

**DURANTS  
SCHOOL  
Southgate Site**

**FIRE EVACUATION  
PLAN**

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## 1.INTRODUCTION

With the increasing number of fires in schools during the day, it is vitally important that we are able to evacuate in the shortest possible amount of time and that all persons, pupils, staff, visitors and contractors are accounted for.

Durants schools' primary aim during an evacuation is the preservation of life. Our aim is to get all persons to a place of safety and accounted for in the shortest possible time frame. Any concerns about the building and property, are secondary.

The nature of our pupils can make it very difficult during an evacuation to get them to the assembly point with everyone else, as this causes some to feel stressed and anxious, and they can display challenging behaviours which is a danger to other pupils and staff. It is sufficient therefore that they are out of the building and away from it, as to be initially safe; NOT left alone, and that the person controlling the evacuation (usually the Head) is made aware of the situation. The controller can then make the decision; if needed; to send extra help to move the person if the situation demands.

The same is true for persons with a disability, whether permanent or temporary. In the event of an evacuation it is OUR responsibility to get everyone to safety, and NOT the rescue services. Persons can be left in fire refuge points (normally sterile corridor or staircase landing), while aid is obtained to remove them from the building; and not to be left there for the Rescue services.

This way we can account for all persons being clear of the buildings and accounted for; without causing unnecessary stress during a practise.

The initial evacuation assembly point is in the playground for the main building and dining block. The assembly point for the cookery and art block is directly outside in the gated area. From there, the fire evacuation controller will make the decision whether to carry out a further evacuation of the site. At this point in time that would be to the rear of Southgate House. This will be reviewed when the sale of Southgate House has taken place.

Please see Emergency Evacuation Procedure.

## 2.Roles and Responsibilities

### **Head Teacher**

In the event of an evacuation, the head is the FIRE EVACUATION CONTROLLER. Their function is to ensure that the buildings are evacuated and all persons accounted for and that the rescue services are called if necessary.

The controller should remain in one place which is visible to all. The decided location is at the benches in the main playground near the trampolines. If necessary a member of staff with any issues should go to the controller. The controller will then make a decision on how to proceed and may delegate roles/responsibilities

**To ensure that the art/cookery block are accounted for the controller will physically send someone to check assembly point. If deemed unsafe fire brigade should be called immediately without any further delay.** They are point of contact for rescue services, and are in charge until the rescue services arrive. They will make the decision to call the rescue services, further evacuate the site, search the site, do nothing or re-occupy the buildings until the rescue services arrive(if called). They will liaise with all other services, the borough and press etc.

### **Deputy Head/s**

The deputy head will deputise for the head as fire evacuation controller in their absence. Otherwise to act as Deputy Fire Evacuation Controller/s. To aid the head, at their direction, in ensuring the evacuation is managed safely.

### **Senior Management Team**

A member of SMT to deputise in the absence of above. The rest of the SMT to assist with the evacuation, under the direction of above.

### **Office Staff**

Will print a whole school evacuation roll call and take this, along with log sheets (visitors on site, contractors etc), and emergency grab bag, to the evacuation assembly point. They will give the information to the controller of any classes off site, verify visitors etc are accounted for and cross reference to try to account for any discrepancies. They will call the rescue services under the direction of the controller.

