



Broomwood Hall School Limited

EVACUATION PROCEDURE:

Broomwood Prep – Girls

Procedure

This procedure is to be followed in the event of all evacuations.

There is a fire drill and a surprise practice each term. Procedures on hearing the alarm are on display in every room. If these become damaged in any way, tell the Deputy Head at once.

On hearing the alarm, close the windows, leave the room, and close the door. Make sure that all fire doors are closed behind you as you leave the building but do not delay. Follow the designated route out of the building for the classroom you have just left.

The children must walk in silence and remain silent when the building has been evacuated. All personnel should assemble on the forecourt at the front of number 74. The secretary will distribute registers for the roll call.

The fire officer will be wearing a high visibility jacket and will record the times it takes to evacuate in the fire procedure folder in Secretary's office. Evacuation of the

building should take less than one and a half minutes. If the drill is unsatisfactory, it will be repeated. Let the Deputy Head or Fire Officer know of any problems e.g. failure to hear the alarm clearly.

Evacuation Point

The evacuation point is the forecourt at the front of number 74.