

SGS Pegasus School Fire and Emergency Procedure

1. When the alarm sounds all classes evacuate through the door leading into the playground and line up in classes at your designated fire assembly point. * If you cannot use the door in the classroom use the closest fire evacuation door.
2. Everyone exits, relevant sweeps are done by relevant members of staff *(listed below)
3. Kate/Dominic (deputy) will manage the panel reset, sweep of area displayed on board and silencing of the alarm and communicate via radios (C1) as to whether this is a false alarm. If not a false alarm, Kate and Dominic to exit and fire services to be called.
4. Office staff to hand out registers to all class teachers, teachers to hand these registers back in and inform the Office staff/SLT if there are any children missing.
5. Everyone stays outside until Office staff/SLT inform everyone it is safe to enter

Additional information:

- **Class radios are to be taken outside by the teacher/class team (Channel 4)**
- **If advised to go to the Secondary fire evacuation point everyone to move to the back fence of the field.**

* Building sweep allocation	
Staff member	Area
Olivia Saunders	Disabled toilet outside office and meeting room
Niasha Clarke	Reception area and First Aid room
Kate Oram	Retreat, corridor outside the retreat and meeting room
Halle Clarke	Primary corridor and pupil toilets
Torin Brown	Secondary corridor and pupil toilets
Annabel Rhodes	Reading area/Main hall
Enoch Wong	Corridor outside Promethium classroom, staff room, DT and Food tech

***Assembly points:**

- Assembly point A – Lower School
- Assembly point B – Upper School
- Assembly point B – Visitors and staff members not allocated to a class team
- Any staff/visitors who exit from the fire exit outside the staff room will need to assemble at the main double gates leading into the playground from the front of the School