

**POLICY:**                      **Emergency Evacuation Policy**

**POLICY DATE:**                      **September 2024**

**REVIEW DATE:**                      **September 2026**

On Hearing the Fire Alarm the teacher must take the following action in an emergency such as a fire alarm:

- Tell the students to stop working and leave their books and belonging on their desks
- Evacuate the room in an orderly fashion without talking. The students must not attempt to collect bags or coats
- The teachers should collect the register and evacuate the students by following the emergency exit signs
- Assemble the students in **the school playground**
- When assembled check the students against the class register
- Make sure that the students are supervised as closely as possible while they are out of the classroom
- Make a note of the time of the interruption and how long it lasted
- At the end of the emergency the teacher or a senior member of staff inform them when to return to the classroom
- Make a full written report of the incident to the incident book.