

PLASHET SCHOOL



Working together to promote & celebrate achievement

Fire Evacuation Procedures

Revised and applicable from 17th October 2023

Signed: 

Chair of Governors

Date of Governor Approval 16th October 2023
Approved by Finance, Staffing & Premises Committee
Next review October 2026

The aim of the Fire Evacuation Procedure is to ensure the safe and speedy evacuation of the school buildings and to provide an accurate method of taking a roll call of students, staff and visitors.

The Evacuation Signal is a continuous ringing of the alarm bell.

All staff must:

- activate the fire alarm at the nearest call point, if they discover a fire or smell smoke
- on hearing the Evacuation Signal, they must stop what they are doing, evacuate the building and make their way to the Fire Assembly Point in accordance with the procedure below.

Any student discovering a fire should tell the nearest member of staff.

The Fire Assembly Point for all students, staff and visitors is the **South Tennis Courts and South Field**.

Green signs with a directional arrow show the evacuation route to the nearest exit.

The green direction signs are placed opposite all doors and indicate the direction you should follow on evacuating a room.

On the **South Site**, you follow the green direction signs until you reach the Fire Assembly Point on the South Field and Tennis Courts.

On the **North Site**, students, staff and visitors evacuating from classrooms ending in 01 and 02, (e.g. 301, 302)

- go down the **pink stairs**;
- exit through the **front doors** of the building;
- cross the playground to the double gates on the right hand side of the playground;
- cross over **Plashet Grove** and turn right;
- enter the South site via the **fire gates by the tennis courts**;
- make their way to the Assembly Point.

On the **North Site**, students, staff and visitors evacuating from **003** will turn left into the front foyer and exit into the playground and cross over Plashet Grove and enter the South site by **the fire gates by the tennis courts**.

On the **North Site**, students, staff and visitors evacuating from classrooms ending in 03 and 04, (e.g. 303, 304)

- go down the **blue stairs**;
- exit through the **back doors** of the building;
- cross the carpark to the back gate and exit through that gate;
- turn left immediately on Tennyson Avenue;
- **cross over Woodhouse Grove road** and turn left;
- **turn right onto Plashet Grove**;
- cross over Plashet Grove and enter the South site by **the fire gates by the tennis courts**;
- make their way to the Fire Assembly Point.

On the **North Site** students, staff and visitors evacuating classrooms **B01, B02, B04, the north hall and the north gym** will exit via the fire exit doors directly into the North car park or North playground.

Students, staff and visitors evacuating from **B03** will evacuate up the stairs and out of the North building via the back doors and follow the route from the North car park as above.

Responsibilities

It will be the responsibility of the Head Teacher to oversee the evacuation. The HT will liaise, via 2-way radio with the site team on the location of the alarm and the extent of the incident. If the HT is absent the first Deputy Head will be delegated this responsibility.

The **Site Team** who are all designated as **Fire Marshalls** will be responsible for:

- checking the fire control panels to identify the location of the incident;
- informing the Leadership Team, via 2-way radio, of the location of the fire and either on-site or off-site evacuation;
- then proceeding with caution to the location of the incident to identify the nature and extent of the incident;
- using their judgement to call the fire brigade or tackle the fire if safe to do so;
- in the event of a false alarm contacting Newham Security and relaying this information and resetting the fire alarm;
- informing the Head Teacher when it is safe to re-enter the building and relaying all information to the Head Teacher.

Fire Wardens on hearing the evacuation signal will:

- immediately open the double gates on the North site (front and back) and the South Fire gates by the Tennis courts to allow the occupants of the North building to make their way to the Assembly Point.
- stop traffic to ensure it is safe for students and staff to cross Plashet Grove.

If the large gates out of the North site have not been opened, **the first two members of staff to arrive will take responsibility for opening the gates and ensuring safe crossing. They will direct their classes to make their way to the Fire Assembly Point.**

If the fire gates on the South site have not been opened, **the first member of staff to arrive will take responsibility for opening the gates and they will direct their classes to make their way to the Fire Assembly Point**

The **First Deputy Head Teacher** will be responsible for:

- deputising for the Head Teacher if required
- collecting the completed teaching staff register for each year group from the LT Line manager;
- cross checking against the staff signing-out/in book and the cover register to ascertain if any staff are missing;
- reporting to the Head Teacher if all staff are present or the names of any missing staff.

The **School Business Manager** will be responsible for:

- checking that the Attendance assistant has placed the daily copy of the attendance exceptions report in the fire evacuation folder in reception before break time;

- the registration of all Plashet support staff;
- cross checking against the staff signing-out/in book and the cover register to ascertain if any staff are missing;
- reporting to the Head Teacher if all Plashet support staff are present or the names of any missing staff.

