

## Appendix 1

### Evacuation Routes

Staff, pupils and other adults should follow evacuation Route 1 for their area in case of an emergency. If route 1 is inaccessible, use Route 2.

Office staff must contact the emergency services and print off the evacuation log as soon as the alarm sounds.

The lifts must not be used once the fire alarm has sounded.

| <b>Area</b>  | <b>Route 1</b>  | <b>Route 2</b>   |
|--|---|--|
| <b>Main Building</b>   |   |  |
| Nursery  | Out of the Nursery via the main Nursery door to assemble at the bottom end of the playground.               | Out into the garden, through the garden gates around the school perimeter to the playground to assemble.   |
| Staff Toilets, Staff Room, Deputy Heads Office, Area 3 and Area 4, Caretakers Room, Cloakrooms and Toilets | Down the corridor to playground door. Assemble at the bottom end of the playground.                         | Out of the doors in Area 3 and 4, through the garden gates around the school perimeter to the main playground to assemble.   |
| Area 5 and 6, Art Store Room   | Down the stairs out of the Library Area door, carefully down the drive and onto the playground to assemble. | Out of the doors in Areas 5 and 6, through the garden gate, walking around the path to the front of the school and following around to the playground to assemble. |
| Hall, Library Area   | Out of the main door in the Library Area, carefully down the drive and onto the playground to assemble.     | Out of the hall doors, walking around the path to the front of the school and following  |

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|   |  | <p>around to the playground to assemble.</p> <p>During all material times when the hall is used, fire doors should be unbolted prior to use and bolted at the end of use. During assemblies and performances/events, two staff members will man each external fire door and in the event of a fire open the doors wide.</p> |
| Offices, Dining Room                          | Out of the main entrance down the drive and around onto the playground.  | <p>Out through the kitchen and onto the playground.</p> <p>Prior to dinner service the external fire doors need to be unbolted and bolted at the end of service.</p>  |
| Kitchen                                       | Out of the kitchen door and onto the playground.   | Out through the dining room, to main entrance and round to the main playground.   |
| <b>Annexe Building</b>                        |  |   |
| Area 7 and 8                                  | Out through the door by Area 7, carefully crossing the drive to follow the path to the playground to assemble. | Down the corridor out the door by Area 10, carefully crossing the drive to follow the path to the playground to assemble.   |
| Area 9 and 10, Kitchen, Group Room and Toilet | Out of the door by Area 10, carefully crossing the drive to follow the path to the playground to assemble.     | Down to the door by Area 11, carefully crossing the drive to follow the path to the playground to assemble.   |

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| Area 11 | Out of the door by Area 11, carefully crossing the drive to follow the path to the playground to assemble. | Out of the side door, walking around the back of the annexe to carefully cross the drive to follow the path to the playground to assemble. |
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### **Fire Evacuation**

- Staff, children and other adults must leave in an orderly fashion.
- Staff must ensure that all doors are closed behind them as they evacuate.
- No-one must re-enter the building once they have left, until given permission by the Headteacher.
- If a child is missing from the group at the assembly point the Headteacher must be informed immediately.
- Teachers are responsible for all the children in their class, even when some have been working in a different area (e.g. Group Room), and must establish their whereabouts as soon as possible.
- No-one is to stop to get shoes, coats bags etc. before evacuating the building. If the incident happens during lunch time, teachers are expected to locate and gather their class together as soon as possible with the assistance of Midday Supervisors and Teaching Assistants

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