



Emergency Procedure

In the event of an emergency occurring which requires the school to be evacuated and moved from the school site, the Headteacher at St Joseph's College has agreed that St Joseph's Preparatory School would be able to take all its pupils to St Joseph's College.

In the event of this emergency **not** being due to a fire, the school bell will be rang 10 times in succession.

All staff need to know how to use the bell.

Depending on the nature and location of the incident.....

All children to assemble in the hall for further instructions.

In the event of evacuation, depending on the nature and location of the incident, the children will assemble either.....

- On the Brothers' Lawn
- College Playground
- Rookery Lane

In the event of an emergency occurring which requires the school to be evacuated and moved from the school site.

The following procedure will be followed:

- ❑ An Air Horn will be blown 10 times in Succession; this is stored in the Secretary's Office.
- ❑ Children will evacuate the school as per the Fire Drill and muster on the Tennis Courts. A register will be taken.
- ❑ A member of the Senior Management Team will lead the children away from the school to a place of safety.