|  |  |
| --- | --- |
|  | **FIRE/EMERGENCY ALARM*****Continual Sound*** |

**PUPILS** **TEACHERS** **OTHERS**

**Your Assembly Point is the KS1 or 2 Playground**

**Wait for Instructions**

**KS1 to KS1 playground, KS2 to KS2 playground**

**WALK to assembly area**

**Escort class to assembly point in playground
 (KS1 or KS2)**

**Close Internal Doors if possible**

**Wait for Instructions**

**Close Windows if Possible**

**Line up by External Door**

**Class registers distributed by Office staff**

**Head Teacher to check all present**

**Teachers to escort pupils back to class**

**Walk to assembly point**

**When told, leave room in SILENCE**