

**DURANTS
SCHOOL
Pitfield 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 huts. The assembly point for the class located at the rear of the school is in the adjacent garden 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 move across the road to Enfield Heights academy (directly opposite Durants Pitfield Way site).

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 inside the pitch in the main playground. 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 rear classroom is 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.

Teachers 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.

Teaching Assistants To help teacher with pupil evacuation as directed.

Premises Manager 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 Pitfield Way 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.

If in the event the premises manager is not onsite then a member of the senior management team will take on this role.

Premises Assistant (As and when applicable). 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.

Kitchens 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.

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

Lower School Escape Routes

Alonzo Clemons – Y1

Primary Route

Go out through the classrooms rear exit door to outside area. Go through the gate to pedestrian path. Enter the pitch area and make way to assembly point.

Secondary Route

Go out through the main classroom door into corridor 7. Turn left and forward through the metal door, forward through the lobby and out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Tom Wiggins – Y2

Primary Route

Go out through the classrooms rear exit door to outside area. Turn right and go through the gate. Turn left and go through the gate to pedestrian path. Enter the pitch area and make way to assembly point.

Secondary Route

Go out through the main classroom door into corridor 7. Turn left and forward through the metal door, forward through the lobby and out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Tom Wiggins quiet room (opposite) – Y5

Primary Route

Go out through the main quiet room door into corridor 7. Turn right and forward through the metal door, forward through the lobby and out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Unisex Toilets (near Red) – Y3

Primary Route

Go out through the main toilet door, turn right into corridor 7. Forward through the metal door, forward through the lobby and out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Resources Room – Y9

Primary route

Go out through the main office door, turn left into corridor 7. Forward through the metal door, forward through the lobby and out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main office door into corridor 7. Turn right and forward through classroom door. Exit via rear door to outside area. Turn right and go through the 2 gates. Turn left and go through the gate to pedestrian path. Enter the pitch area and make way to assembly point.

Staff toilet – Y7

Primary Route

Go out through the main toilet door, turn right into corridor 7. Turn right and forward through the metal door, forward through the lobby and out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main toilet door, turn left into corridor 7. Forward through the wooden door into corridor 6. Forward through the wooden door into the front playground. Make way to secondary assembly point.

Tylan Grant – Y11

Primary Route

Go out through the classrooms rear door to outside area. Turn right and go through the 2 gates. Turn left and go through the gate to pedestrian path. Enter the pitch area and make way to assembly point.

Secondary Route

Go out through the main classroom door and forward into corridor 7. Forward through the metal door, forward through the lobby and out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Joshua Beckford – Y14

Primary Route

Go out through the main classroom door. Turn left and forward corridor 6. Turn right and forward into lobby area. Turn right and go out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main classroom door. Forward through wooden doors into front playground. Make way to secondary assembly point.

Armani Williams – Y13

Primary Route

Go out through the main classroom door. Forward corridor 6 into lobby area. Turn right and go out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main classroom door. Forward and right through wooden doors into front playground. Make way to secondary assembly point.

Boys Toilets – Y12

Primary Route

Go out through main toilet door. Turn left and forward corridor 6, turn left into lobby area. Turn right and go out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main toilet door. Forward corridor 6 and through wooden doors into front playground. Make way to secondary assembly point.

Lost Property cupboard – Y10

Primary Route

Go out through main room door. Turn right and forward corridor 6, turn left into lobby area. Turn right and go out through the metal doors to the playground. Make way around to the pitch and to assembly point

Secondary Route

Go out through the main room door, turn right into corridor 6. Forward through the wooden door into the front playground. Make way to secondary assembly point.

Behaviour Room – Y8

Primary Route

Go out through main behaviour room door. Turn left and forward corridor 6, turn left into lobby area. Turn right and go out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main behaviour room door. Forward corridor 6 and through wooden doors into front playground. Make way to secondary assembly point.

Girls Toilets - Y6

Primary Route

Go out through main toilet door. Turn left and forward corridor 6, turn left into lobby area. Turn right and go out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main toilet door. Turn right and forward corridor 6. Turn left and through wooden doors into front playground. Make way to secondary assembly point.

Sensory Room – Y18**Primary Route**

Go out through main sensory room door. Turn right and forward corridor 6, turn left into lobby area. Turn right and go out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main sensory room door. Turn left and forward corridor 6. Turn left and through wooden doors into front playground. Make way to secondary assembly point.

Wize Room – Y17**Primary Route**

Go out through main wize room door. Turn right and forward corridor 6, turn left into lobby area. Turn right and go out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main wize room door. Turn left and forward corridor 6. Turn left and through wooden doors into front playground. Make way to secondary assembly point.

Plant Room – Y15**Primary Route**

Go out through main plant room door. Forward corridor 7 and go out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main plant room door, turn immediately right and forward through the wooden door into corridor 6. Forward through the wooden door into the front playground. Make way to secondary assembly point.

