FIRE/EVACUATION PROCEDURES - MAIN OFFICE RESPONSIBILITIES

ACTION	STAFF RESPONSIBLE
1. Advise NH location of fire alarm activation.	RC
2. Advise Caretaker/LCH location of fire alarm activation.	NH
3. Advise Fire & Rescue Services HQ 296 4000 if false alarm **(BJ, LCH, PB/Caretaker will advise Main Office if false alarm)**	SH
4. Put notice in window advising school in the process of fire evacuation.	RC
5. Close Main Office windows.	DM
6. Proceed to the Main Entrance and advise visitors that an evacuation is in process.	DM
7. Collect the following from the office and take to muster point: a. Visitor signing in books b. Staff signing out book c. Hochtief signing in book d. Student signing out book e. Minibus folder f. 6th Form signing out book	RC RC RC RC RC RC RC
8. Collect the Late registers from the office and take to muster point.	SL
9. Collect register of students who are on trips / educated off-site from the office & take to muster point. To be given to A Askew	SL
10. Collect the following Registers from the office and take to muster point: a. Year 7 b. Year 8 c. Year 9 d. Year 10 e. Year 11 f. Year 12 g. Year 13 h. KS3 Base/CD ***Hard copies of the registers must be taken to muster point!!** ***Purple Evacuation Sheets must be replaced immediately in registers following evacuation** *** Purple Evacuation Sheets for Year Managers are to be given to relevant Year Manager with their respective registers** *** Purple Evacuation Sheet for Support Staff to be given to LCH**	SL SL SL SL SL SL SL SL SL SL SL SL SL
11. Collect the Loud Haler from the office and take to muster point.	NH

All Main Office staff to line up at the right-hand side of the MUGA · LCH to account for all Main Office staff and take register