<b>Teachers</b>	On hearing the fire alarm, teachers will gather their class together and, with the help of the classroom assistants, escort them to the assembly point. It is the teachers' responsibility to ensure that any Personal Emergency Evacuation Plan (PEEPs) are adhered to; directing their staff as necessary. On reaching the assembly point teachers will hold up their fire sticks with the green side showing to indicate all are accounted for and have no issues. They must hold up the red side to indicate missing persons or an issue. A member of staff from that class should approach the controller if the matter is urgent otherwise a member of SMT will go to that person to obtain further information.
<b>Teaching Assistants</b>	To help teacher with pupil evacuation as directed.
<b>Premises Manager</b>	To act as Fire Evacuation Controller for after school clubs and school holidays  In the event of a fire alarm, and assuming it is safe to do so, the premises manager will re-set panel in location of activation. Will check area of call point activated first, and if no sign of fire, the surrounding areas to the call point. If there are signs of fire, he will send assistant (if available) or radio via the walkie talkies to inform Fire Evacuation Controller of location and if about to tackle fire. The rescue services MUST be called if there is a fire or suspected fire. He, or his assistant, will make his way to the High Street to meet and escort the rescue services on site. If needed, he will instigate a search of a particular building for missing persons, IF SAFE. If after a thorough search, NO signs of fire have been found, the fire evacuation controller will be informed; so that they can make the decision as to re-occupy the buildings and the alarm re-set. If after the alarm is activated, it becomes known to be a false alarm, the area MUST still be checked before the all clear is given.
<b>Premises Assistant</b>	To deputise for the Premises Manager in his absence. To aid the Premises Manager during a fire alarm activation in checking the activation area, and if needed, for missing persons.
<b>Network Manager</b>	To aid and assist premises team as and when required.
<b>Kitchens</b>	To make way to assembly point and inform office staff if all accounted for.

### **3.Fire On discovering a fire or smoke**

Close door to area and sound fire alarm. To do this, go to nearest call point, usually near a door leading out of the building; and press hard in the middle of the call point. When you remove your finger alarm should sound. Make your way to the fire assembly point and inform the fire evacuation controller of location of fire and/or smoke. Join your class or group, but ensure you have been accounted for.

**DO NOT ATTEMPT TO TACKLE A FIRE IF YOU HAVE NOT BEEN TRAINED IN THE USE OF FIRE EXTINGUISHERS, OR ARE NOT CONFIDENT IN YOUR ABILITY.**

**DO NOT** return to your class or go and collect your belongings, but make your way to the assembly point and join your class/group there.

**If you find yourself trapped by a fire.** Go back into your room and close the door. Phone rescue services from room phone. Go to a window and call for help.

If the room starts to get Smokey, **STAY LOW**, the air will be clearer and fresher closer to the floor.

**On Hearing the Fire Alarm** stop what you are doing. Turn off all cookers, microwaves and heaters. Turn off all fans and air conditioner units. If in life skills room or main production kitchen, press "gas knock off" buttons on way out. Make your way as a group, calmly to the assembly point, closing door behind you. Line up and follow instructions of the fire evacuation controller.

**DO NOT USE PASSENGER LIFT.**

The lift will automatically stop working when fire alarm is activated.

## Un-cooperative pupils

### During evacuations

It is the schools' duty of care (and therefore, all members of staff), to manage uncooperative pupils in the event of a fire alarm activation. It is not the responsibility of the fire rescue service to carry out this function, whether for a pupil refusing to leave, or someone left in the safe refuge area on the staircases.

We, at Durants, manage it thus; to avoid unnecessary angst to the pupil, and for the safety of both the pupil and staff.

Upon hearing the fire alarm and beginning to evacuate, if a pupil refuses to leave, they should be encouraged to, in the first instance.

If they still refuse, as a **last resort** the teacher/lead can make the decision to leave the pupil inside, and may **ask** another member of staff to either stay with them, or observe them from outside.

**They must immediately inform the person controlling the evacuation/most senior member of staff upon arrival, at the evacuation point. Including location, and whether pupil is alone or with another member of staff.**

The evacuation controller/senior member of staff, will then make a decision based on the information available at the time, to either leave the pupil in situ (if known to be a false alarm, or fire drill), or to **ask** for other members of staff to go and escort the pupil to the evacuation point.

**No staff or pupils are to begin to re-enter the buildings until the fire evacuation controller/most senior member of staff, has declared it safe to do so.**

Areas such as the fenced areas outside classrooms, are first point of assembly. This is for the initial evacuation, and obviously, if there is risk of harm or injury, the class would not wait in this area; but evacuate further into the playground, under the direction of the evacuation controller/senior member of staff.

