



# **Brooke Primary Academy / Marshland Primary Academy**

## **Emergency Evacuation Procedure**

<b>Reviewed By</b>	<b>Approved By</b>	<b>Date of Approval</b>	<b>Version Approved</b>



## EMERGENCY EVACUATION PROCEDURES

1. Alarm activated by Site Manager (if a drill). **All teacher/cover staff need a walkie talkie with them. This needs to be on channel 11. Phase leaders may be called during a fire alarm.**
2. All personnel leave the building by the nearest exit:

Little Jumping Beans	main building door
Jumping Beans	main building door
Key Stage 1	classroom exterior exits or main building door
Key Stage 2	main building door and 4 ground floor exits
Office block	front or back doors
Dining room	front door or rear door of dining hall
Boiler House	front door or kitchen main door in the dining room
Modular Classroom	main building door or fire doors
3. **Muster points**  
Key Stage 1, Jumping Beans and Little Jumping Beans, staff and visitors to line up on Key Stage 1 playground towards the Muster point signpost.  
Key Stage 2 children, staff and visitors to line up on Key stage 2 playground towards the muster point signpost.
4. All registers and visitors books to be taken out by Office staff for the roll call.
5. All toilets and rooms to be checked by fire warden staff
6. Shoes, coats and personal items must be left – you must exit the building IMMEDIATELY.
7. 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 Facility Officer/s – if two are on site then one must help evacuate KS1 building when you can.  
Senior Business Manager to clear Jumping Beans, EYFS and then help in KS1  
Senior Administrator to clear Little Jumping Beans and help in Jumping Beans  
Office team to check staff block toilets, take registers, staff sign in boards and visitor books to staff  
Deputy and Assistant Headteacher of KS1 to clear KS1 with help from SBM/Site Staff  
Head of School, Executive Headteacher and Assistant Headteacher of KS2 to clear Key Stage 2  
(1 x Assistant Headteacher not available on Friday)