The **Head Teachers PA** will be responsible for

- shutting the South Bridge Doors;
- reporting to the distribution point;

The **HR Officer** will be responsible for:

- deputising for the School Business Manager if required;
- maintaining an up-to-date register of all staff employed at Plashet school, including days/part of days worked;
- placing this register in the Fire Evacuation carry case in reception;
- shutting the South Bridge Doors;
- reporting to the distribution point;
- updating and replacing staff registers after a fire evacuation.

The **Attendance Officer/Attendance Assistant** will be responsible for:

- printing off updated copies of every Form Group register placing them in the fire evacuation folders and placing them back in the Fire Evacuation carry cases; (the attendance officer will do a weekly check on form registers to determine if registers need updating)
- printing off daily attendance exceptions report from SIMS at 9.30am each morning and placing in the fire evacuation folder in reception;
- taking the student signing-in/out book to the distribution point;
- noting the details of students who have signed out/in from the student signing in/out book and distributing these notes to YC/AYC via the fire wardens;
- liaising with the LT line manager/YC/AYC at the control point to ascertain if any students are missing;
- reprinting off updated copies of every Form Group register placing them in the fire evacuation folders and placing them back in the Fire Evacuation carry cases after a fire evacuation.

The **Cover Administrator** will be responsible for:

- placing a copy of the daily cover in the Fire Evacuation carry case in South reception on a daily basis including staff on LoA/holiday leave;
- updating the list of staff absent during the day (by informing reception and getting reception to amend the daily cover sheet) if any staff have to leave in an emergency.

The **School Receptionists** will be responsible for carrying out to the Assembly Point:

- the **first school receptionist** will immediately carry the Fire Evacuation case to the control point (playing field picnic tables) contents to be allocated to staff and distributed as below;
 - form registers to the YCs/AYCs for each year group;
 - support staff register to the School Business Manager;
 - teaching staff registers to the LT line Manager for each year group;

- the **second school receptionist** will:
 - collect the staff signing-out/in book;
 - collect the visitor signing-in/out book;
 - collect the AED bag;
 - open the large gate into the Piazza and make their way to the control point.

At the control point, the second receptionist will be responsible for:

- taking a visitors register to ascertain if all visitors are present;
- liaising with the catering manager, cleaning manager and IT Technicians to ascertain if all the agency staff are present;
- reporting to the School Business Manager if all agency staff or visitors are present or not.

The **North Office team & Reprographics team** will be responsible for:

- carrying a first aid grab bag out to the Assembly Point;
- opening the fire doors on the front and back of the north site;
- opening the front and back gates of the North site and acting as fire wardens;
- directing staff and students to the Fire Assembly Point;
- allocating unattached staff to hold open the front and back doors of the North Building;
- opening the Fire Gate on the South site by the tennis courts;
- stop traffic to ensure it is safe for students and staff to cross roads;
- one member of the team to remain at each gate to secure the site – their names to be given to the South site Deputy.

The **School Nurse** is responsible for ensuring that all students in the medical room are evacuated and taking a First Aid grab bag to the Assembly Point.

The **LT members** linked to a year group will support the movement of students to the Assembly Point and support the year team in ensuring the year group are lined up in register order and silent.

From a fire warden they will receive a register of teaching staff attached to their year group.

They will be responsible for:

- if North based, shutting north bridge doors;
- registering teaching staff attached to their year group, identifying any teaching staff who are absent and returning the registers to the first deputy at the control point;
- liaising with the YC/AYC and the attendance officer at the control point to ascertain if any students are missing;
- returning the completed form registers to the control point;
- reporting to the HT if all students are present or the names of any missing students.

The AHT responsible for Primary liaison will be responsible for registering non attached staff on the Milton Road side of the south field, identifying any teaching staff who are absent and returning the register to the first deputy at the control point.

Year Coordinator & Assistant Year Coordinator will be responsible for the behaviour of their year group when they are at the Assembly Point.

From a fire warden they will receive for their year group

- copies of the form registers;
- the daily exceptions report and

- the names of students who have signed in late or signed out.

They will

- support their Form Tutors in ensuring that all students are lined up in register order and silent;
- deploy unattached members of the pastoral team to support Form Tutors by standing at the back of the year group and patrolling;
- distribute copies of Form registers to all Form Tutors;
- use the daily exceptions report and the signing out register to inform Form Tutors who was absent during morning registration, signed in late or who is currently offsite;
- collect in the completed form registers from Form Tutors;
- complete the year summary sheet and pass onto the LT member;
- report to the LT line manager if any students are missing or if all students are present.

