

# Procedure for Fire Drill

1. The coloured line-up shapes are designated to the **classroom** not the class name.
2. Refer to Map below to see where your coloured shape is located on the grass area/fence and the route to be taken from your classroom.
3. Teachers are **last** to leave the classroom. If you have an SNA, they will lead the line unless they need to be with their child/children.
4. Windows and doors should be **closed**. It is suggested that children sitting by the window are given the responsibility/routine of closing the window *as soon* as the bell goes, rather than having the teacher delay in shutting them all themselves.
5. Each teacher will have a laminated class list in their classroom wall pouch to use. There will also a laminated call list in each pouch in staffroom in case you are not in your room when fire drill bell goes off.
6. If a class is split, the teacher who split the class will give the name list to Dee in the Office and collect it from Dee before going out, to enable checking that the class has lined up at their designated class assembly point/colour marker.
7. Each **class teacher only** to report to Rachel that all their class and SNA are accounted for. SEN will need to check in with Heather.

