



**Bosworth  
Independent  
College**

# Fire Evacuation and Drill Procedure

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Reviewed	July 2020
Next Review Date	July 2021
Lead for Review	Vice Principal

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## Introduction

Always assume and act as if a drill is real.

Casual and informal behaviour are not acceptable.

Silence, staying in line and doing as instructed save lives.

## 1. Assembling in Queen's Car Park

### Students

- Walk quickly into the carpark with your class and teacher.
- Stay together in a group but at least 1m away from each other at all times.
- Let your teacher lead you.
- Be silent the whole time so you can hear instructions.
- Do not use your mobile phone.
- Your teacher will take you to a place at the very edge of the car park, adjacent to a wall, a grassy area or the smokers' shelter.
- Form a line, one student in front of another but at least 1 m apart.
- Reply clearly when the teacher asks your name.
- Your teacher will go to the duty secretary to confirm who is present or missing.
- Stay where you are in line and in silence.
- Your teacher will return.
- Do not relax, talk or come out of line until the senior member of staff tells you the emergency or drill is over.

### Members of Staff with Classes

- Accompany your students out of your teaching room taking your planner/markbook so you have a list of students with you in that class.
- Stay with them, demanding they are silent and do not use their mobile phones.
- Choose a place on the edge of the car park (see (f) above) but NOT to the right of the Queen's steps (side with the path to the entrance to Queen's).
- Have students line up at least 1m apart and call the roll.
- Go straight to the duty secretary to tell her/him your name, the class name and either 'all present' or giving her/him the names of absentees.
- Return to your students. Be unconditionally strict about (b), (e), (j) & (l) above

### Members of Staff Without Classes (All Categories of Staff) and Visitors

- Go to the staff place of assembly to the right of the Queen's rear steps (side with the path to the entrance).
- Stand with your back to Queen's at least 1m apart.
- Groups of staff (e.g. Finance Office, Teaching Staff not in lessons, Maintenance) must stand next to each other.
- The manager of a group checks on those present and reports to the duty secretary.

- If not in a group, staff member reports for themselves to the duty secretary.
- Follow the same rules as the students as a 'model & lead'.
- Assist other staff if senior staff present ask you to, e.g. doing study hall registers.
- VISITORS MUST REMAIN WITH THE STAFF MEMBER ACCOMPANYING THEM.

## 2. Assembling Behind Bosworth Hall

### Students

- Students given signs to hold up must stand on the edge of the grass evacuation area.
- As students join their group, they must form a line in single file at least 1m away from the next student.
- Stay where you are in line and in silence.
- Do not relax, talk or come out of line until the senior member of staff on duty tells you the emergency or the drill is over.
- Do not use your mobile phone.

### Staff

- Go to the staff place of assembly on the edge of the car park where it meets the grass evacuation area.
- Stand at least 1m apart.
- Groups of staff (e.g. Catering, Teaching Staff not in lessons, Estates) must stand next to each other.
- The manager of a group checks on those present and reports to the duty secretary.
- If not in a group, staff member reports for themselves to the duty secretary.
- Follow the same rules as the students as a 'model & lead'.
- Assist other staff if senior staff present ask you to, e.g. patrolling amongst the students or following Nurse Caroline's instructions to help with her students.