Plant Room – Y16**Primary Route**

Go out through main plant room door. (IF SAFE TO DO SO) Forward play area and turn right, go through wooden door. Forward corridor 6 and left into lobby area, go out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the main plant room door, turn immediately right into the play area. Make way to secondary assembly point.

Kitchenette – Y4**Primary Route**

Go out through main kitchenette door, forward through lobby area. Go out through the metal doors to the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main kitchenette door, turn right into lobby area. Go out through the metal doors to the front car park. Make way to the secondary assembly point.

Upper School Escape Routes

Life Skills – N1

Primary Route

Go out through main life skills room door. Turn right and forward corridor 8, exit via metal door ahead. Turn left then through wooden door into the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main life skills room door. Walk across corridor 8 and enter class opposite (N3). Exit via the rear classroom metal door into the playground. Make way around to the pitch and to assembly point.

Head of Departments Room (N2) and Kitchenette (N9)

Primary Route

Go out through main PPA room or Kitchenette door. Turn left and forward corridor 8. Go through wooden door and turn right into upper school lobby. Exit via metal door to playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main PPA room or kitchenette door. Walk across corridor 8 and enter class opposite (N4). Exit via the rear classroom metal door into the playground. Make way around to the pitch and to assembly point.

Naoki Higashida (N3)

Primary Route

Go out through the rear classroom metal door into the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main classroom door. Turn left and forward corridor 8, exit via metal door ahead. Turn left then through wooden door into the playground. Make way around to the pitch and to assembly point.

Anne Hegerty (N4)

Primary Route

Go out through the rear classroom metal door into the playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main classroom door. Turn right and forward corridor 8. Go through wooden door and turn right into upper school lobby. Exit via metal door to playground. Make way around to the pitch and to assembly point.

Toilet in lobby (8)

Primary Route

Go out through the toilet door, forward upper school lobby and exit via metal door to playground. Make way around to the pitch and to assembly point.

Boys Toilet (7)

Primary Route

Go out through the toilet door, turn right and through wooden door. Forward upper school lobby and exit via metal door to playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the toilet door, turn left and through wooden door. Forward across lobby and through wooden door. Forward corridor 4, through the metal door into the gym. Cross the gym and exit via rear metal door to playground. Make way around to the pitch and to assembly point.

Girls Toilet (N6)

Primary Route

Go out through the toilet door, turn right and through 2 sets of wooden doors. Forward upper school lobby and exit via metal door to playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through the toilet door, turn left and through wooden door. Forward corridor 4, through the metal door into the gym. Cross the gym and exit via rear metal door to playground. Make way around to the pitch and to assembly point.

William Butler Yeats (UN8)

Primary Route

Go out through main classroom door. Turn right and forward corridor 9, through wooden door and down the staircase into upper school lobby area. Exit via metal door to playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main classroom door. Turn left and forward corridor 9, through metal door and down the metal staircase into outside lobby area. Exit via wooden door on the right into playground. Make way around to the pitch and to assembly point.

Daryl Hannah Class (UN6)

Primary Route

Go out through main classroom door. Turn left and forward corridor 9, through wooden door and down the staircase into upper school lobby area. Exit via metal door to playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main classroom door. Turn right and forward corridor 9, through metal door and down the metal staircase into outside lobby area. Exit via wooden door on the right into playground. Make way around to the pitch and to assembly point.

Malcom Harris Gowdie Class (UN7)

Primary Route

Go out through main classroom door. Turn left and forward corridor 9, through metal door and down the metal staircase into outside lobby area. Exit via wooden door on the right into playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main classroom door. Turn right and forward corridor 9, through wooden door and down the staircase into upper school lobby area. Exit via metal door to playground. Make way around to the pitch and to assembly point.

Savan Gandecha Class (UN5)

Primary Route

Go out through main classroom door. Turn right and forward corridor 9, through metal door and down the metal staircase into outside lobby area. Exit via wooden door on the right into playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main classroom door. Turn left and forward corridor 9, through wooden door and down the staircase into upper school lobby area. Exit via metal door to playground. Make way around to the pitch and to assembly point.

Gym Area Escape Routes

Plant Room – N5

Primary Route

Go out through main plant room door. Turn left and forward corridor 4, go through the metal door into the gym. Cross the gym and exit via metal door into playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main plant room door. Turn right and forward corridor 4, go through the wooden door into the lobby. Cross the lobby area and go through 2 sets of wooden doors. Forward upper school lobby and exit via metal door to playground. Make way around to the pitch and to assembly point.