If YC or AYC is based in an office at the north bridge exit, they should check that the north bridge doors are shut.

Classroom teachers will be responsible for ensuring their class is evacuated in a safe and orderly manner from the building. On hearing the evacuation alarm, they will:

- immediately instruct their class to be silent and stand behind their seats;
- **instruct the students on the direction to take when they leave the classroom and to follow the green evacuation signs;**
- lead the students from the classroom in an orderly manner;
- lead their class as they evacuate the building and make their way to the Assembly Point;
- switch off gas/electrical supplies at the emergency cut off (Science & DT);
- not collect personal belongings (coats or bags).

Classroom teachers who are free at the time of the incident will be responsible for checking:

- that classrooms/offices on their evacuation route are empty;
- that any doors that open onto an exit route are closed;
- ensure all fire exit doors are fully opened and remain open until everyone has evacuated.

They should:

- then position themselves along the evacuation route to ensure a calm, quiet and orderly evacuation from the building and then
- exit the building when all students have evacuated and make their way to the Assembly Point;
- remain quiet during the evacuation other than to give instructions to students;
- not collect personal belongings (coats or bags)

Form Tutors will be responsible for their form group when they are at the Assembly Point and **teachers attached to pastoral teams will support the Form Tutors**. They will:

- ensure that they are silently lined-up in register order so that they can hear instructions during the evacuation;
- take a class register;
- **return the class register to their Year Coordinator and inform the Year Coordinator of any students who are absent on the register;**
- inform the Year Coordinator of any other changes to the register.

Teaching Staff who are not attached to a Pastoral Team should line up in a single file on the Milton Rd side of the field and be registered by the AHT responsible for Primary liaison.

Support Staff and Agency Staff

All support staff should line up in a single file in the order they reach the Assembly Point and call out their surname when asked by the School Business Manager.

Agency staff should line up in work groups in a single file at the end of the support staff line up. They will be registered by the person in charge of their work group (Please see Assembly Point Map).

All staff should remain quiet during the evacuation.

The **Catering Manager** is responsible for:

- maintaining a daily register of kitchen staff present and taking this register to the Assembly Point during an evacuation;
- switching off gas and electrical supplies before evacuating the kitchens;
- ensuring that catering staff evacuate the buildings and make their way to the Assembly Point in a timely manner after the evacuation alarm has been rung;
- ensuring that they line up in single file and remain quiet during the evacuation;
- registering the catering staff present at the Assembly Point and reporting to the second receptionist at the control point that all staff are present or if any staff are missing.

The **Cleaning Manager** is responsible for:

- maintaining a daily register of cleaning staff present and taking this register to the Assembly Point during an evacuation;
- ensuring that cleaning staff evacuate the buildings and make their way to the Assembly Point in a timely manner after the evacuation alarm has been rung;
- ensuring that they line up in single file and remain quiet during the evacuation;
- registering the cleaning staff present at the Assembly Point and reporting to the second receptionist at the control point that all staff are present or if any staff are missing.

The **Senior ICT Technicians** are responsible for:

- maintaining a daily register of ICT staff present and taking this register to the Assembly Point during an evacuation;
- ensuring that ICT staff evacuate the buildings and make their way to the Assembly Point in a timely manner after the evacuation alarm has been rung;
- ensuring that they line up in single file and remain quiet during the evacuation;
- registering the ICT staff present at the Assembly Point and reporting to the second receptionist at the control point that all staff are present or if any staff are missing.

In the event of a fire occurring during an external exam

The **Exams Officer** and **Exams Assistant** are responsible for:

- ensuring exam candidates are escorted from the premises while maintaining exam conditions and following JCQ procedures;
- ensuring exam candidates are registered correctly by invigilators;
- registering the invigilators against the invigilator signing in/out sheet and notifying the second receptionist at the distribution point if all staff are present or not;
- notifying YC/AYC of any absentees who were present on the exam register.

The **Exam invigilators** are responsible for:

- escorting the exam candidates to the back of the Tennis Courts;

- bringing the exam register out of the exam room;
- registering exam candidates against the exam register
- notifying the Exams Officer of any absentees who were present on the exam register.

Lesson Changeovers/Break/Lunchtimes

On hearing the evacuation alarm all staff and students are to evacuate the building in a calm and orderly manner.

Staff are expected to:

- take control of the evacuation;
- direct students to evacuate the building and to make their way to the Fire Assembly Point;
- act as fire wardens and carry out a sweep of rooms along their evacuation route to ensure that all occupants have left the building;
- support other staff to line up students in silence at the Assembly Point and take registers if possible.

