



# Evacuation Plan

(To be displayed in each classroom)

**On hearing the fire alarm, you must immediately stop what is being done. Ask the children to line up quietly and sensibly, in single file, leave the school building using the nearest, designated fire exit.**

**Nursery Staff** to evacuate through fire exit 'A' or 'B' in which area that they are working. Nursery Manager and Deputy Manager to line children up. Other adult(s) to check toilet area. Nursery Manager to lead children to Prep playground round the side of the Pre Prep and across the Prep playground, **if this is safe to do so.**

Alternatively a route around the front of the school may be used.

**Reception Teacher** to line children up and lead them through the fire door onto the veranda, across the Pre-Prep playground and onto the Prep playground.

**In PP1 Teacher** to line children up and lead them through the fire door onto the veranda, across the Pre-Prep playground and onto the Prep playground.

**In PP2 Teacher** to line children up and lead them through the fire door onto the veranda, across the Pre-Prep playground and onto the Prep playground.

**In P4DH Teacher** to line children up and lead them through the fire door onto the veranda, across the Pre-Prep playground and onto the Prep playground.

**In P3 Teacher** to line children up and lead them through the fire door and onto the Prep playground.

**In P4MM Teacher** to line children up at door and lead them out of the mobile fire exit and onto the Prep playground.

**In Prep 5 Teacher** to line children up at door and lead them out of the mobile fire exit and onto the Prep playground.

**In Prep 6 Teacher** to line children up and lead them through the fire door and onto the Prep playground.

Any class in the Hall, on hearing the fire exit, should line up and exit via the fire exit in the Hall, proceed left past the front of the school onto the Prep playground.

Classroom Assistants, Administrative staff, part-time teaching staff and visitors should exit via the nearest fire exit and meet at the muster point on the Prep playground.

At the muster point, the School Secretary will ensure that each member of staff is given their daily register in order to undertake a roll call.

**Please note the following:**

For the purpose of this evacuation plan, staff teaching in the classrooms designated for each year group assume the title of that teacher.

Designated Fire Marshalls will sweep the school as per training.



# Designated Fire Marshalls

Mr P Denson  
Miss R Harper  
Miss S Tomkinson

Please note the following:

For the purpose of this evacuation plan, staff teaching in the classrooms designated for each year group assume the title of that teacher.

Policy Updated: September 2011

