



BELLE VUE
GIRLS' ACADEMY

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Fire and Evacuation Policy

Staff Summary

Assembly Point:

When the fire alarm sounds, students will be escorted to Zara Sports Centre by their teacher. Students will line up in teaching groups with their teacher. **See Appendix 1**

When the alarm sounds:

Close all windows and make any equipment safe. Tell the students to leave coats and bags in the classroom but take any valuables with them.

If an exit is blocked, staff and students should proceed to the nearest available exit.

Any staff not directly involved with a teaching group should supervise students walking down to the fire assembly area, making sure they do so in an orderly manner.

Pastoral Managers, HoY, HoF and SLT should assemble with their linked year group.

Students/Staff & Visitors with Special Needs:

Students and staff with mobility, hearing or visual impairments will have personal evacuation plans agreed following discussions with the SEND Co-ordinator, School Nurse and Academy Business Leader. Individual members of staff will be identified to be responsible for accompanying them to a place of safety. Currently the place of safety is in the playground, at the front of the school, near to the main gates. Visitors into school with perceived mobility problems will be escorted to the place of safety by the person responsible for them during their visit.

Fire Sweepers:

Fire Sweepers will sweep designated areas of the building and report that those areas are clear to the Academy Business Leader.

After the Drill:

Students will be dismissed in an orderly manner by the Senior Leaders and return to the building escorted by their teacher.

Any problems, especially blocked exits, inaudible alarms, should be reported to the Academy Business Leader.

Appendix 1-Teacher muster points