Students should:

- evacuate the building in a calm and orderly manner using the most appropriate evacuation route;
- follow instructions given by all members of staff;
- remain quiet during the evacuation and silent on the assembly ground;
- not return to classrooms to collect personal belongings;
- line up as instructed when they reach the Assembly Point;

Out of Hours Procedures (before 08.40 and after 15.45)

Scheduled intervention sessions and clubs

Class teachers and club leaders are responsible for:

- taking a paper register of who is present in their class/club;
- bringing the register to the Assembly Point;
- lining up their class in silence and taking a register;
- report to the most senior person on site if all students are present or if any students are missing.

All other staff are to evacuate the building in a calm and orderly manner in their designated assembly area.

On hearing the evacuation alarm all staff and students are to evacuate the building in a calm and orderly manner. Staff are expected to act as fire wardens and carry out a sweep of rooms along their evacuation to ensure that all occupants have left the building

Evacuation During School Holidays

Reception staff are responsible for:

- bringing staff and student signing in/out registers to the Assembly Point;
- distribute student signing in sheets to the class teachers present;
- registering the staff present against the signing in book;

- report to the most senior person on site if all staff are present or if any staff are missing.

Class teachers are responsible for:

- lining up their class in silence and taking a register.
- report to the most senior person on site if all students are present or if any students are missing.

All unattached staff must ensure that:

- classrooms/offices on their evacuation route are empty;
- any doors that open onto an exit route are closed;
- all fire exit doors are fully opened and remain open until everyone has evacuated.

They should:

- position themselves along the evacuation route to ensure a calm, quiet and orderly evacuation from the building and then
- exit the building when all students have evacuated and make their way to the Assembly Point;
- remain quiet during the evacuation other than to give instructions to students;
- not collect personal belongings (coats or bags).

All staff are responsible for ensuring that students are quiet while at the Assembly Point.

Students should:

- evacuate the building in a calm and orderly manner using the most appropriate evacuation route;
- follow instructions given by all members of staff;
- remain quiet during the evacuation;
- not return to classrooms to collect personal belongings;
- line up as instructed when they reach the Assembly Point.

Personal Emergency Evacuation Plans

The SENDCo with input from the Premises Manager will put Personal Emergency Evacuation Plans for those with disabilities in place for students and staff. The PEEP will be tailored to the individual needs of the person concerned and should give detailed information of their movements during the evacuation.

Fire Marshalls and Fire Wardens

Fire Wardens and Fire Marshalls are designated persons who are allocated roles / responsibilities that help in the management of fire safety and the safety of building occupants in the event of an emergency. Fire Marshalls and Fire Wardens will be given training to ensure they are able to carry out their duties.

Fire Marshalls duties and responsibilities can be split into two categories:

- Proactive (day to day)
- Reactive (in the event of an emergency)

Proactive responsibilities help reduce the risk of a fire in the workplace, whilst a reactive responsibility involves ensuring the safe evacuation of everyone within the building.

Fire Marshalls – Reactive Duties and Responsibilities

The role of the Fire Marshall is to coordinate evacuations until a safe conclusion is reached or until the Fire and Rescue Service has arrived. Duties include:

- interrogating the local fire panel and investigating the cause;
- fight the fire using the correct fire extinguishers if it is safe to do so;
- ensuring that the emergency services and Newham Security are informed;
- liaising with the emergency services on their arrival;
- liaising with the Head Teacher and Leadership Team;
- securing the site during the evacuation;
- operating the fire panel to silence and reset following confirmation of false alarm;
- informing occupants when the building is safe to re-enter.

Fire Marshalls – Proactive Duties and Responsibilities

- carry out a fire risk assessment of the premises (if trained) and review it regularly;
- report your findings to the Site Manager and School Business Manager;
- put in place, and maintain, appropriate fire safety measures;
- ensure that escape routes are kept clear and can be used effectively at all times;
- check that the integrity of fire walls and fire breaks is maintained;
- check the fire extinguishers haven't been moved, and that their servicing is up to date;
- make sure nothing is covering any break glass emergency alarm points;
- make sure storage is controlled, particularly where combustible material is involved;
- make sure all electrical equipment is PAT tested, and that testing is up to date;
- ensure that there is no accumulation of rubbish;
- regularly check that emergency lighting (inside and outside the building) is working;
- establish a system for issuing hot work permits where necessary – and see that it is adhered to;
- check fire alarms weekly at 11.00am on Tuesdays;
- provide staff information, fire safety instruction and training for new staff on an ad hoc basis;
- consult health and safety experts and local fire safety officers to ensure the risk assessment and the evacuation procedures are fit for purpose.

