



ROSEDALE COLLEGE

EMERGENCY DRILL AND EVACUATION

ALL STAFF

1. Instruct all students to line up at the classroom door.
2. Close windows and switch off all equipment, if safe to do so. Do **NOT** lock any doors.
3. Take students to the Assembly Area by notified route.
4. **Each teacher is responsible for ensuring their area is clear of children. Nominated reception person to ensure main gate is unlocked and opened immediately.**
5. Line up children and hand over to the Person in Charge, ready to take student registers.
6. Proceed to fire assembly point on the field. Communication with SLT to be made at all times by phone by the nominated person in Reception.
7. Inform the Principal or reception nominated person as soon as possible of the location of any problems, e.g. fire, broken doors, etc.

TEACHERS

1. Proceed to the Assembly Area by notified route.
2. Registers to be collected by the nominated person and taken to the assembly point.
3. Line students up quietly and in alphabetical order.
4. Mark students on register.
5. Inform the Principal of any children missing; list to be cross matched with absences for the day and signing out lists.
6. Ensure children remain lined up quietly until clearance is given to return to building.

In the event of the Principal being absent the above procedures stand with the nominated Vice Principal taking overall responsibility for the evacuation.

DUTIES

PRINCIPAL	Liaise with the Premises team, Reception staff, IT Manager, Police and Fire Services at the FIRE ALARM POINT.
PREMISES TEAM	Liaise with the following staff near the FIRE ALARM POINT and call the emergency services if necessary: Principals from Rosedale & Parkside Nursery manager Reception staff & IT Team
ALL OTHER STAFF AND VISITORS	Switch off and make safe all equipment and appliances if safe to do so. Report to the designated evacuation lead on the field.

N.B. All staff without directed responsibilities should assist Teaching and Reception staff on the field ensuring that children line up in a silent and orderly manner.

YOUR FIRE ASSEMBLY POINT IS:

B

LOCATION: FIELD