**Emergency Evacuation Procedures**

The signal for evacuation of the School is the **FIRE ALARM BELL**.

The place of assembly is

**THE PLAYING FIELD, FACING THE CEMETRY HEDGE** for infant school staff, visitors and pupils.

**THE SCHOOL PLAYGROUND FACING THE CLIMBING WALL** for junior school staff, visitors and pupils.

It is the duty of **ANYONE**discovering a fire to operate the nearest Fire Alarm.  Children should be taught to inform the nearest teacher or adult.

**Upon hearing the Fire Alarm: -**

1. Persons in charge of classes will marshal the class in an orderly manner to the assembly points by the nearest exit route away from the fire, taking the class list with them.
2. Teaching Assistants will ensure all areas are clear, if safe to do so, and ensure all doors are closed on the way out.
3. If children are in the Hall taking part in PE, assemblies or eating lunch, they should evacuate via the corridor/library and fire exit door into the courtyard, if safe to do so, or exit via the fire door between head of school office and kitchen and walk around school entrance, along school lane and onto the playing field.
4. Office staff will collect the staff signing in folder, visitor signing in book, Critical Incidents Procedure Book, absentee list and gate key.
5. Anyone not actually in class when the alarm sounds, eg in the toilets, staff room, passages etc will make his/her way DIRECTLY to their assembly point and join his/her appropriate class or group.
6. The central services staff will sweep each school.
7. The head of support services or executive head teacher will immediately call the Fire Brigade and arrange for the Fire Brigade to be met on arrival.
8. There must be no rushing or overtaking en route to the assembly point.  Doors should be closed on leaving and inhalers taken if easily available.
9. As soon as classes and groups are assembled, each teacher or senior member of a group will take a roll call or count and report to the head of school anyone missing.
10. Nobody must leave the assembly point to recover clothing, books, etc until permission has been given – in the case of a drill by the head of school – in the case of a fire by the officer in charge of the fire.
11. If it is impossible to return into school, the children will be walked to the Caister Academy from where our Critical Incident Procedure will be initiated.
12. **DO NOT HESITATE IN CARRYING OUT THE ABOVE PROCEDURE.  The safety of all persons on school premises may depend upon your instant and efficient actions.**