

Manor Primary School

Fire Drill

Evacuation procedure

Classes 1, 3, 4, 5, 6, 7 and anyone in the Library, Music Room or doing PE in the top hall to exit via the west staircase and through the alley assemble in the Infant Playground – LEFT SIDE

Classes 2, 8, 9, 10 and anyone in the ICT suite, the art room or working in the middle hall to exit via the east staircase and assemble in the Infant Playground – RIGHT SIDE

Classes 11 and 12 to exit by their outside doors and assemble in the Infant Playground

Classes 13 and 14 to exit by their outside doors and assemble in the Infant Playground

Nursery to exit by their outside door and assemble in the Infant Playground

Any classes in the bottom hall to exit by the main door and assemble in the Infant playground

- When coming down staircases, please 'double up' with top floor classes on the inside and middle floor classes on the outside of the staircase.
- Shut doors when exiting the classrooms or if you are the last class to leave a floor.
- The children have to walk **calmly and quietly** in order to be able to hear instructions.
- In the Infant Playground line up perpendicular to the Leywick St fence, facing the school. Make sure that the lines are in the far side of the playground and are not blocking vehicle access through the gates.
- Registers will be brought out by Khadijah or Regina. Check all children are present. Be ready to let a senior member of staff know that all are accounted for.
- Children working out of class with another adult will be evacuated by them through the nearest exit. These adults will ensure that they are then taken to join the rest of their class.
- Ms McGee & Ms Grant will check all classes are present and that the evacuation is complete, and then will indicate that the drill is over.
- Visitors need to assemble at the Main Gate to be checked against the sign-in book.
- Wait in the playground until given the signal to return inside.
- Mrs Spence & Ms Collins will check the top floor toilets.
- Khadijah will check the ground floor toilets.
- Regina will ensure that no-one re-enters through the main door.
- **Fire Wardens are Mr Briden, Chris Cole and Sandra Warry.**

Remember we can never predict what a real fire will be like, please train the children to look out for the green emergency exits. In a real fire, your usual exit may be blocked, so give some thought to where an alternative exit may be.