

## Albright Education Centre

### Site Evacuation Procedures

1

• In the event of a full evacuation the fire alarm will sound continuously. Everyone will need to make their way to the evacuation point - the front of the carpark, closest side to Q3 . **CHA / RK / AF** to check the fire panel in the main foyer. Doors should be closed but not locked. Bags and personal belongings should be left behind.

2

• In the event of a **FULL SITE EVACUATION** all staff and pupils will be directed to **Tipton Leisure Centre, Alexandra Road, Tipton DY4 8TA . Tel: 0300 012 0121**

3

• Should the fire be in the reception area, a secondary evacuation point will be located at the rear of the building, on the grassy area.

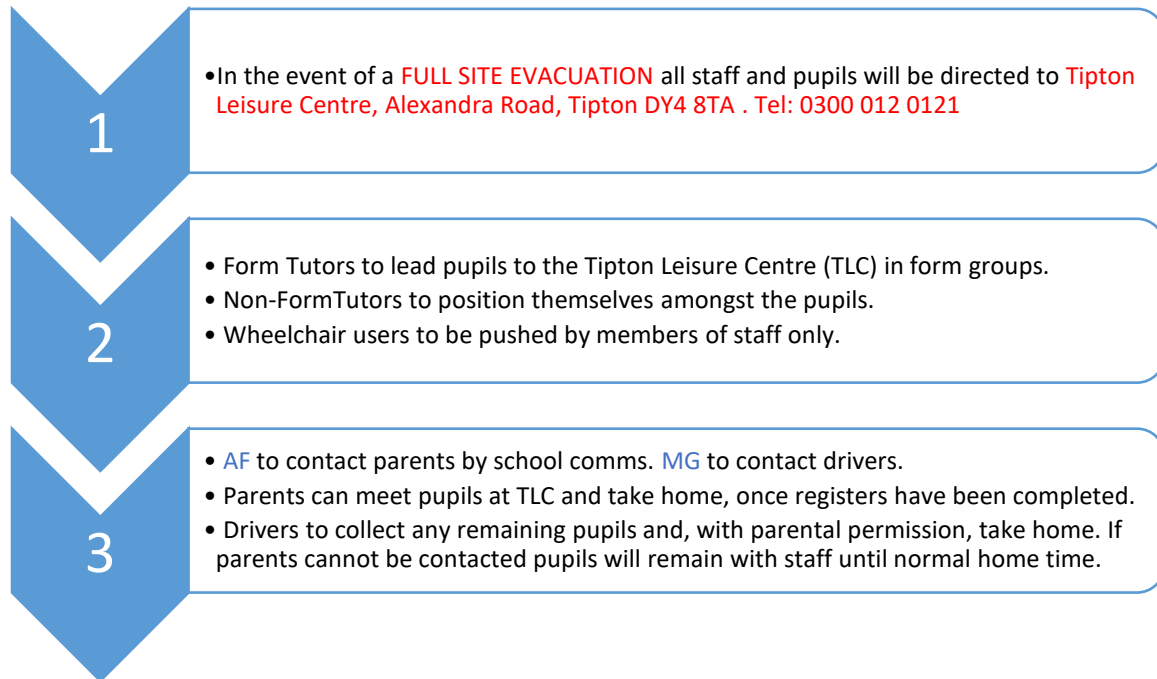
4

- Pupils to line up in form order (KS1/2, KS2/3, KS3a, KS3b, Y10a, Y10b, Y10c, Y11a, Y11b, Y11c, P16). Form tutors to stand with and register pupils.
- **AF** to distribute register information to form tutors.
- **JP / LW** man the entrance for potential vehicles arriving.
- **All staff** are trained as fire marshalls to do site walk around and check all rooms are clear.
- Staff are responsible for accompanying any visitor with them, to the evacuation point. **AF/ CHA** to print evacuation report from Inventory.

5

• **CHA** (**SL/ RK/LL** in absence of CHA) to remain in contact with site staff via the radio, and confirm when it is safe to return to the building.

## Full Site Evacuation



## Items to be Taken from Site



## ROUTE CARD

### ZONE 1

Deputy Head Teacher's Office

Key Stage 1 Room

Maths Room

Toilets

Library

## ROUTE CARD

### ZONE 2

Food Room

Humanities Room

Key Stage 2 / 3 Room

Portacabin

## ROUTE CARD

### ZONE 3

Art Room  
Science Room  
SLT Office  
Disabled Toilet  
Teaching Room 1  
Head Teacher's Office

## ROUTE CARD

### ZONE 4

ICT Room  
English Room  
Counsellor's Room  
First Aid Room  
Staff Room  
Toilets  
Family Support Worker's Office