



### Teachers

Teachers to lead the group they are teaching to the allocated assembly area via the nearest safe exit. Tutor group teachers to assemble with their own group and complete a roll-call from the register issued by admin staff. Teachers not directly attached to a group at the time of the alarm to assemble at designated staff meeting point. Allocated ETA to report findings of roll-call to admin staff (identified by orange hi-vis vests). Await further instructions from Emergency Co-ordinator (Headteacher or nominated Deputy). Report any injuries to First Aiders (identified by yellow hi-vis vests).

### Support staff

ETAs to accompany the group they are supporting (ensuring that they are at the rear of the group) to the allocated assembly area and remain with that group. Deliver the findings of the roll-call to admin staff (identified by orange hi-vis vests). Any staff not directly attached to a group at the time of the alarm to assemble at designated staff meeting point. Await further instructions from Emergency Co-ordinator (Headteacher or nominated Deputy).

### Fire Marshalls

Exit by nearest safe exit and make way to the front Main Entrance to collect 'bib' from admin staff. Proceed to allocated position. Await further instructions from Emergency Co-ordinator (Headteacher or nominated Deputy).

### Sweepers

Check allocated zone and report to admin staff at designated assembly point (identified by hi-vis vest). Await further instructions from Emergency Co-ordinator (Headteacher or nominated Deputy).

### Admin. Staff

Identified staff member to collect and wear hi-vis vest, collect registers, yellow and orange hi-vis vests and proceed to assembly area promptly. Remaining staff to collect Fire Book, Emergency Plan, mobile phone, staff/visitor/pupil signing-in books and proceed to assembly point (following distribution of hi-vis vests to Fire Marshalls and thereby accounting for their safety). If a 3rd admin staff member is present, they should account for Fire Marshalls and distribute hi-vis vests.

### Visitors

Leave the building by the nearest safe exit and proceed to designated visitor assembly point. Await further instructions from Emergency Co-ordinator (Headteacher or nominated Deputy).