

## **COVID-19 FIRE EVACUATION PROCEDURES: Vulnerable students and key workers children**

### **AS SOON AS THE FIRE ALARM SOUNDS AND RED LIGHTS FLASH:**

- Be ready to evacuate the classroom.
- On instruction from the Group leader leave the building via the assigned exit for your location. If the exit is inaccessible leave by the nearest available exit. A safe distance of 2 meters is always to be maintained.
- Assemble on the field in your year groups. Maintain a safe distance between year groups and each other.
- Please look after any students under your supervision and DO NOT allow them to leave the assembly area.
- Leaders should take a head count to ensure that all members of their group are in attendance.
- Once accounted for, let Jo know so group may be ticked off her list. If anyone is unaccounted for inform a member of the SLT.
- Once all persons are accounted for, Jo to radio Premises to inform the Fire Brigade the building is empty.
- THERE WILL **NOT** BE A SWEEP OF THE BUILDING NOR REGISTERS TAKEN as numbers are manageable.
- Students to wait in a quietly orderly fashion until a member of the SLT informs them that it is safe to return to the building.
- Returns to the classrooms will be staggered to maintain safe distancing.
- Students and staff to return to the classroom through the assigned entrance, maintaining a safe distance from others.