

Fire Alarm Procedures

be easily identified. All registers apart from the pupils will be taken on muster points on the Eothen playground.

assemble in their tutor group fire lines at the muster station.

register the pupils and report back to the .

returns the registers to the once complete.

Once all pupils have been accounted for, the informs the

in the classroom, close the door behind them and escort the pupils to the muster point on Home Field or Beeches Field. If teaching pupils with Personal Evacuation Plans such as those who may be physically injured and on crutches - the teacher will ensure they are evacuated safely. All should leave the building silently in a purposeful and orderly manner by the safest and most direct route.

NB - in a zone evacuation, pupils should assemble on Home Field in their teaching class, rather

- 3) **Boarders should assemble in House Groups and be registered by the Head of House as per**