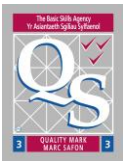


YSGOL GYFUN BRYNTIRION COMPREHENSIVE SCHOOL



Fire Evacuation Procedure



CBC • WBQ
CYMHWYSTER BAGSORIAETH CYMRU
WELSH BACCALAUREATE QUALIFICATION



BUDDSODDWR MEWN POBL
INVESTOR IN PEOPLE

OFFICE MANAGER

- Continuous ringing of school bell
- Telephone the fire brigade
- Take attendance registers from rack
- Take fire check list for Mrs A.Jenkins
- Take late book/EXEAT forms
- Lock office door
- Proceed to fire assembly point

REPROGRAPHIC STAFF

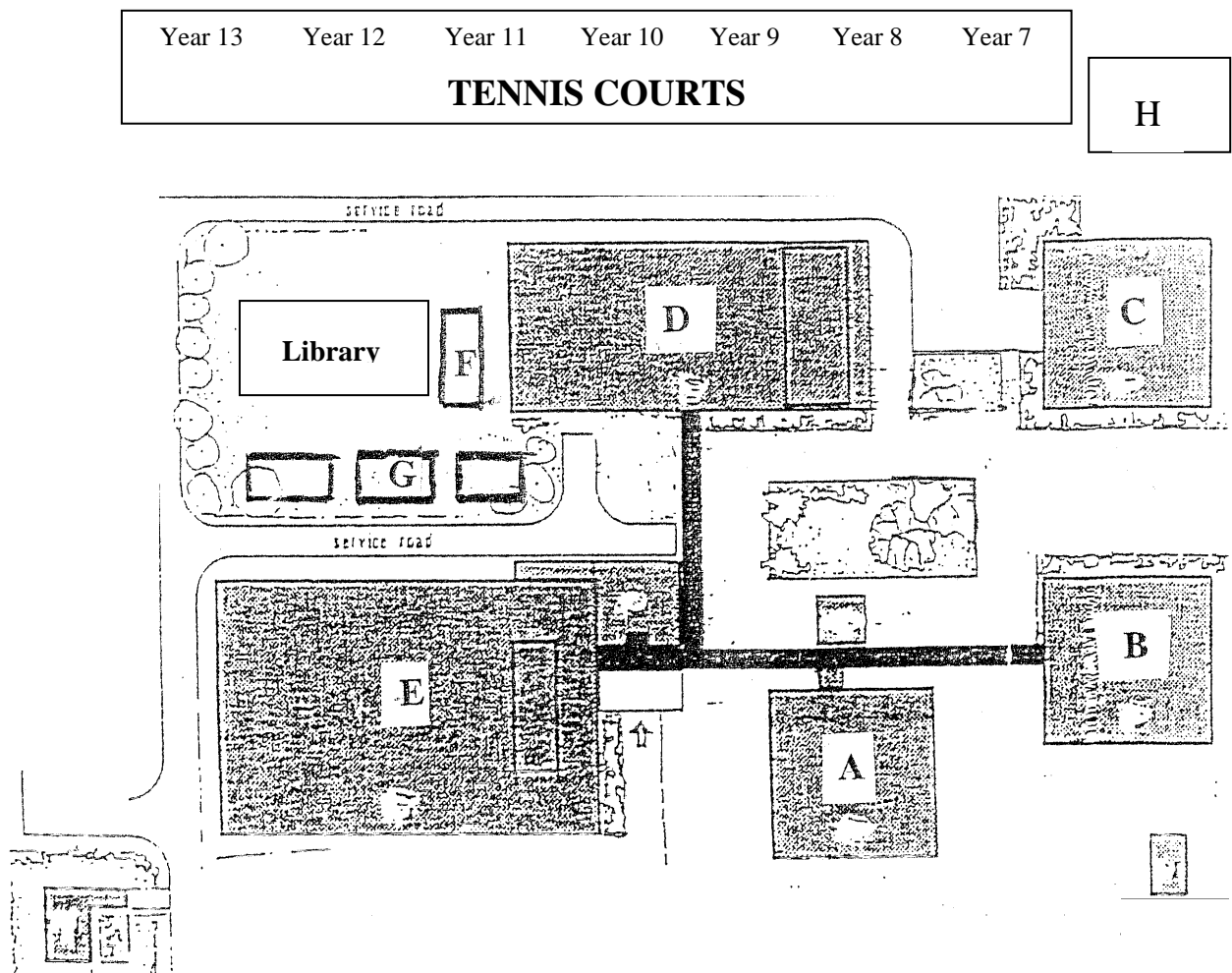
- Retrieve lists of pupils on courses from staffroom

CLASS TEACHERS

- Proceed to fire assembly point
- Escort class to fire assembly point in a quiet, orderly manner using appropriate fire exit
- Close but do not lock classroom. door
- P.E. staff dismiss pupils and ensure changing rooms are empty

ALL OTHERS

- Proceed to fire assembly point in a quiet, orderly manner using appropriate fire exit
- Close all doors but do not lock them



AT THE FIRE ASSEMBLY POINT	<ul style="list-style-type: none"> • Forms line up in register order at appropriate markers
PUPILS	<ul style="list-style-type: none"> • Line up in form register order
FORM TUTORS	<ul style="list-style-type: none"> • Collect Register from Office Manager (Mrs J.Parker)
TEMPORARY FORM TUTORS	<ul style="list-style-type: none"> • Check that all pupils are accounted for • Report information to appropriate Head of Year
HEAD OF YEAR & ASSISTANT HEAD OF YEAR	<ul style="list-style-type: none"> • Collect registration group list from Office Manager • Receive information from Form Tutors • Check details with Office Manager regarding late comers, EXEAT forms and course attendance • Report to Assistant Head (Mrs M.C.Jenkins)
NON FORM TUTORS SUPPLY TEACHERS	<ul style="list-style-type: none"> • Report to Assistant Head (Mrs M.C.Jenkins)
OFFICE STAFF	<ul style="list-style-type: none"> • Report to Office Manager (Mrs J.Parker) • Office Manager to report to Assistant Head (Mrs M.C.Jenkins)
SCHOOL NURSE	<ul style="list-style-type: none"> • Report to Office Manager (Mrs J.Parker)
KITCHEN STAFF LUNCHTIME ASSISTANTS	<ul style="list-style-type: none"> • Report to the Cooks • Cooks report to Deputy Headteacher
TECHNICIANS LABORATORY ASSISTANTS	<ul style="list-style-type: none"> • Report to Deputy Headteacher
TECHNOLOGY TECHNICIAN	<ul style="list-style-type: none"> • Go to main entrance to direct emergency services (Mr M.Watkins)
CARETAKER	<ul style="list-style-type: none"> • Turn off Gas supply at main entrance (Mr P.Lewis)
ASSISTANT HEADTEACHERS	<ul style="list-style-type: none"> • Report to Deputy Headteacher • Assist with the collation of information
DEPUTY HEADTEACHER	<ul style="list-style-type: none"> • Collate information from Office Manager, Assistant Head & Kitchen Staff
HEADTEACHER	<ul style="list-style-type: none"> • Collate information from Deputy Headteacher, Office Manager & Heads of Year