Girls Changing Room (G2)

Primary Route

Go out through main changing room door. Turn left and forward corridor 4, go through the metal door into the gym. Cross the gym and exit via metal door into playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main changing room door. Turn right and forward corridor 4, go through the wooden door into the lobby. Cross the lobby area and go through 2 sets of wooden doors. Forward upper school lobby and exit via metal door to playground. Make way around to the pitch and to assembly point.

Boys Changing Room (G3)

Primary Route

Go out through main changing room door. Turn left and forward corridor 4, go through the metal door into the gym. Cross the gym and exit via metal door into playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main changing room door. Turn right and forward corridor 4, go through the wooden door into the lobby. Cross the lobby area and go through 2 sets of wooden doors. Forward upper school lobby and exit via metal door to playground. Make way around to the pitch and to assembly point.

Gymnasium (G1)

Primary Route

Go through the rear metal door into playground. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main gymnasium door. Forward corridor 4, go through the wooden door into the lobby. Cross the lobby area and go through 2 sets of wooden doors. Forward upper school lobby and exit via metal door to playground. Make way around to the pitch and to assembly point.

Main Building Escape Routes

<p>Outside, Downstairs Plant Room</p> <p>Primary Route Go out through main plant room door. Go up the stairs. Wait safely in the front car park (away from the stair well) and await further instructions.</p>
<p>Upper Floor of main building (MU1 - 5)</p> <p>Primary Route Go out through main room door. Forward corridor, through wooden doors and down staircase. Exit via wooden door into main foyer. Turn right and go through wooden doors. Forward corridor one into corridor two. Go through first set of double wooden doors. Then through the second set of double wooden doors. Exit via the metal door to the playground on the left. Go down the ramp and make way around to the pitch and to the assembly point.</p> <p>Secondary Route Go out through main room door. Forward corridor, through wooden doors and down staircase. Exit via wooden door into main foyer. Turn left and exit via the metal door to the front car park. Make way to the assembly point.</p>
<p>Parents Room (A1)</p> <p>Primary Route Go out through main parent's room door. Turn left and forward corridor 1, exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.</p> <p>Secondary Route Go out through main parent's room door. Turn right in corridor 1, then another immediate right. Exit via metal door to the front car park. Make way to the assembly point.</p>
<p>Staff and Visitor Toilets (A2)</p> <p>Primary Route Go out through main toilet door. Turn right then left and forward corridor 1, exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.</p> <p>Secondary Route Go out through main toilet door. Turn left and exit via metal door to the front car park. Make way to the assembly point.</p>
<p>Medical Room (A3)</p> <p>Primary Route Go out through main office door, then the next wooden door. Forward corridor 1, exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.</p> <p>Secondary Route Go out through main office door, then the next wooden door. Turn left and exit via metal door to the front car park. Make way to the assembly point.</p>
<p>SBM and Finance Office (A4)</p> <p>Primary Route Go out through main office door, then the next wooden door. Forward corridor 1, exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.</p> <p>Secondary Route Go out through main office door, then the next wooden door. Turn left and exit via metal door to the front car park. Make way to the assembly point.</p>
<p>Meeting Room (A5)</p> <p>Primary Route Go out through main office door, then turn right and forward corridor 1, exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.</p> <p>Secondary Route</p>

Go out through main office door, turn slightly left and then forward, exit via metal door to the front car park. Make way to the assembly point.

Main Office (A10)

Primary Route

Go out through main office door, turn left right and forward corridor 1, and exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main office door, turn right then immediately left. Go through first set of double wooden doors. Then through the second set of double wooden doors. Exit via the metal door to the playground on the left. Go down the ramp and make way to the assembly point.

Head Teachers Office (A11)

Primary Route

Go out through Head Teachers office door, then out the main office door, turn left right and forward corridor 1, and exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.

Secondary Route

Go out through Head Teachers office door, then out main office door, turn right then immediately left. Go through first set of double wooden doors. Then through the second set of double wooden doors. Exit via the metal door to the playground on the left. Go down the ramp and make way to the assembly point.

Family Support Worker Office (A12)

Primary Route

Go out through side office door, then out the main office door, turn left right and forward corridor 1, and exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.

Secondary Route

Go out through side office door, then out main office door, turn right then immediately left. Go through first set of double wooden doors. Then through the second set of double wooden doors. Exit via the metal door to the playground on the left. Go down the ramp and make way to the assembly point.

Music Therapy Room (A8)

Primary Route

Go out through main music therapy room door, turn left and forward corridor 1, and exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main music therapy room door, turn right into corridor 1. Go through metal door into lower school lobby. Exit via metal doors to the playground on the right and make way around to the pitch and to assembly point.

Girls Toilet (A9)

Primary Route

Go out through main toilet door, turn left and forward corridor 1, and exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main toilet door, turn right into corridor 1. Go through metal door into lower school lobby. Exit via metal doors to the playground on the right and make way around to the pitch and to assembly point.