Fire Wardens

All non-teaching staff are designated as Fire Wardens. In the event of a fire, Fire Wardens must react immediately and be authoritative when asking people to leave a building and make their way to the assembly area. A systematic sweep of the buildings along their evacuation route should be carried out and should include:

- a check of all areas open and accessible to occupants, including toilets and changing rooms along their evacuation route;

- ensuring that all fire exit doors and gates are fully opened during the evacuation;
- where possible assisting mobility, hearing or sight impaired people in evacuation;
- closure of all fire doors after the evacuation is complete to prevent spread of a fire;
- remaining at the gate to ensure that no-one can enter the site until given the all clear by the Fire Marshals

Wardens must remain vigilant and avoid putting themselves in danger.

Fire Safety Weekly Checks

It is essential that all specified means of escape be properly maintained. A designated member of the administration team will be trained to carry out a weekly inspection, which will include the following checks:

- all doors forming a means of escape from the premises are easily opened;
- all means of escape routes including staircases and corridors are free from obstruction;
- all self-closing devices are effective;
- all fire-fighting equipment (such as fire extinguishers) is present and has not been tampered with;
- the fire resistance of all walls, floors, windows and doors is maintained;
- all fire risks are minimised e.g. recycling bins are emptied regularly;
- keeping an eye out for incorrect use of electrical cables and equipment;
- ensuring that all record keeping is up to date;
- reporting to the Site Manager and the School Business Manager if the fire risk has increased or the means of evacuation is impeded.

The Fire Safety equipment inspector should record their findings and report defects or increase in fire hazards to the Premises Manager (Fire Marshall) immediately. Records of the weekly fire safety checks are filed in the Site office and reviewed by the Site Manager. The Site Manager will address any issues which have been noted.

Fire Marshall Checks

Daily indicator Panel Checks by Site Team

To ascertain that the panel indicates normal operation and if not the fault is reported to the relevant agency. The fault should be recorded together with the action taken and the time and date of when the fault has been rectified.

Weekly Test by User by Site Team

The alarm system will be tested at 11.00 on a Tuesday each week, activating and recording a different call point on each occasion. To facilitate this the manual call points are numbered.

Quarterly and Annual inspections by the manufacturer/supplier/contractor

The test and check sequence should be carried out in accordance with the current British Standard. Annual tests should be entered in red.

Fire Extinguishers

All fire extinguishers shall be maintained in efficient working order. On a weekly basis, all fire extinguishers shall be checked to ensure they are not obstructed and are readily available. All fire extinguishers shall be examined at least annually and tested by a trained person in accordance with the manufacturer's requirements.

Emergency lighting

The emergency lighting should be tested in accordance with the relevant British Standards and Manufactures instructions.

Smoke/Heat detection

Smoke/Heat detection equipment should be tested in accordance with the relevant British Standards and Manufactures instructions.

Records of all the above tests will be kept in the Fire Procedure Record File in the School Business Managers Office.

Fire Marshalls

Chief Fire Marshall: Premises Manager
Deputy Chief Fire Marshall:
Senior North Site Supervisor
Senior South Site Supervisor
Site Supervisor
Handyman

Fire Wardens

Fire Wardens	Designated Role during evacuation
Science Technicians Head Science Technician	Sweep through Oak Centre and marshal in Piazza Marshal area around fire exit door by G09
Art Technician	Marshal area around front door onto North playground
D&T Technicians	Marshal area around car park gate and fire exit door by G03
Finance Manager Finance Assistant	Evacuate via South annex and check toilets on 1st and ground floors are empty
Reprographics Technician AVA Technician	Marshal area around double gates in North Playground. Direct students across Plashet Grove when South gates are open
SEN Admin	Marshal area around fire exit door by G10
EAL Admin	Marshal area around fire exit door by G03
Pastoral & Admissions Officer	Marshal area around fire exit door by Attendance Office
Safeguarding Lead Deputy Safeguarding Lead	Marshal area around fire exit door by Safeguarding office
Wellbeing Mentors	Marshal area by Fire door by G07-G08
Librarian Library Assistant	Marshal area by fire exit door by reception
North Office Admin	Marshal area around backdoor and back gate on North. Direct students along route to South Field and assembly point Depending on number of staff present, support Fire wardens in Front Playground
Receptionist HR Manager	Take fire evacuation boxes to Assembly point and distribute registers as necessary. Ensure signing in/out book is taken out.
Attendance Officer & Attendance Assistant	Ensure fire registers are completed daily with th exceptions report run daily. Take students signing in/out book to the assembly point. Liaise with YCs to ascertain that all students are present and report to HT.

