



**Broomwood Hall School Limited**

## **EVACUATION PROCEDURE:**

**Broomwood Pre-Prep**

### Procedure

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

There is an announced and unannounced fire drill 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 in the playground. 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 fire drill log. Evacuation of the building should take less than two and a half minutes. If the drill is unsatisfactory, it will be repeated. Let the Deputy Head know of any

problems e.g. failure to hear the alarm clearly.

### Evacuation Point

The evacuation point is the playground either 50NL or Vicarage