

# Sixth Form – Evacuation Policy

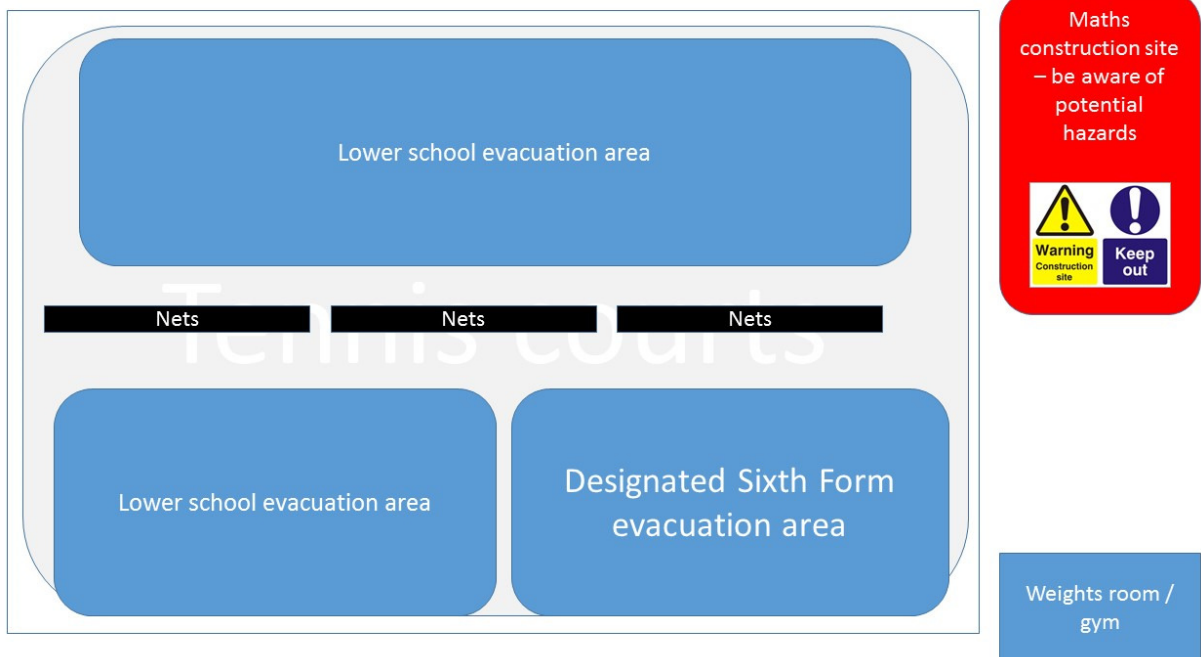
## Fire Drill;

In the event of the fire alarm sounding the following procedures must be followed.

Students must evacuate the building calmly, moving with purpose but safely towards the nearest marked exit.

Students must make their way to the tennis courts.

Students will make their way to their correct registration station (see diagram below). All students must line in an orderly fashion, facing the history block and in register order. The form tutor will stand on the wall facing their group ensure students are following procedure.



The print out of registers will be brought to the tutors. These are to be completed in a manner which ensures 100% accuracy in completion. Tutors will be expected to maintain the order of their group until the 'all clear is given'.

Head of Sixth Form\* will visit each tutor group in order with the fingerprint scanner print out. To confirm all those students who have legitimately left the site.

All registers will be clearly marked and returned to the Head of Sixth Form\*

Any students missing from the tutor group and not having signed out will be reported as missing and the appropriate actions taken.

\*in times of Head of Sixth Form absence, this job will be carried out by deputy head of sixth form or a designated replace

These procedures will ensure the safety of all students on school site. Students are to be informed of them, reminded of them on a regular basis and the evacuation station location displayed in form rooms.

Any student not conforming to evacuation procedure and/or failing to use the electronic registration in the correct way will be refused entry to school until the Head of Sixth Form has made contact with parents/guardians,