

FIRE DRILL AND EMERGENCY EVACUATION PROCEDURE

An unannounced Fire drill will take place at least once each term. Members of staff should familiarise themselves with the fire notices in the respective classrooms in which they teach, as well as the routes to be followed.

In the first full week of the new school year, an announced fire drill will be held so all new students and staff can familiarise themselves with the evacuation routes, procedures and checking.

When the fire bell rings, please ensure that all windows are shut. Bags and all other personal belongings must be left behind. On the sounding of the fire alarm, the Reception staff will print off the latest form lists. In the event of a power failure they will make use of manual copies returned in Reception. Reception staff will also bring the visitors' register to the assembly points.

The Assembly Point for students is in alphabetical order in their Form position under the Ambulacrum (Years 7-9) or to the side of the Cage in the case of Years 7 and 8. The Form Tutor should register their Form and report to the Head of Year. The Assembly point for staff not with a class is in the area of the compound in front of the Ambulacrum.

The Sixth Form will assemble in their tutor groups to the right of the middle steps. The form lists will be distributed to the teachers in line by the Reception staff.

All staff should ensure that the students come from their various locations in proper order and in strict silence. They must walk and not run.

It is absolutely essential that there should be silence in line whilst the roll-call is taken.

On completion of the roll-call, please return the form lists to those who distributed them. The students can then return to class in an orderly manner when authorised by the Headmaster or Deputy Headteachers

FIRE DRILL ASSEMBLY POINTS

YEAR	ASSEMBLY POINT	ROLL-CALL TAKEN BY:
Years 7-11	<i>usual positions in line as for assemblies, in alphabetical order</i>	<i>Form Tutor (Head of Year is reserve)</i>
Sixth Form	<i>in compound to right of middle steps</i>	<i>Sixth Form Tutors (Head of Year is reserve)</i>
Teaching staff not in class, and all other staff	<i>between ambulacrum and small car park</i>	<i>Headmaster's P A</i>

All information should be passed to the Bursar. A full review and report will be published after each Fire Drill so lessons can be learned for future evacuations.

In the event of the fire bell ringing at any break time, or before school, the students line up as above.