Appendix 1

Fire Evacuation – Prioritising Procedures on the South

Prioritisation of Jobs – Receptionist 1

1. Receptionist 1 establishes the control point on one of the picnic benches.
2. First available fire warden is requested to open the “tennis court” gate onto Plashet Grove; fire warden is marked present on the register.
 - 2.1. This fire warden then stations themselves on Plashet Grove to assist in the road crossing from Plashet Park.
3. Student registers, form group tick sheets and exception reports are then allocated to a fire warden for distribution to YC/AYC.
 - 3.1. Fire warden then returns to the control point.
4. Teacher registers are then allocated to a fire warden for distribution to year group LT>YC>AYC (depending on availability).
 - 4.1. Fire warden then returns to the control point.
5. Support staff registers are then allocated to the SBM >the HR Manager >Data Officer > a fire warden (depending on availability)

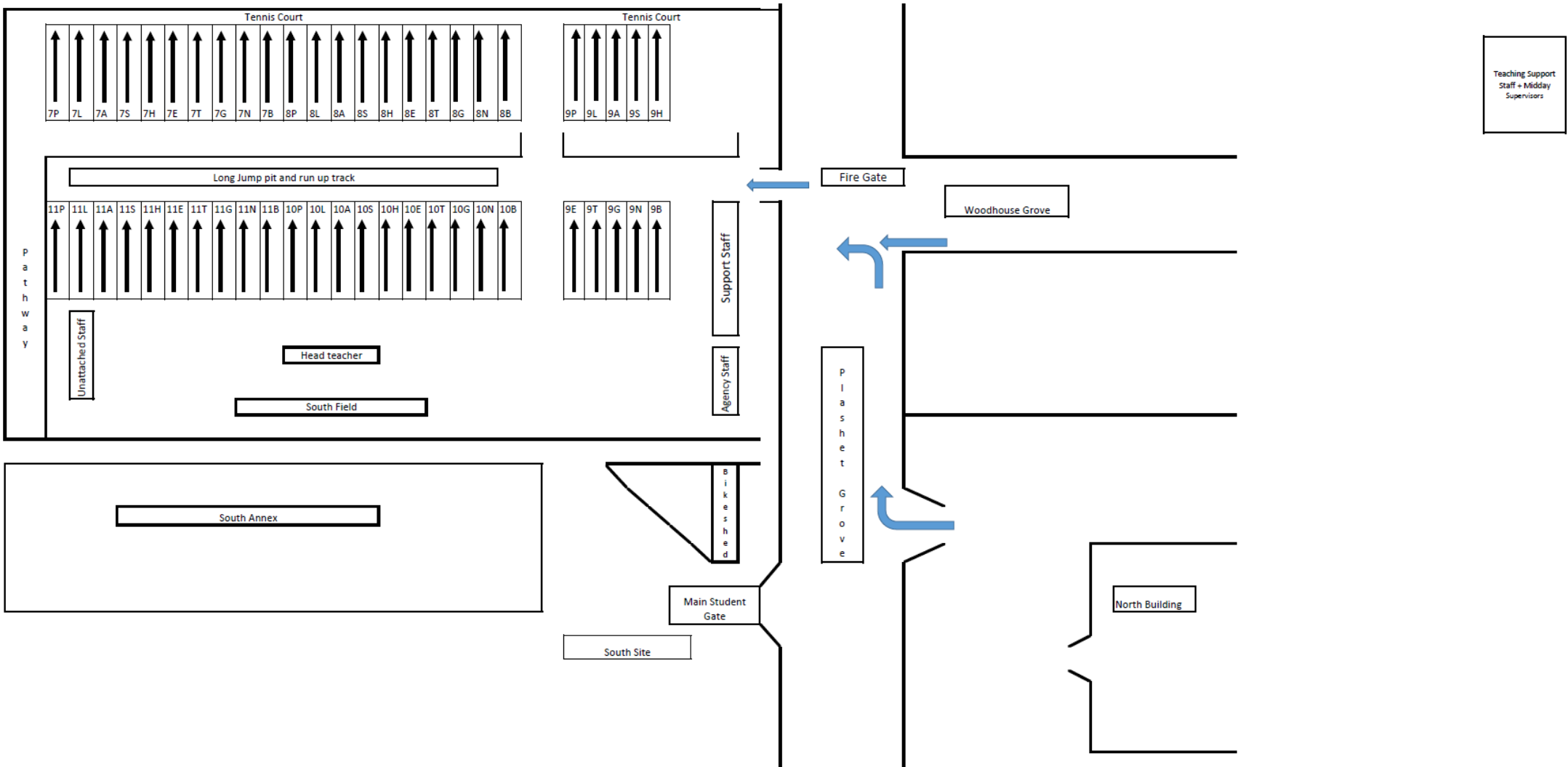
Prioritisation of Jobs – Receptionist 2

6. Receptionist 2 allocates student signing out book to Attendance Officer > Attendance officer assistant > fire warden.
 - 6.1. Notes of the students leaving school are then recorded on notes and distributed to YCs.
 - 6.2. Attendance Officer returns to the control point.
7. Receptionist 2 verifies that all visitors are accounted for or identifies any unaccounted for visitors and provides a note to the HT > DHT > AHT > (whoever is leading the evacuation).
8. Receptionist 2 verifies with Joskos/Innovate/Juniper that all staff are accounted for, any unaccounted staff are noted and the information is provided to the HT > DHT > AHT > (whoever is leading the evacuation).
9. Student registers are completed by Form Tutors and passed to the YC/AYC.
 - 9.1. YC/AYC applies any exceptions/notes of signed out students.
 - 9.2. Registration group tick sheets are completed to identify that all form tutor sheets have been returned and identify any form groups with queries.
 - 9.3. Query registers are passed to the year group LT member, form group tick sheet and validated registers are passed to Receptionist 1 for collation with other registers.
 - 9.4. YC/AYC returns to year group

10. LT for year group liaise with HT > DHT > AHT > (whoever is leading the evacuation) regarding any missing students.

11. SBM > the HR Manager > Data Officer > a fire warden (depending on availability) consult with "control desk" regarding any apparent missing staff.
 - 11.1. Any unresolved missing staff are highlighted and registers with missing staff are passed to HT > DHT > AHT > (whoever is leading the evacuation).

Appendix 2



Appendix 3 South Site Classroom Exit Routes

T01	Exit room and turn right. Down stairs to ground floor by G05. Turn right and exit by fire exit next to School councillor's office into the car park. Turn left.
T02	Exit room and turn right. Down stairs to ground floor by G05. Turn right and exit by fire exit next to School councillor's office into the car park. Turn left.
T03	Exit room by fire exit door. Walk straight along the corridor. Turn right and down stairs to ground floor by G05. Turn right and exit by fire exit next to School councillor's office into the car park. Turn left.
