

EMERGENCY EVACUATION PROCEDURES

For Marshland Primary Academy

1. Alarm activated by Site Manager (if a drill).

2. All personnel leave the building by the nearest exit :

Nursery exit the main exit door to the FS1 playground

Reception exit main exit door to the FS2 playground

Key Stage 1 classrooms exterior exits or main building door.

Key Stage 2 classrooms exterior exits or main building door.

Office leave by front doors

Dining room leave by front door or rear door of dining hall

All Children, staff and visitors to line up in the front of the building, at the front gates (Vermuyden Road)

All registers and E-Reception visitor ipad to be taken out by Office staff/Business Manager for the roll call.

All toilets and rooms to be checked by support staff as they enter the building

Shoes, coats and personal items must be left – you must exit the building IMMEDIATELY.

Alarm to be tested at least once a term.

Everyone must leave the building in an orderly way – DO NOT RUN.

The School Fire Warden Team are responsible for ensuring all buildings are Empty.

The Fire Warden Team consist of: Site Manager, Head of School, Assistant Head and Inclusion Manager if two are on site then one must help evacuate KS1 building when you can. Inclusion Manager will check the hub, dining hall, link corridor and changing room toilets. The Head of School will check KS2, Assistant Head will check KS1.

Check staff toilets,

Office staff to pass on registers to staff to carry out roll call. When all pupils accounted for the teachers for each class to raise arm to indicate to office staff that all are present.

Office Staff/Business Manager to take sign out e-reception ipad and carry out roll call for staff and visitors.