**Staff are expected to use their own good judgement at all times.**

## Ground Floor Escape Routes

### **Main Office – A/00/003**

#### **Primary Route**

Go out through the main office door and turn right, go through wooden double doors into lobby area. Exit via main metal door to outside area. Turn left, through gate and follow path along the front of the building. Go through metal doors via sterile staircase area (ONLY IF SAFE) and exit via the metal doors into the main playground. Make way to the assemble point.

#### **Secondary Route**

Go out through the main office door and turn left. Go forward and turn right, go through double doors. Continue along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

### **School Business Manager – A/00/004**

#### **Primary Route**

Go out through the door of the School Business Manager/Finance Office then left through main office door and turn right, go through wooden double doors into lobby area. Exit via main metal door to outside area. Turn left, through gate and follow path along the front of the building. Go through metal doors via sterile staircase area (ONLY IF SAFE) and exit via the metal doors into the main playground. Make way to the assemble point.

#### **Secondary Route**

Go out through the door of the School Business Manager/Finance Office then left through main office door and turn left. Go forward and turn right, go through double doors. Continue along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

### **Network Manager's Office – A/00/005**

#### **Primary Route**

Go out through the door of the Network Manager's office then left through main office door and turn right, go through wooden double doors into lobby area. Exit via main metal door to outside area. Turn left, through gate and follow path along the front of the building. Go through metal doors via sterile staircase area (ONLY IF SAFE) and exit via the metal doors into the main playground. Make way to the assemble point.

#### **Secondary Route**

Go out through the door of the Network Manager's office then left through main office door and turn left. Go forward and turn right, go through double doors. Continue along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

### **Medical Room – A/00/013**

#### **Primary route**

Go out through the door of the Medical Room then turn right then right again. Turn right at Premises Managers room and go forward through wooden doors and exit via metal doors (opposite car park). Make your way up the steps and turn right. Walk around to main playground. Make way to the assemble point.

#### **Secondary Route**

Go out through the door of the Medical Room then turn right then turn left. Go forward through wooden double doors to main stair case lobby. Turn left then right and go through double doors. Continue along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.



**Parents Room – A/00/006****Primary Route**

Go out through the door of the Parents Room, go straight across corridor past the Premises Managers Room. Then go through wooden double doors. Exit via the metal door which leads you to the dining room court yard area. Walk around to main playground. Make way to the assemble point.

**Secondary Route**

Go out through the door of the Parents Room then turn right, go forward through wooden double doors to main stair case lobby. Turn left then right and go through double doors. Continue along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Premises Manager's Office – A/00/011****Primary Route**

Go out through the door of the Premises Manager's office then turn left through wooden double doors. Exit via the metal door which leads you to the dining room court yard area. Walk around to main playground. Make way to the assemble point.

**Secondary Route**

Go out through the door of the Premises Manager's office then turn right and right again. Go forward through wooden doors and exit via metal doors (opposite car park). Make your way up the steps and turn right. Walk around to main playground; you will have to unlock external gates using a Salto fob. Make way to the assemble point.

**Music Therapy Room – A/00/018****Primary Route**

Go out through the main music therapy room door and turn left, go through double doors. Continue along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main music therapy room door and turn left, go through double doors. Continue along the corridor through the double doors continue to the end of the corridor. Turn right continue forward along corridor through double doors, then exit to the rear playground via the metal door. Make way to the assemble point.

**Water Room – A/01/021****Primary Route**

Go out through the main water room door and continue straight. Turn left into main corridor. Go along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main water room door and continue straight. Turn left into main corridor. Go along the corridor through the double doors continue to the end of the corridor. Turn right continue forward along corridor through double doors, then exit to the rear playground via the metal door. Make way to the assemble point.

