

WELLESLEY PARK PRIMARY SCHOOL
FIRE EMERGENCY EVACUATION PROCEDURE

If you discover a **FIRE** : operate the nearest fire alarm.

The fire bell will **ring continuously**.

Action on hearing the fire alarm :

- leave classroom/work area by nearest external exit and proceed to assembly point
 - Support staff to follow at end of class lines and to shut doors
 - Support staff of physically impaired children to immediately mobilise wheelchair/ walker/adjustable chair if required, assist and escort the child to the assembly point in accordance with Personal Emergency Evacuation Plan (PEEP)
- walk quickly, do not run
- staff to encourage children to move silently and without panic
- staff to carry out checks at their appointed area of responsibility
- children to assemble in class lines at far end of KS2 playground and turn on the spot to face the school building
- teaching staff to pick up paper register from raised garden wall, then register children. Report any 'unaccounted for children' to office staff for cross-checking with signing out book.
- visitors/helpers to stand with office staff to be registered; class teacher to stand at the front of class line
- when children/support staff are all accounted for, teaching staff should raise one arm in the air and hold it there until attendance of all classes has been confirmed
- the Headteacher/Teacher in charge will check the building from the outside to establish whether the emergency services should be called. Only return to the building when given the all clear by Headteacher/Teacher in charge or the emergency services.

WELLESLEY PARK PRIMARY SCHOOL
BOMB THREAT
EMERGENCY EVACUATION PROCEDURE

In the event of a **bomb** threat :

The fire bell will sound **3 short rings**.

Action on hearing this alarm :

- proceed to the assembly point which is at the **furthest pedestrian gate at the rear of the school field**
- follow the standard emergency evacuation procedure

SCHOOL LOCKDOWN

UNDER REVIEW