



HEWENS PRIMARY

EMERGENCY DRILL AND EVACUATION

ALL STAFF

1. Instruct all pupils to line up at the classroom door.
2. Close windows and switch off all equipment, if safe to do so. Do **NOT** lock any doors.
3. Take pupils to the Assembly Area by notified route.
4. **Each teacher is responsible for ensuring their area is clear of children. The nominated Main Office staff / Receptionist to ensure that the gate is unlocked and opened immediately.**
5. Line up children and hand over to the Person in Charge, ready to take pupil registers.
6. Proceed to fire assembly point. Communication with SLT to be made at all times by radio by the nominated person in Reception
7. Inform the Headteacher or reception nominated person as soon as possible of the location of any problems, e.g. fire, broken doors, etc.

TEACHERS

- (1) Proceed to the Assembly Area by notified route.
- (2) Registers to be collected by the nominated person and taken to the assembly point.
- (3) Line pupils up quietly and in alphabetical order.
- (4) Mark pupils on the register.
- (5) Inform the Headteacher/SLT member in charge of any children missing; list to be cross matched with absences for the day and signing out lists.
- (6) Ensure children stay quietly lined up until they are given permission to re-enter the building.

In the event of the Headteacher being absent the above procedures stand with the nominated Assistant Headteacher taking overall responsibility for the evacuation.

DUTIES

Headteacher	-	Liaise with Premises team, Police and Fire Services at the FIRE ALARM POINT.
PREMISES TEAM	-	Liaise with the Headteacher near the FIRE ALARM POINT and call the emergency services if necessary.
<u>ALL</u> OTHER STAFF AND VISITORS	-	Switch off and make safe all equipment and appliances if safe to do so and report to the nominated SLT member/nominated Reception person or Premises team

N.B. All staff without directed responsibilities should assist Teaching and Reception staff in ensuring that children line up in a silent and orderly manner.

YOUR FIRE ASSEMBLY POINT IS:

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**LOCATION: Back of the school
(Playground)**

YOUR FIRE ASSEMBLY POINT IS:

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LOCATION: Front of the School