



School *Fire Drill Information:*

What must I remember?

Hear the Hooter means a LOCK DOWN. Everyone INDOORS {or if outside hide if it's the better option}	Fire Bell? Everyone OUT
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When the alarm bell rings (long and continuous) make your way to the *lower* football field. Year groups stand in front of their allotted Year Group sign,

- Teachers escort their teaching group in a single file to the lower field.
- Please assign one responsible student to be head of the line (obviously TA where available in Primary)
- The teacher will be the last in the queue, after checking that all students have left the classroom.

Students will need to walk sensibly but briskly and in silence to the lower field.

All Teachers (incl. those without a lesson) should proceed to the field; form / class tutors should await their tutees at the field.

Teachers with classes will drop off their teaching group to the appropriate year group location. Year group positions are marked on the white wall running across the length of the football field.

Cont.

Tutor Groups will line up in front of the Year group sign (attached to the white low wall)

{The youngest students line up closest to the (green) cricket nets; the oldest year group (Yr13) are closest to the secondary science lab}.

KEEP YOUR GROUP QUIET PLEASE (incl. after the register is taken)

Having dropped off a teaching group in the appropriate position teachers will proceed to collect their form register from the Admin Team. [An Admin team member will make it clear which Key Stage they are responsible for and will stand in the middle of the Key Stage area].

Each teacher registers their form / class group and then reports back to the ADMIN colleague in charge of the Key Stage on the status of the group.

Handover your completed register to the Admin colleague &

Make clear any MISSING students who are registered as present in school.

(Admin colleagues will have a list of pupils that have left during the day).

When registration is complete search parties will set off to search for missing students / staff.

Search Party

Teachers will be allocated on the day, as needed.

Report back after the search to ADMIN colleague in charge of your Key Stage.