



FIRE PROCEDURES

INSTRUCTIONS FOR STAFF TEACHING CLASSES

The correct assembly points will be shown in every room near the door.

Assembly point A for Years 7 and 8:	Drive leading to the large car park. Teacher in charge: Director of Pastoral Education
Assembly point B for Years 9–11:	At the end of C block. Teacher in charge: Head Master / Deputy
Assembly point C for Sixth Form:	Rose Garden area. Teacher in charge: Second Deputy Head Master

1. The fire bell sounds in the event of fire.
The fire alarm is the continuous ringing of the bell.
2. On hearing the bell instruct your pupils to:
 - a) stop talking and remain silent
 - b) place chairs under desks and stand behind their chairs.
 - c) leave bags/coats etc (making sure these are not blocking aisles)
 - d) move in a SILENT and ORDERLY MANNER in single file to the correct assembly point.
3. Before leaving your classroom:
 - a) shut windows
 - b) turn off lights
 - c) take your class register with you
 - d) check that the room is empty
 - e) close the door behind you
4. You should escort your class to its appropriate assembly point in silence. You should bring up the rear.
5. Instruct your class to line up in tutor groups and IN SILENCE. Staff must also be silent.
6. You should then report to the assembly point of your own tutor group (if you are a form tutor) or year group (if you are a Head of Section).
7. Heads of Sections or their designated deputy should collect registers for their year from the office. Registers should be checked in silence.
8. Heads of Sections should report any missing pupils to the teacher in charge of the assembly point.



INSTRUCTIONS FOR STAFF WITHOUT CLASSES

1. All staff must vacate the building.
2. Any teacher without a class who is a form tutor should go to their form.
3. Any member of staff without a class and who is not responsible for a form should make their way to one of the three assembly points in the following manner:

Staff with surnames beginning from A-F:	Assembly point A
Staff with surnames beginning from G-M:	Assembly point B
Staff with surnames beginning from N-Z:	Assembly point C

The role of these staff will be to assist in ensuring **SILENCE** and **PROPER BEHAVIOUR**.

NON-TEACHING STAFF

All non-teaching staff and visitors are to assemble in the car park next to the Joyce King Theatre.

LIAISON

The Head Master or his Deputies will be stationed with Years 9–11 and will liaise with the Bursar about safety.