**Ros Blackburn - A/00/024****Primary Route**

Go out through the main classroom door and turn left. Go along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main classroom door and turn left. Go along the corridor through the double doors continue to the end of the corridor. Turn right continue forward along corridor through double doors, then exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Michelangelo – A/00/070**

**Primary Route**

Go out through the main classroom door and turn left then immediately right into main corridor. Go along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main classroom door and turn left then immediately right into main corridor. Go along the corridor through the double doors continue to the end of the corridor. Turn right continue forward along corridor through double doors, then exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Rebound Therapy Room – A/00/068**

**Primary Route**

Go out through the main room door, walk straight and turn right then immediately right into main corridor. Go along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main room door, walk straight and turn right then immediately right into main corridor. Go along the corridor through the double doors continue to the end of the corridor. Turn right continue forward along corridor through double doors, then exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Clay Marzo – A/00/048**

**Primary Route**

Go out through the main classroom door and turn left. Go along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main classroom door and turn left. Go along the corridor through the double doors continue to the end of the corridor. Turn right continue forward along corridor through double doors, then exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Hall – A/00/064**

**Primary Route**

Go out through the main hall door and turn right. Go along the corridor through the double doors continue to the end of the corridor. Turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the access to changing room's door and continue to end of corridor. Through the double doors and turn right, continue to the end of the corridor. then exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Route for an external letting (out of school hours)**

Go out through the double doors next to the furniture store and assemble on the front lawn. Await further instructions.

**Temple Grandin – A/00/030**

**Primary Route**

Go out through the main classroom door and turn left. Go along the corridor continue to the end of the corridor then turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main classroom door and turn left. Go along the corridor continue to the end of the corridor then turn right continue forward along corridor through double doors, then exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Server Room – A/00/035**

**Primary Route**

Go out through the main sever room door and turn left. Go along the corridor continue to the end of the corridor then turn left continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main server room door and turn left. Go along the corridor continue to the end of the corridor then turn right continue forward along corridor through double doors, then exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Nikola Tessa – A/00/052**

**Primary Route**

Go out through the rear metal classroom door. Assemble in the outdoor area attached to your classroom and await further instructions.

**Secondary Route**

Go out through the main classroom door and turn left into the corridor. Continue forward along corridor through double doors, then exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Tim Burton – A/00/049**

**Primary Route**

Go out through the rear metal classroom door. Assemble in the outdoor area attached to your classroom and await further instructions.

**Secondary Route**

Go out through the main classroom door and turn left into the corridor. Go through double doors. Continue forward along corridor through double doors, then exit to the rear playground via the metal door on left. Make way to the assemble point.

**Greta Thunburg – A/00/027**

**Primary Route**

Go out through the rear metal classroom door. Assemble in the outdoor area attached to your classroom and await further instructions.

**Secondary Route**

Go out through the main classroom door and turn right into the corridor. Continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Mozart – A/00/047**

**Primary Route**

Go out through the rear metal classroom door. Assemble in the outdoor area attached to your classroom and await further instructions.

**Secondary Route**

Go out through the main classroom door and turn right into the corridor. Continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

**Charles Darwin – A/00/041**

**Primary Route**

Go out through the rear metal classroom door. Make way through black gate. Make way around to the assemble point in main playground

**Secondary Route**

Go out through the main classroom door and turn left into the corridor. Continue forward along corridor through double doors, then exit to the rear playground via the wooden doors. Make way to the assemble point.

## First Floor Escape Routes

### **Antony Hopkins – A/01/016**

#### **Primary Route**

Go out through the main classroom door and turn left. Go along the corridor and up the steps. Continue forward along corridor through double doors, then turn right at the end of the corridor. Continue through double door onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal door on the left. Make way to the assemble point.

#### **Secondary Route**

Go out through the main classroom door and turn left. Go along the corridor and up the steps. Continue forward along corridor through double doors, then turn left at the end of the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

### **Nana Yaa Kuffour – A/01/020**

#### **Primary Route**

Go out through the main classroom door, go forward and turn right then immediately left onto the corridor. Continue forward along corridor through double doors, then turn right at the end of the corridor. Continue through double door onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal door on left. Make way to the assemble point.

#### **Secondary Route**

Go out through the main classroom door and turn right then immediately left onto the corridor. Continue forward along corridor through double doors, then turn left at the end of the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

### **Stephen Wiltshire – A/01/022**

#### **Primary Route**

Go out through the main classroom door and turn right then immediately left onto the corridor. Continue forward along corridor through double doors, then turn right at the end of the corridor. Continue through double door onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal door on the left. Make way to the assemble point.

