**Fire drill procedures**

Please look at the below guidelines and follow the route set out.

The class should move in silence and in an orderly fashion on the set route. At the assembly point you will need to line up your class in alphabetical order and take the register As you move further away from the school the wifi signal may drop. In order to prevent this being an issue can I ask that you screen shot all registers on your ipad and save in 1 folder in case of a fire drill or emergency.

**Which stairs should I use?**

|  |  |  |
| --- | --- | --- |
| Stairs | Classroom | Assembly point |
| Main Stairs | **S13** | **Main Entrance** |
|  | **S14** |  |
|  | **S17** |  |
|  | **F13** |  |
|  | **F14** |  |
|  | **F17** |  |
|  | **F18** |  |
|  | **F20** |  |

|  |  |  |
| --- | --- | --- |
| Yellow Stairs |  | Please use the emergency exit door at the bottom of the stairs and line up in front of the main school by the main gates. |
|  | **F06** |  |
|  | **F08** |  |
|  | **F09** |  |
|  | **F10** |  |
|  | **F11** |  |
|  | **F12** |  |
|  | **S04** |  |
|  | **S06** |  |
|  | **S11** |  |
|  | **S12** |  |

|  |  |  |
| --- | --- | --- |
| Stairs | Classroom | Assembly point |
| Blue Stairs | **S01** | **Please exit through G01 fire door and follow path to car park. Line up at kerb on left hand side of road we drive in (opposite sports hall).** |
|  | **F04** |  |
|  | **F05** |  |

|  |  |  |
| --- | --- | --- |
| Green Stairs |  | Please use the emergency exit that leads into the car park. Line your classes up in front of the bike sheds in the car park. |
|  | **F33** |  |
|  | **F34** |  |
|  | **F35** |  |
|  | **F36** |  |
|  | **F37** |  |
|  |  |  |
| Red Stairs |  | **Please use the emergency exit at the bottom of the stairs. Line up on the footpath outside the building.** |
|  | **F22** |  |
|  | **F26** |  |
|  | **F27** |  |
|  | **S26** |  |
|  | **S27** |  |
|  | **S29** |  |
|  | **S30** |  |
|  | **F30** | **Exit via red stairs but move to car park and line up at bike sheds.** |
|  | **F32** | **Exit via red stairs but move to car park and line up at bike sheds.** |

|  |  |  |
| --- | --- | --- |
| Ground Floor Classrooms |  |  |
|  | **G01 + G04 + G07 + G08** | Please follow emergency exit green signs and exit through the emergency exit door in your classroom. Follow the footpath and **line up at kerb on left hand side of road we drive in (opposite sports hall).**  G04 please exit through G01. |
|  |  |  |
|  | **G15 and Resource Area** | Please follow emergency exit green signs and exit through the emergency doors in the resource **area. Line up from the main gates back towards the resource area.** |
|  |  |  |
|  | **G37 + G42 + Sports hall** | Please follow green emergency exit signs and exit through the emergency doors into the car park. Line up at kerb on left hand side of road we drive in (opposite sports hall). |

**Fire drill Procedures for pupils on crutches or in a wheelchair.**

Students in your class on crutches or in a wheel chair should go to nearest stairs with their class, they do not attempt to do down the stairs and no one should attempt to aid them down the stairs. . Instead they press the call button on the green emergency box located in each stairwell on the first and second floors and wait there for further instructions. They will be connected to the admin office.

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