

Fire Evacuation Procedures

(Revised 2016)

During School Time

1. When the Yodelarm sounds, all pupils and staff will proceed to the Upper Field.
2. The fire assembly point is half way up the field, in front of the green Assembly Point sign, facing the St Piran's Centre.
3. Strict silence will be observed and everyone will walk briskly on to the Upper Field in an orderly fashion.
4. If there is an individual lesson taking place, the teacher will take the child on to the top field.
5. Children being taught in sets will line up in classes.
6. A roll call will be taken by the teacher or one of the people responsible for each class. Each teacher will be asked for the number of pupils who are missing. (Pupils who are absent on the day are accounted for in the register)
7. The Head of Pre-Prep will check Pre-Prep pupil and staff numbers; the Head of Middle School will check Upper and Middle School pupil numbers; the Director of Studies will check Upper and Middle School staff numbers.
8. All non-teaching staff e.g. administrative, medical, kitchen, music and ground/maintenance staff will also come up to the assembly point, so that they can be accounted for.
9. Music staff are checked off by the Director of Music, who will then report to the Director of Studies
10. Admin, medical and ground/maintenance staff are checked off by the Headmaster.
11. Kitchen staff are checked off by the Catering Manager who will report to the Headmaster.
12. All visitors to the school, including hirers, contractors and activity leaders must muster at the Fire Assembly point.
13. Senior Management will report all details of absentees to the Headmaster.

During prep and activity time, 4.30-5.10pm

1. When the Yodelarm sounds, all pupils, staff and activity leaders will make their way to the Upper Field as quickly as possible, following the above procedures.
2. Pupils will assemble in their prep and activity groups at the assembly point. The roll-call will be taken by the adult responsible and any absentees will be reported to the Headmaster.

Reviewed by: Headmaster
Date: July 2016