#### **Secondary Route**

Go out through the main classroom door and turn right then immediately left onto the corridor. Continue forward along corridor through double doors, then turn left at the end of the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

### **Susan Boyle – A/01/025**

#### **Primary Route**

Go out through the main classroom door and turn left then left again onto the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

#### **Secondary Route**

Go out through the main classroom door and turn left then right onto the corridor. Continue through double door onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal door on the left. Make way to the assemble point.

### **Resources Room – A/01/046**

#### **Primary Route**

Go out through the resources room door and turn left. Continue through double door onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Secondary Route**

Go out through resources room door and turn right onto the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

**Satoshi Tajiri – A/01/045****Primary Route**

Go out through the main classroom room door and turn left. Continue through double door onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Secondary Route**

Go out through the main classroom door and turn right onto the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

**Sensory Integration Room – A/01/044**

Go out through the sensory integration room door and turn left. Continue through double door onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal door on the left. Make way to the assemble point.

**Secondary Route**

Go out through the sensory integration room door and turn right onto the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

**Lewis Carroll – A/01/041****Primary Route**

Go out through main classroom door and turn right onto the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main classroom door and turn left, go through double door and continue along corridor. Go through double doors and onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal door. Make way to the assemble point.

**Assistant Head Teachers Office – A/01/034****Primary Route**

Go out through main office door and turn left onto the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main office door and turn right. Continue forward along corridor and through double doors and onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal doors. Make way to the assemble point.

**Sensory Room - A/01/035****Primary Route**

Go out through main sensory room door and turn left onto the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main sensory room door and turn right, continue forward along corridor and through double doors and onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal door. Make way to the assemble point.

**Common Room – A/01/040****Primary Route**

Go out through main common room door and turn right onto the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main common room door and turn left, go through double doors, continue along corridor and through double doors and onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal door. Make way to the assemble point.

**Isaac Newton – A/01/036**

**Primary Route**

Go out through main classroom door and turn left onto the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

**Secondary Route**

Go out through the main classroom door and turn right, through double doors and continue along corridor through double doors and onto the staircase. Go down the stairs, turn left. Then turn left again and exit to the rear playground via the metal doors. Make way to the assemble point.

## Staff area First Floor Escape Routes

### **Staff Room – A/01/006**

#### **Primary Route**

Go out through main staffroom door and turn right, go forward but slightly left. Go through double doors to the staircase. Go down the stairs, turn left and through the exit door. Turn right walk around to main playground. Make way to the assemble point.

#### **Secondary Route**

Go out through the main staffroom door and turn right, then right again. Go along corridor and through double doors, turn left, then right, down and up the small steps to the main upper corridor (IF SAFE). Go along the corridor and up the steps. Continue forward along corridor through double doors, then turn left at the end of the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

### **Staff Kitchenette – A/01/009**

#### **Primary Route**

Go out through main kitchenette door and turn left, go forward and through double doors to the staircase. Go down the stairs, turn left and through the exit door. Turn right walk around to main playground. Make way to the assemble point.

#### **Secondary Route**

Go out through the main kitchenette door and turn left, then right. Go along corridor and through double doors, turn left, then right, down and up the small steps to the main upper corridor (IF SAFE). Go along the corridor and up the steps. Continue forward along corridor through double doors, then turn left at the end of the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

### **Meeting Room – A/01/008**

#### **Primary Route**

Go out through main meeting room door and go forward and through double doors to the staircase. Go down the stairs, turn left and through the exit door. Turn right walk around to main playground. Make way to the assemble point.

#### **Secondary Route**

Go out through the main meeting room door, go forward, and then turn right. Go along corridor and through double doors, turn left, then right, down and up the small steps to the main upper corridor (IF SAFE). Go along the corridor and up the steps. Continue forward along corridor through double doors, then turn left at the end of the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

### **Head Teacher and Deputy Head Teacher's Office – A/01/010**

#### **Primary Route**

Go out through main office door and turn left, go forward and through double doors to the staircase. Go down the stairs, turn left and through the exit door. Turn right walk around to main playground. Make way to the assemble point.

