



PARKSIDE 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. Nominated reception person to ensure main gate is unlocked and opened immediately.**
5. 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 radio by the nominated person in Reception
7. Inform the Principal or reception nominated person 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 printed and taken to the assembly point.
- (3) Form Tutors line students up quietly and in alphabetical order.
- (4) Form Tutors Mark students on register and hand back to PA for checking.
- (5) PA informs the Principal of any children missing; list to be cross matched with absences for the day and signing out lists.
- (6) Ensure children remain lined up quietly until clearance is given to return to building.

In the event of the Principal being absent the above procedures stand with the nominated Senior Teacher taking overall responsibility for the evacuation.

DUTIES

PRINCIPAL	-	Liaise with Premises team, Police and Fire Services at the FIRE ALARM POINT.
PREMISES TEAM	-	Liaise with the Principal/Nursery Manager near the FIRE ALARM POINT and call the emergency services if necessary.
<u>ALL OTHER STAFF AND VISITORS</u>	-	Switch off and make safe all equipment and appliances if safe to do so and report to Assembly point and report to PA.

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:

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**LOCATION: PARKSIDE CAR PARK GRASS
VERGE**