

Site Evacuation Procedures

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• In the event of a full evacuation the fire alarm will sound continuously. Everyone will need to make their way to the evacuation point - the front of the carpark, closest side to Q3 . **CHA/ AF** to check the fire panel in the main foyer. Doors should be closed but not locked. Bags and personal belongings should be left behind.

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• In the event of a **FULL SITE EVACUATION** all staff and pupils will be directed to **Tipton Leisure Centre, Alexandra Road, Tipton DY4 8TA . Tel: 0300 012 0121**

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• Should the fire be in the reception area, a secondary evacuation point will be located at the rear of the building, on the grassy area.

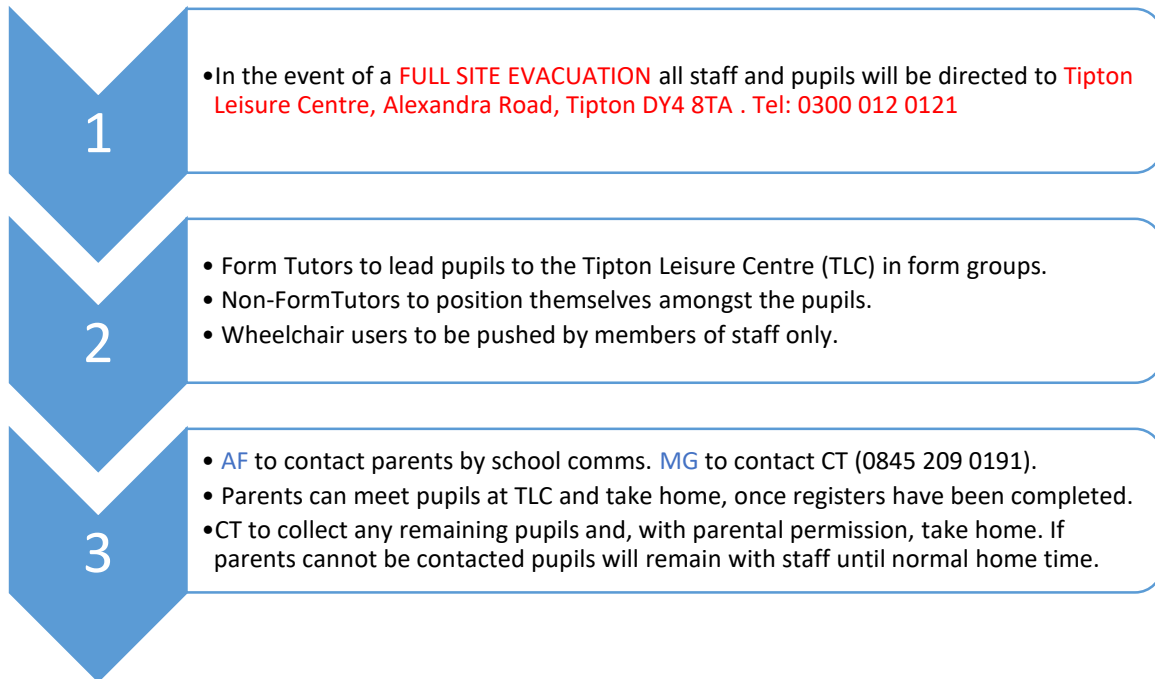
4

- Pupils to line up in form order (KS3a, KS3b, Y10a, Y10b, Y11a, Y11b). Form tutors to stand with and register pupils.
- **AF** to distribute register information to form tutors.
- **CO'B/ LW** man the entrance for potential vehicles arriving.
- **GL/ MG** to do site walk around and check all rooms are clear.
- Staff are responsible for accompanying any visitor with them, to the evacuation point. **AF/ CHA** to bring out visitor log book.

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- **CHA (SL/ RK/LL** in absence of CHA) to remain in contact with site staff via the radio, and confirm when it is safe to return to the building.

Full Site Evacuation



Items to be Taken from Site

