

EVACUATION PROCEDURE

**The assembly point is at the front of the Main School Building
Across the Road on the GRASS**

- Evacuate the building or area, in a calm orderly manner, closing all doors and windows where possible. **BE AWARE THAT SOME EXITS & ROUTES MAY BE BLOCKED**
 - Pupils to gather alphabetically, in year order, by tutor groups or house with your Tutor or member of staff on the Grass over the road from the Main School Building and **SIT DOWN**.
 - Staff other than those in charge of children to gather together, sit down and get signed off by most senior member of staff.
 - Staff to collect registers from the Member of Staff distributing them or Green First Aid box.
 - Tutors or Staff stand with their tutees, register them and report to the incident team lead.
 - Communication Manager to work with Tutors or Staff (where applicable) for result of registration and inform Incident Commander or designate (as present).
 - Remain on the Grass (in your group) until told to leave, **EVEN IF THE ALARM IS SILENCED**.
 - No one to re-enter a building until told to do so.
 - If needed and appropriate, people can move into the secondary evacuation areas, the theatre or main school dining area, once gathered on the grass and if told to do so.
- One person nominated as Incident Commander (IC) to take control of the situation.
 - One person nominated as Note Taker (NT) to scribe to record the events.
 - One person nominated as Communications Manager (CM) to carry out communication as directed.
 - One person nominated as First Aider (FA) to administer aid and control Triage.
 - Other persons nominated as required (Extra First Aid, Emergency Services / Traffic controller)
- ❖ People needing First Aid should be taken to the Triage Area, on the road to the Manège. First Aiders should be in charge of this area and have a secondary Communications Manager (2CM) with them to relay messages to Communications Manager (CM).

Address: **Abbotsholme School, Rocester, Uttoxeter, Derbyshire, ST14 5BS**

What Three Words for the School: **///creatures.buzz.photo**

School Phone Number: **01889 590 217**

Headmistress:	Helen Wilkinson	07391 868 439
Deputy Head:	Amy Thornton	07823 788 207
Bursar:	Ray Morrison	077177 458 60

Emergency Service number: 999 or 112

Community **First Responder:** Anthony Coates **07917 612 543**

P T O



EVACUATION on the Picture shows the primary evacuation area

What Three Words address: **///ghosts.pops.drain**

2 shows the secondary evacuation (points if appropriate) as the Theatre and Dining hall.

What Three Words address for **Theatre**: **///another.crafts.diary**

What Three Words address for **Dining Hall**: **///plan.routines.blown**

+ shows the location of First Aid box and Water

What Three Words address for **First Aid box & Water**: **///vegetable.glossed.window**

+ shows the location of the Automatic External Defibrillator (AED)

What Three Words address for **AED**: **///armrests.handrail.wasps**

Triage shows the location of the triage area.

What Three Words address for **Triage**: **///audible.loom.moons**