#### **Secondary Route**

Go out through the main office door and go forward. Go along corridor and through double doors, turn left, then right, down and up the small steps to the main upper corridor (IF SAFE). Go along the corridor and up the steps. Continue forward along corridor through double doors, then turn left at the end of the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.



**Head of Departments Office – A/01/015****Primary Route**

Go out through main office door and go forward, turn right, then right again and through double doors to the staircase. Go down the stairs, turn left and through the exit door. Turn right walk around to main playground. Make way to the assemble point.

**Secondary Route**

Go out through the main office door and go forward. Turn left and through double doors, turn left, then right, down and up the small steps to the main upper corridor (IF SAFE). Go along the corridor and up the steps. Continue forward along corridor through double doors, then turn left at the end of the corridor. Continue forward along corridor through double doors to the staircase. Go down the stairs, turn right and exit to the rear playground via the wooden doors. Make way to the assemble point.

**Finance Office – A/01/004****Primary Route**

Go out through the main office door and go forward, turn right and go down the staircase. Go through wooden double doors into lobby area. Exit via main metal door to outside area. Turn left, through gate and follow path along the front of the building. Go through metal doors via sterile staircase area (ONLY IF SAFE) and exit via the metal doors into the main playground. Make way to the assemble point.

**Secondary Route**

Go out through main office door and turn left and through double doors. Continue forward along the corridor. Take the second right, go through the double doors and down the staircase. Go down the stairs, turn left and through the exit door. Turn right walk around to main playground. Make way to the assemble point.

## **Dining Hall Block Escape Routes**

### **Dining hall and two adjacent rooms – B/00/002 (adjacent rooms B/00/010 & B/00/011)**

#### **Primary Route**

Go out through the main dining hall door and into the dining hall court yard area. Turn left walk around to main playground. Make way to the assemble point.

#### **Secondary Route**

Go out through the dining hall alley door located next to the servery. Turn right and walk around to main playground. Make way to the assemble point.

### **Kitchen – B/00/003**

#### **Primary Route**

Go out through the kitchen metal door (opposite ramp area). Turn left, then left again and walk around to main playground. Make way to the assemble point.

#### **Secondary Route**

Go out through the wooden doors into the main dining hall. Then exit via the main dining hall door and into the dining hall court yard area. Turn left walk around to main playground. Make way to the assemble point.

## Art, Cookery & PPA Block Escape Routes

### **Art Room – C/00/002**

#### **Primary Route**

Go out through the main art room door and turn right out of main building door. Assemble in the fenced off area immediately outside the mews building. Please wait here until a member of staff checks you are accounted for.

#### **Secondary Route**

There is only one exit from this building, therefore If your primary route is blocked please stay in your room and dial 999. Inform the fire brigade you are trapped.

### **Life Skills Room – C/00/005**

#### **Primary Route**

Go out through the main life skills room door and turn left out of main building door. Assemble in the fenced off area immediately outside the mews building. Please wait here until a member of staff checks you are accounted for.

#### **Secondary Route**

There is only one exit from this building, therefore If your primary route is blocked please stay in your room and dial 999. Inform the fire brigade you are trapped

### **PPA Room – C/01/003**

#### **Primary Route**

Go out through the main PPA room door and down the staircase. Go through door at the end of the staircase then out of main building door. Assemble in the fenced off area immediately outside the mews building. Please wait here until a member of staff checks you are accounted for.

#### **Secondary Route**

There is only one exit from this building, therefore If your primary route is blocked please stay in your room and dial 999. Inform the fire brigade you are trapped

## **Fire evacuation at start or end of day.**

If the fire alarm sounds at the start or end of the school day the following also applies.  
No parents, pupils or visitors are allowed to enter or leave via the pedestrian gates until instructed by fire evacuation controller. This is so that we can account for everyone and if needed, parents can be asked to take their children away with them.

Pupils on coaches to remain on the coach.

Pupils disembarked from the coaches to be brought around to the assembly point in the playground.

Pupils brought in by parents/carers and are already on site must follow instructions from staff in the car park or the main office.