

## EVACUATION PROCEDURES

### **WHEN THE ALARM IS RAISED:**

1. Check all students are accounted for, not including any students absent from your room (these will be escorted from the building by designated sweepers )
2. Instruct all students to stand and proceed silently and in single file to the designated exit for your room, leaving their bags behind you.
3. Check that the room is empty and close the door behind you.
4. Escort your class to the far car park next to the mosque where they will assemble in tutor groups (secondary), classes (primary).
5. Tutors (Secondary) and class teachers (Primary) will receive their class list and a “pupils unaccounted for form”
6. Tutors/class teachers register their pupils on the class list and either initial where indicated to confirm that all pupils in school that day are present or complete the “pupils unaccounted for form”
7. Return the register to the key stage leader and wait for further instructions.
8. DO NOT GO BACK IN THE BUILDING UNTIL INSTRUCTED TO DO SO