



# Emergency and Fire Evacuation Procedures

In the event of an Emergency the fire alarm will sound **CONTINUOUSLY**.

- ⇒ The emergency services will be called by the facilities on-site manager.
- ⇒ Close **ALL** windows and the door (DO NOT LOCK), **WALK** in an orderly manner to the nearest safe exit.
- ⇒ During an emergency evacuation the lift must **NOT** be used.
- ⇒ **EVERYONE** on site **MUST** make their way to the assembly point on the **MUGA**.
- ⇒ **Y7 class teachers** should escort their class to the **MUGA**
- ⇒ Other staff should ensure, where safe to do so, that the building is clear and take the Pod Token (Staff Rm) to the **MUGA**.

- ⇒ A member of Support Staff should remain to ensure no-one re-enters the POD.
- ⇒ If the fire assembly point is at risk then the Headteacher will give the instruction to assemble at the secondary location - the **AWP**.
- ⇒ Students will line up in form groups, supervised by their Tutor, as quietly as possible.
- ⇒ **IF IT IS SAFE TO DO SO competent staff may use the extinguishers available to put out small fires.**
- ⇒ Only when the Headteacher gives the signal should anyone leave the assembly point or attempt to re-enter the building.

