

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/Marcus will manage the panel reset, sweep of area displayed on board and silencing of the alarm and communicate via radios (C2) as to whether this is a false alarm. If not a false alarm, Kate and Marcus to exit and fire services to be called via 999.
4. Office staff to take a first aid kit and hand out registers to fire Marshalls, teachers to recount all the students and verbally confirm registers to fire Marshalls.
5. Everyone stays outside until fire Marshalls/SLT inform everyone it is safe to enter

Additional information:

- **Class radios are to be taken outside by the teacher/class team (Channel 2)(If possible)**
- **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
Helen Clark	Hall, staff toilets, retreat and office.
Hannah Rooney	All lower corridor (including classes and toilets)
Dan Benito	All upper corridor (Including classes toilets, kitchen, practical rooms and staff room)

Fire Warden's/Marshall's	
Staff member	Role
Helen Clark	Fire Warden
Hannah Rooney	Fire Marshall
Dan Benito	Fire Marshall

***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 or visitors who exit from outside the staffroom are to assemble at the main double gates leading into the playground from the front of the School