



EVACUATION POLICY

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It is the responsibility of every member present on the school campus to familiarise themselves with this document. Every staff member is also expected to familiarise themselves with the location of all emergency exits and escape routes within their immediate area of work and also the 'public' areas, such as the surrounding garden areas, lunch rooms and library.

Staff who have specific roles to play in the event of an emergency evacuation must ensure they are familiar with their individual responsibilities.

In the event of an emergency being discovered, or hearing the bell, staff should follow the evacuation procedure outlined below.

These guidelines are also to be followed in the case of evacuation drills, which are held at least once a term.

Raising the alarm

If you notice a fire, or any other danger, immediately raise the alarm. In case of a drill, designated staff should ring the fire bell and alert others.

Escape routes

- On hearing the alarm, classroom staff should line pupils up immediately, and vacate the building, escorting and instructing their pupils to walk silently, following the routes posted in each specific area of the school to the common **Fire Assembly Point.
- NO ONE should stop to collect any belongings, or close doors/windows.

- To leave their classrooms, pupils should follow the routes indicated on the maps displayed in each classroom.
- No one must return to the building once it has been evacuated without permission from The Head of School.

Roles

- Classroom teachers need to bring their registers to the Assembly point.
- Once in the garden area , staff will check pupils /team members against the emergency register and immediately inform administration staff of any missing pupil/staff.
- The Head of School will take the role call of all staff.
- Designated staff will check the building to ascertain the cause of the alarm and check that no one is left inside the buildings.
- In case of a fire, the management team will contact the fire department.

Closure procedures

- In the event of a Drill, the pupils will return to class, once done.
- In the event that the school needs to be closed, the management team will contact parents/ guardians via the class Whatsapp group/email/phone calls to come collect pupils from AssemblyPoint.

Reviewed by: Head of School

Date of Review: January 2022

Next Review Due on: August 2024