

FIRE ALARM PROCEDURES – INCLUDING STF

When the fire alarm sounds, class teacher must:-

- Ask pupils to stand by their desks and count number in class.
- Lead your class out of the room towards the nearest exit.
- Year 7, 8 and 9 line up on the tennis courts. Years 10 and 11 on the Redgra hockey pitch.
STF pupils to wait at the parking area at side of building – see separate STF guidance.
- Count your class again when outside to make sure all pupils have exited building.
- When the Progress Manager gives the instruction, ask your class to move to their form group and then move to your own form.
- Support Assistants stay with the pupils you are supporting at the time of the evacuation.
- If you do not have a form group then please help supervise the lines of pupils.
- All Associate staff and any visitors to gather near the tennis courts and report to DMW or AH. Notify marshall of any persons unaccounted for.
- If there are any pupils missing from the class you were teaching or from the form group, tell the Progress Manager immediately.
- Supervise your class until the Progress Managers inform Form Tutors that the school is safe for pupils to return.
- Any children in wheelchairs or who require assistance should be accompanied by their Support Assistant to the stairwell near room 14 or the stairwell in Science. This is a designated area of safety. The Support Assistant stays with the child until notified otherwise. **DO NOT USE THE LIFT.**
- Staff and pupils on the ground floor of the STF should proceed to the parking area outside the building. Those on the first floor should gather in the fire protected zone outside the lift and notify office immediately of how many pupils are assembled. **DO NOT USE THE LIFT.** Those pupils that can safely negotiate the stairs should be assisted to do so. Should evacuation be deemed necessary for wheelchair users, trained fire officers will assist in this process.