

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

Students: 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

Year 11 Form Tutors								Year 10 Form Tutors								Year 9 Form Tutors								Year 8 Form Tutors							
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HoC/standard link								HoC/standard link								HoC/standard link								HoC/standard link							

YEAR 7 Form tutors								
7	7	7	7	7	7	7	7	7
Kate Critchley/Laura Watling								

Canteen Staff

**Support Staff
Teaching
Assistants**

Visitors

Head Teacher

Fire Alarm Protocol for Registration of People

