



Emergency Evacuation

On hearing the fire alarm, staff must supervise immediate evacuation

Students must leave everything in the classroom and proceed quietly and in an orderly fashion to their Assembly point

The teacher must be the last to leave and must close all windows and the door

If the Tower Block stairs are blocked then students can evacuate:

Through the window into the Year 6 classroom

or

Through the Art Room window

Students must line up at the Assembly point in tutor groups and in Register order

The teacher takes the Register and reports to the senior member of staff in charge

