

# Emergency Evacuation Procedure



- At the sound of the alarm: Teacher in charge is to call the fire brigade.
- Staff and Children: Teachers / assistants stop the class, tell the pupils to move quietly to the door. If in bare feet instruct them to put shoes on quickly and calmly if not in immediate danger.
- Pupils line up at the door & teachers head count.
- Teachers bring registers with them and NOTHING else.
- If two members of staff are present, one will lead the line and the other bring up the rear. If only one member of staff they will follow the line, keeping the children in sight at all times. Young children should pair up and hold hands.
- Each class evacuate to the meeting point and registers taken immediately.
- Teachers assistants and pupils must remain with their class line.
- If anyone discovers a fire, they must break the glass for the fire alarm.
- Parents, guardians and general public must NOT attempt to extinguish a fire.
- Parents and guardians MUST leave the building by the nearest exit and go to the meeting point to find their children.
- Do NOT attempt to go the dance areas or public areas.
- Everybody will remain at the meeting point until the all clear is given to return to the building. MEETING POINTS.
- The most senior member of staff will act as a Fire Marshall and check all rooms as far as possible to check no one else is in the building. Registers are to then be taken from the reception area registers to double check names and head count numbers from registers taken previously.
- When the building is declared safe teachers will take a further register and head count of pupils and return to class with them with a further head count in class to make sure all are safe and back in the building. If this is not appropriate return pupils back to parents/guardians on the Fire Marshalls instructions.

---

**EntertainArts Ltd. 4 Woodcock Chase, Bracknell, Berkshire, RG12 8AY**  
**Company Registration No: 6985673**

**Office Telephone: 01344 573 096**  
**Directors Mobile: 07799 804 077**  
**Email: [office@entertainarts.co.uk](mailto:office@entertainarts.co.uk)**  
**Website: [www.entertainarts.co.uk](http://www.entertainarts.co.uk)**

## **MEETING POINTS**

**Great Hollands Community Centre:**

The large paved area by the tree next to the library and car park.

**Easthampstead Community Centre:**

The green field opposite the building entrance. Please take care and cross the road together when safe to do so.

**Jennetts Park Community Centre:**

The centre of the square paved area in the centre of the car park. Please take care and cross the road together when safe to do so.

**Pinewood Scout Hut:** The green to the left of the scout hut as you look at the building.

---

**EntertainArts Ltd. 4 Woodcock Chase, Bracknell, Berkshire, RG12 8AY**  
**Company Registration No: 6985673**

**Office Telephone: 01344 573 096**  
**Directors Mobile: 07799 804 077**  
**Email: [office@entertainarts.co.uk](mailto:office@entertainarts.co.uk)**  
**Website: [www.entertainarts.co.uk](http://www.entertainarts.co.uk)**