



## EMERGENCY CLEARANCE – EVACUATION DRILL

On discovery of a fire:- Use the nearest alarm point to sound the alarm. The alarm is a continuous ringing of the bells in the school.

- Telephone the fire brigade – 999 (STAFF ONLY)
- A teacher's first and overriding duty in case of fire is to look after the children. Stairways and doorways, especially fire exits, should never be obstructed. Fire doors are to be kept closed, except at lunch times. Care has to be taken in the storage of combustible items. They must not, under any circumstances, be stored in the boiler room.
- Please ensure that the children are told clearly what they are to do and carry this out with the minimum of fuss and utmost speed.
- Fire drills will be indicated in the same way as a fire alarm – that is by continuous ringing of the bells in the school.
- Please ensure that you are conversant with these rules.

## EVACUATION

- **EARLY YEARS FOUNDATION STAGE UNIT** to leave by fire exits.
- **YEAR 6** to use the staircase and fire doors under the stairs.
- **YEAR 5** to use the staircase and fire doors under the stairs.
- **YEAR 4** to use the staircase and fire doors under the stairs.
- **YEAR 3** to use the staircase and fire doors under the stairs.
- **YEARS 1 AND 2** to use their classroom fire exits.
- **HALL** to use the fire doors at the end of the main corridor.
- **ASSISTANT HEADTEACHER/PRIEST'S ROOM** to use the fire doors at the end of the main corridor.
- **STAFF ROOM** to use the fire doors at the end of the main corridor.
- **OFFICE STAFF** to use the fire doors at the end of the main corridor.
- **HEADTEACHER** to use the fire doors at the end of the main corridor.
- **HERITAGE ROOM** to use the fire doors at the end of the main corridor.
- **THE BOOK DEN** to use the fire doors at the end of the main corridor.
- **HYGIENE SUITE/DISABLED TOILET** to use the fire doors at the end of the main corridor.
- **KITCHEN** to use fire exit and assemble in the playground.
- **Remember that discretion and common sense must be used. Staff might need to direct children away from danger. They then must direct children through the nearest SAFE exit.**
- Close all door which are not being used again during the evacuation. **Teaching Assistants should be at the back of the class line and close the classroom door.**
- All classes will assemble in straight lines at the far end of the main playground.
- **Teaching Assistants** should check the toilets in their area to ensure they are vacant.
- Registers will normally be brought out by office staff but if they are in the classroom please bring out with you. Registers to be checked by **teachers**.
- Staff and visitor print outs are to be brought to evacuation point and adults will be checked by Office staff.
- Any persons missing must be reported to the Headteacher immediately, otherwise classes should be reported present.

THE EVACUATION MARSHALL IS USUALLY THE HEADTEACHER. IN HER ABSENCE, THE ASSISTANT HEADTEACHER WILL TAKE CHARGE. IN THEIR ABSENCE, A MEMBER OF THE S.M.T. WILL TAKE CHARGE.