T04	Exit room by fire exit door Walk straight along the corridor Turn left and down stairs to ground floor. Turn left and exit by fire exit door next to G10 into Piazza. Turn right.
T05	Exit room. Turn left and down stairs to ground floor. Turn left and exit by fire exit door next to G10 into Piazza. Turn right.
T06	Exit room. Turn right and down stairs to ground floor. Turn left and exit by fire exit door next to G10 into Piazza. Turn right.
S01	Exit room by fire exit door. Turn right down stairs to ground floor. Turn left and exit by fire exit door next to G03 into car park. Turn left.
S02	Exit room by fire exit door. Walk straight along corridor. Turn left and downstairs to ground floor by G05. Turn right and exit by fire exit next to School councillor's office into the car park. Turn left.
S03	Exit room. Turn left along corridor. Turn left and downstairs to ground floor by G05. Turn right and exit by fire exit next to School councillor's office into the car park. Turn left.
S04	Exit room by fire exit door. Straight along corridor and turn left downstairs to ground floor by G05. Turn right and exit by fire exit next to School councillor's office into the car park. Turn left.

S04A	Exit by fire exit door and through S04 into corridor. Straight along corridor and turn left downstairs to ground floor by G05. Turn right and exit by fire exit next to School councillor's office into the car park. Turn left.
S05	Exit room by fire exit door. Straight along the corridor and down the stairs to ground floor by G10. Turn left and into the piazza.

	Turn right.
S06	Exit room and turn right along corridor. Turn right and downstairs to ground floor. Turn left and exit by fire exit door next to G10 into Piazza. Turn right.
S07	Exit by fire exit door and walk straight along corridor. Turn right and downstairs to ground floor. Turn left and exit by fire exit door next to G10 into Piazza. Turn right.
S08	Exit by fire exit door and walk through S09. Turn left downstairs to ground floor Turn left and exit by fire exit door next to G03 into car park. Turn left.
S09	Exit by fire exit door. Turn left downstairs to ground floor Turn left and exit by fire exit door next to G03 into car park. Turn left.
S10	Exit room and turn right along corridor. Turn left and left onto stairs. Downstairs to ground floor. Turn right and walk past aqua toilets. Exit by fire exit door on to South Field
S11	Exit room and turn left along corridor. Turn right onto stairs and down stairs to ground floor. Exit straight on to South Field.
South Library	Exit room and turn right along corridor. Turn right and downstairs to ground floor. Turn left and exit by fire exit door next to G03 into car park. Turn left.
F03	Exit room and turn left along corridor. Turn left and downstairs to ground floor by G05. Turn right and exit by fire exit next to School councillor's office into the car park. Turn left.
F04	Exit room and turn right along corridor. Straight down stairs to ground floor by G05. Turn right and exit by fire exit next to School councillor's office into the car park. Turn left.
F05	Exit room and turn left along corridor. Straight downstairs to ground floor. Turn left and exit by fire exit door next to G09 into Piazza. Turn right.

