St Leo's and Southmead Catholic Nursery and Primary School

Inspire, Nurture, Succeed

Emergency Evacuation Procedures – COVID19 Amendments

Please follow normal evacuation procedures set out in the Health & Safety Policy taking into account additional measures during COVID 19:

What happens if a fire is discovered?
If you discover a fire you should immediately operate the nearest Fire Alarm by breaking the glass.

What happens when the fire bell is activated?
- The fire alarm is a continuous ring.
- All occupants should evacuate the building **by the nearest exit** as quickly and calmly as possible. **Each class teacher will act as a temporary fire marshal for their pod. They will:**
    - Ensure that their respective areas are fully vacated.
    - Direct persons through designated exit routes to the Fire Assembly Point.
    - Assist in control and supervision during the emergency situation.
- Please **remove the door wedge** from you classroom door(s) to enable it to close.
- **Do not lock your classroom.**
- Follow the exit instructions on the notice in your classroom or other parts of the building.
- **Take your Bubble** to the nearest Fire Assembly Point identified on the playground ensuring all Pod members are present. Please line up using social distancing rules to **keep 2 meters apart** from other pods.
- Do not re-enter the school building on the way to the assembly point.
- Do not delay your exit to collect possessions or close windows.

Assembly Area

Everyone should assemble at a Fire Assembly Point (see diagram). Pupils should stand quietly in their Pods:

    Fire Assembly Point 1 (Infant playground)
    Fire Assembly Point 2 (Junior playground)

Teachers should go to the respective area with their Bubbles. Other staff should help supervise pupils.

When can I go back inside?

You will be allowed back inside as soon as the buildings have been checked and it is safe to use them. Please wait for the all clear from the Headteacher (Deputy).

Nominated staff – areas to be monitored

Please supervise the area allocated during the emergency evacuation, until the all clear has been given by the Headteacher.

Fire Assembly Points: