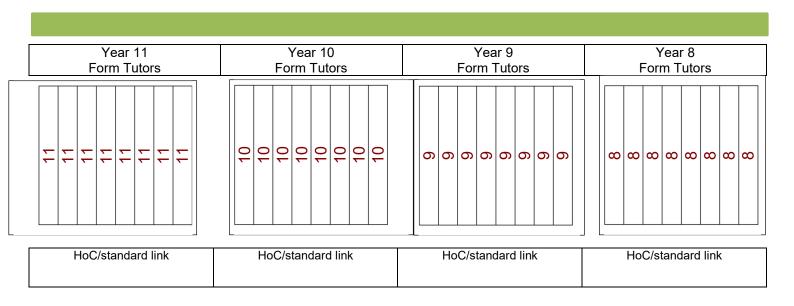
Isolated Students: Return to their form line for registration.

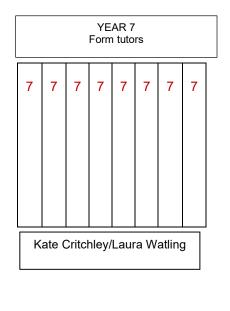
Response Team: Katy Close, John Nugent, Gareth Mutch to assess and advise actions.

Under no circumstances should anyone, with the exception of the response team, re-enter any buildings until they have been given the all clear by Headteacher or response team.

FIRE EVACUATION POINT AND ASSEMBLY PROTOCOL

Science Yard





Teaching Assistants

Support Staff

Canteen Staff

Visitors

Head Teacher

Fire Alarm Protocol for Registration of People