Boys Toilet (A9)

Primary Route

Go out through main toilet door, turn left and forward corridor 1, and exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.

Secondary Route

Go out through main toilet door, turn right into corridor 1. Go through metal door into lower school lobby. Exit via metal doors to the playground on the right and make way around to the pitch and to assembly point.

Photocopier Room (M8)

Primary Route

Go out through main office door, turn left into corridor 2. Go through first set of double wooden doors. Then through the second set of double wooden doors. Exit via the metal door to the playground on the left. Go down the ramp and make way around to the pitch and to the assembly point.

Secondary Route

Go out through main office door, turn right then immediately right. Forward corridor 1, and exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.

Staff Room (M7)

Primary Route

Go out through main staff room door, turn right into corridor 2. Go through first set of double wooden doors. Then through the second set of double wooden doors. Exit via the metal door to the playground on the left. Go down the ramp and make way around to the pitch and to the assembly point.

Secondary Route

Go out through main staff room door, turn left then through one set of wooden double doors. Turn right and forward corridor 1, and exit via metal door to the playground on the right. Make way around to the pitch and to assembly point.

Hall (M6)

Primary Route

Go out through main hall doors into corridor two. Exit via the metal door to the playground. Go down the ramp and make way around to the pitch and to the assembly point.

Secondary Route

Go out through the metal hall door, exit into sensory garden at rear. Go up the steps to the patio area, stand as far away from the building as possible and await further instructions.

Main Kitchen (M5)

Primary Route

Go out through main kitchen door into corridor two. Go through one set of wooden doors. Exit via the metal door to the playground on the right. Go down the ramp and make way around to the pitch and to the assembly point.

Secondary Route

Go out through the rear kitchen door, make way into sensory garden at area. Go to the patio area, stand as far away from the building as possible and await further instructions.

Occupational Therapy Room (M4)

Primary Route

Go out through OT room's rear metal door to the playground. Make way around to the pitch and to the assembly point.

Secondary Route

Go out through main OT room door turn right and forward corridor three. Turn right into corridor 2 and go through one set of wooden doors. Exit via the metal door to the playground on the right. Go down the ramp and make way around to the pitch and to the assembly point.

Albert Einstein (M3) (Old Blue Class)

Primary Route

Go out through classroom rear metal door to the playground. Make way around to the pitch and to the assembly point.

Secondary Route

Go out through main classroom room door turn right and forward corridor three. Turn right into corridor 2 and go through one set of wooden doors. Exit via the metal door to the playground on the right. Go down the ramp and make way around to the pitch and to the assembly point.

Dan Akroyd (M2) (Old Amber Class)

Primary Route

Go out through classroom rear metal door to the playground. Make way around to the pitch and to the assembly point.

Secondary Route

Go out through main classroom room door turn left and forward corridor three. Go through wooden doors into lift lobby area. Go up the steps and turn left, through two sets of wooden doors and exit via the metal door to the playground ahead. Make way around to the pitch and to the assembly point.

Behaviour Room (M1)

Primary Route

Go out through behaviour room's rear metal door to the playground. Make way around to the pitch and to the assembly point.

Secondary Route

Go out through main behaviour room door and turn left. Go through wooden doors into lift lobby area. Go up the steps and turn left, through two sets of wooden doors and exit via the metal door to the playground ahead. Make way around to the pitch and to the assembly point.

Satellite Units Escape Rout

James Joyce (Old Lilac Class)

Primary Route

Go out through main classroom door. Make way into garden area adjacent to the class. Stand as far away from the building as possible and await further instructions from a member of staff who will check on you.

Secondary Route

Go out through main classroom door. Make way into garden area adjacent to the class, go through wooden gate at rear of the garden. Make way around to the sensory garden. Assemble on the patio area. Stand as far away from the building as possible and await further instructions from a member of staff who will check on you.

John Howard Class

Primary Route

Go out through main class room door into lobby area. Exit via main hut door. Go down the steps and through wire mesh gate. Make way around to the pitch and to the assembly point.

Secondary Route

Go out through main room door. Forward corridor, into class opposite and go out through their fire exit door. Go down the staircase and through the wire mesh gate. Make way around to the pitch and to the assembly point.

Art Room

Primary Route

Go out through main class room door into lobby area. Exit via main hut door. Go down the steps and through wire mesh gate. Make way around to the pitch and to the assembly point.

Secondary Route

Go out through rear class fire exit door. Go down the staircase and through the wire mesh gate. Make way around to the pitch and to the assembly point.

Premises Managers Flat

The premises managers flat is part of the school building. This is private residence of the premises manager but is still linked to our school fire alarm. The premises manger and any visitors would be expected to leave the building upon hearing the alarm and gather in the front car park as an assembly point.

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 playground or the main office.