

Admin team/SLT : Emergency plan 2018-19

If the fire alarm sounds the senior member of staff present should:

- Collected the office handset and the emergency grab bag **marked for the front of the school** from the office.
- Put on one of the fluorescent jackets in the bag to denote that they are the person in charge.
- Evacuate all office staff and any teachers in the front practice rooms/rehearsal room to the front of the school.
- Use the room list contained in the bag to ensure that all rooms are clear and liaise, with the senior staff on duty (either Lyndon (daytime or SMS (evening) via the handset to report who has evacuated to the front of the building. If necessary the whistle/ megaphone/ torch/glow sticks may be used to achieve order.
- Liaise with site team and or emergency services/ contacts on the list in the grab bag to decide any further actions and when/ if it is safe for students to re-enter the building.

Senior staff rota 2018-19 (with regard to fire /other emergency):

Before 4:00: Lyndon school SLT/ Site team

After 4:00:

Normally:	<u>4:00 onwards</u>	<u>6:00 onwards</u>
Mondays	AJ (RJ)	MS/KA
Tuesdays	MW (RJ)	SE/ (MW)
Wednesdays	EG/CA	CA/ ET
Thursdays	AJ (RBul)	RJ (AJ)
Saturdays	RJ/(AJ)	