



HAVERSTOCK SCHOOL EMERGENCY EVACUATION PROCEDURES

Alarm

The fire alarm can be activated by alarms being manually operated or by automatic smoke detectors. On the event of an alarm, exit immediately via your nearest safe route. The School Keepers and on call teacher will be in radio contact to investigate. Exit should be through all clearly marked fire exits. **The Fire Brigade will be automatically called by the fire alarm off site monitoring company.**

The Assembly Point is at the tarmac area away from the new building in the center of the playground.

Users should remain in their groups and move under the direction of the group leader in accordance with the instructions displayed in each room and the corridors to their allocated assembly point. Exit is to be conducted as quickly as possible, in a calm and orderly fashion. **DO NOT USE THE LIFTS.**

Kajima and MITIE staff are to ensure that all windows and doors (including internal ones) are left closed, but not locked.

Users should move quickly, but avoid running.

Group leaders must remain with their groups, taking any necessary measures to prevent panic and take their registers with them. Each group should move as a unit, remaining together and not attempting to overtake other classes.

On reaching the muster point, groups should assemble and remain together. Any user who is out of their activity area when the alarm sounds, should go to the assembly point and report to their group leader. Staff will check that users on the attendance register are present.

All other personnel, including visitors and tradesmen should evacuate the building as soon as possible and make their way to the muster point, in accordance with the instructions displayed in each room and the corridors.

Disabled persons will be helped to refuge points on each floor, which have enhanced protection. There is fire protection for 1 hour in the stair lobbies. The group leader in charge will alert the chief fire warden of the location of any disabled person.