

TIME	EVACUATION PROCEDURE	ASSEMBLY POINT	FIRE WARDEN	METHOD OF ACCOUNTING FOR PERSONS
Assemblies with parents/carers attending	Class teachers and teaching assistants in hall escort pupils out of designated fire exit to assembly point. Assembly leader to make co-ordinate. Parents directed out of building via double doors to assembly point.	Pupils and staff school playground and Tarka trail Front car park/lawn at front of school	As per school day procedures	As per standard teaching times Parents sign in visitors book
Before/after school clubs and activities	Each club/activity has its own procedures, which they are responsible for implementing and enforcing. Named staff are responsible for pupils until handed over at the same time as other children enter classrooms. They are then responsible for pupils at 3.30pm-handover time.			
As pupils arriving and leaving	Gates to be closed and manned to prevent anybody entering site. All those on bus duty as per standard teaching times to remain with child at visitor assembly point. Nominated persons to man the gates. Escorts and drivers to remain with children at assembly points.	As per standard teaching times. Parents, drivers, escorts to visitors' assembly point	As per school day procedures	Visitors inside building would have signed in visitors book For parents there is no ideal method of accounting.
Open days Parents' evenings and clinics	Staff will escort parents/carers to assembly point via nearest and safest exit route-signed.	Playground and Tarka trail.	Head teacher or Deputy	Appointment lists taken out by teachers. Head teacher will take out staff signing in book, etc if in area.
Plays concerts	Class teachers and teaching assistants in hall escort pupils out of designated fire exit to assembly point Parents directed out of building via double doors to assembly point.	Pupils and staff School playground and Tarka trail Front car park/lawn at front of school	Head teacher or Deputy	Registers, visitors books and contractors book taken out by teaching/admin support staff Registers to be taken into hall during performances ticket system used for audience.
Organised events	Dependent on individual event risk assessment.			