



DE SALIS STUDIO COLLEGE

EMERGENCY DRILL AND EVACUATION

ALL STAFF

1. Instruct all students to line up at the classroom door.
2. Close windows and switch off all equipment, if safe to do so. Do **NOT** lock any doors.
3. Take students to the Assembly Area by notified route.
4. **Each teacher is responsible for ensuring their area is clear of children. Receptionist to ensure main gate is unlocked and opened immediately.**
5. Form Tutors are to line up children and hand over to the Person in Charge, ready to take student registers.
6. Proceed to fire assembly point. Communication with SLT to be made at all times by phone by the nominated person in Reception
7. Inform the Assistant Principal(s) as soon as possible of the location of any problems, e.g. fire, broken doors, etc.

TEACHERS

- (1) Proceed to the Assembly Area by notified route.
- (2) Registers to be collected by the Receptionist and taken to the assembly point.
- (3) Form Tutors to line students up quietly and in alphabetical order.
- (4) Form Tutors are to mark students on register.
- (5) Form Tutors/Reception are to inform the Assistant Principals of any children missing; list to be cross matched with absences for the day and signing out lists.
- (6) SLT and maintenance staff are to ensure children remain lined up quietly until clearance is given to return to building.

In the event of the Assistant Principals being absent the above procedures stand with Mr. S.Fagan taking overall responsibility for the evacuation.

DUTIES

PRINCIPAL/ASSITANT PRINCIPAL(S)	-	Liaise with Premises team, Police and Fire Services at the FIRE ALARM POINT.
PREMISES TEAM	-	Liaise with the Principal/Assistant Principals near the FIRE ALARM POINT and call the emergency services if necessary.
<u>ALL</u> OTHER STAFF AND VISITORS	-	Switch off and make safe all equipment and appliances if safe to do so and report to the nominated SLT member/nominated Reception person or Premises team.

N.B. All staff without directed responsibilities should assist Teaching and Reception staff ensuring that children line up in a silent and orderly manner.

YOUR FIRE ASSEMBLY POINT IS:

A

LOCATION: MAIN CAR PARK