

IN CASE OF FIRE

- For staff teaching, you and the students in your classroom must **leave immediately** – take the nearest fire exit and head to the assembly point which is underneath the Stangate building, Royal street. Marshalls / assistants will be holding placards with year groups to line up in front of. This will all be overseen by the Assembly point co-ordinator. Make sure students are familiar with the route early in the term.
- Everyone else, leave the building immediately via a fire exit.
- If the alarm silences for any reason during the evacuation you **MUST** continue to evacuate the building to eliminate the risk of accidents/incidents and confusion on whether or not to evacuate.
- **Do not take any bags with you** – this hampers progress on stairs and at exits.
- Teachers - remind your students **to stay with you** on the way **to the assembly point** and not to wander off.
- **DO NOT use the lifts.**
- **Silence** should be maintained **at all times** – instructions from Fire Marshalls and the assembly point co-ordinator may not be heard otherwise.
- If possible, **staff should check that the doors are closed** before leaving.
- Ensure all **students keep to the pavements.**
- **NO SMOKING** and **NO USE OF MOBILE PHONES** during the evacuation.
- **Fire Marshalls check in** with the **Fire Officer or deputy Fire Officer (outside the front entrance)** to say which floor and zone has been checked as clear of students and staff.
- **For teachers who have been with a group, check that all your students are present** and lined up in their year group, Any **absentees should be reported** to an assembly point coordinator.
- Do not re-enter the building until the **Fire Officer or deputy Fire Officer** gives the all-clear that it is safe to do so.

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