F06	Exit room and turn left along corridor. Straight downstairs to ground floor. Turn left and exit by fire exit door next to G09 into Piazza. Turn right.
F07	Exit room and turn left along corridor. Turn left and downstairs to ground floor. Turn left and exit by fire exit door next to G03 into car park. Turn left.
F08 Sports Hall	Exit room by main door and straight downstairs to ground floor. Turn right and walk past aqua toilets. Exit by fire exit door on to South Field
F09	Exit room and turn right along corridor. Turn left and left onto stairs.

	Downstairs to ground floor. Turn right and walk past aqua toilets. Exit by fire exit door on to South Field
F10	Exit room and turn left along corridor. Turn right onto stairs and down stairs to ground floor. Exit straight on to South Field.
F11/F12	Exit Room and turn right along corridor. Turn right down the stairs to the ground floor. Exit building by fire exit doors. Turn left and walk to the piazza. Turn right.
F13/F14	Exit Room and turn left along corridor. Turn left down the stairs to the ground floor. Exit building by fire exit doors into the Piazza.
South Hall G01	Exit by Fire door next to Reception. Straight through reception and turn left.
G02/G02A	Exit room and turn left along corridor/ Exit by fire exit door next to G03 into car park. Turn left.
G04	Exit room by fire exit door. Turn left and left. Exit by fire exit next to School councillor's office into the car park. Turn left.
G05	Exit room and turn right. Exit by fire exit next to School councillor's office into the car park. Turn left.
G06	Exit room and turn left along corridor. Turn left and exit by fire door between G07 and G08. Turn right.
G07	Exit room and turn left and left. Exit by fire door between G07 and G08. Turn right and walk to the piazza. Turn right.
G08	Exit room and turn right and right. Exit by fire door between G07 and G08. Turn right and walk to the piazza. Turn right.
G09	Exit room and turn left. Exit onto Piazza and turn right.
G10	Exit room and turn left. Exit onto Piazza and turn right.
G11	Exit room and turn left along corridor. Turn left and exit building by fire exit door next to attendance office onto Piazza. Turn right.

G12	Exit room and turn left along corridor. Turn left and exit building by fire exit door next to attendance office onto Piazza. Turn right.
G13	Exit room, turn left and left. Exit building by fire exit door next to attendance office onto Piazza. Turn right.
G14	Exit room and turn right then left. Exit building by fire exit doors on to South Field.
G15/G16	Exit room and turn left along corridor. Turn left and exit building by fire exit doors on to South Field.

G18	Exit room by fire exit door. Turn right along corridor. Exit building by fire exit door and turn left and walk to the piazza. Turn right.
G19/G20	Exit room by fire exit door and turn left along corridor. Exit building by fire exit doors into Piazza.

North Site

604, 504, 404, 304, 204, 104	Exit room. Turn left down the blue stairs to the ground floor. Exit building by fire exit doors into the North Carpark.
603, 503, 403, 303, 203	Exit room. Straight down the blue stairs to the ground floor. Exit building by fire exit doors into the North Carpark.
602, 502, 402, 302, 202, 102	Exit room. Turn right down the pink stairs to the ground floor. Exit building by fire exit doors into the North Playground.
601, 501, 401, 301, 201, 101, Staffroom	Exit room. Straight down the pink stairs to the ground floor. Exit building by fire exit doors into the North Playground.
North Gym	Exit room by fire door and straight along corridor into back foyer and turn left. Exit building by fire exit doors into the North Carpark.
003	Exit room by fire door and turn left into the front foyer. Exit into the playground via the fire doors.
004	Exit room by fire door and turn left along corridor into back foyer and turn left. Exit building by fire exit doors into the North Carpark.
North Hall	Exit room by fire door and straight along corridor into front foyer and turn left. Exit building by fire exit doors into the North Playground.
B04, B02	Exit room by fire exit door and take the stairs up to the North Playground.
B03	Exit room and straight across foyer. Turn right and up the stairs to the ground floor. Exit building by fire exit doors into the North Carpark.
B01	Exit room by fire exit door and take the stairs up to the North Carpark.