

# **GOWERTON SCHOOL**



## **LETTINGS**

**2014**



## Lettings – Emergency Evacuation Plan

**ALL GROUPS USING THE SCHOOL FACILITIES/ROOMS MUST TAKE THEIR OWN REGISTER.**

1. If you discover a fire, break the nearest alarm glass, evacuate the classroom/sports facility as outlined below, **call 9/999** and inform the caretaker (07880 794272) as soon as possible using the nearest phone/mobile.
2. If the fire alarm sounds, evacuate the building, taking your group with you to the appropriate assembly point.

### **Tennis Courts**

(A Block, D1-4, D7-14, Sports Hall)

### **Red Gra**

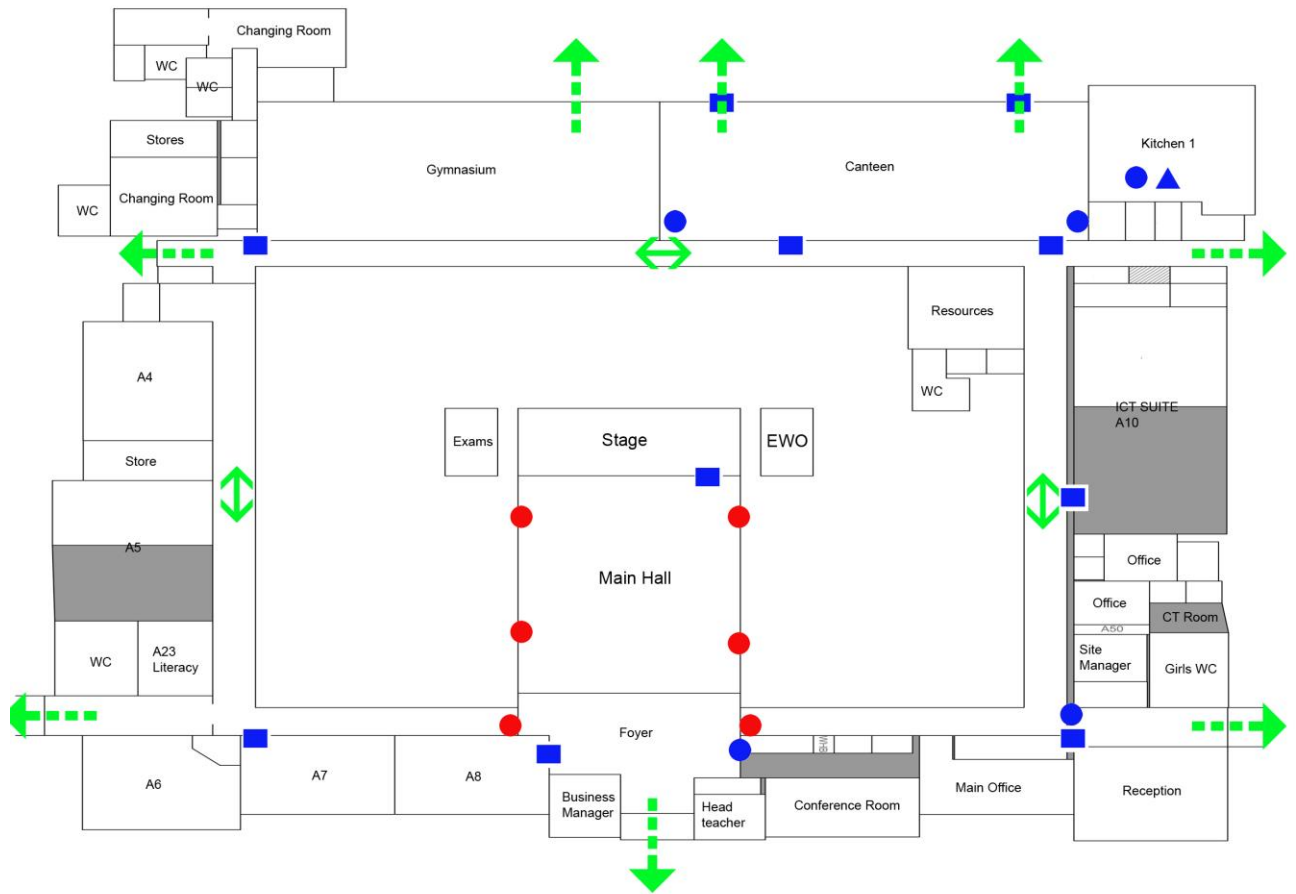
(All other areas)

3. Keep calm, do not allow group members to run
4. Count group members upon exit from your room.
5. Exit building by the **Nearest** Exit
6. Close classroom/sports hall door securely behind you – **DO NOT LOCK**
7. Ensure no one strays from the group during evacuation.
8. At the assembly point, recount your group (retake register). If anyone is missing inform The Caretaker straight away.

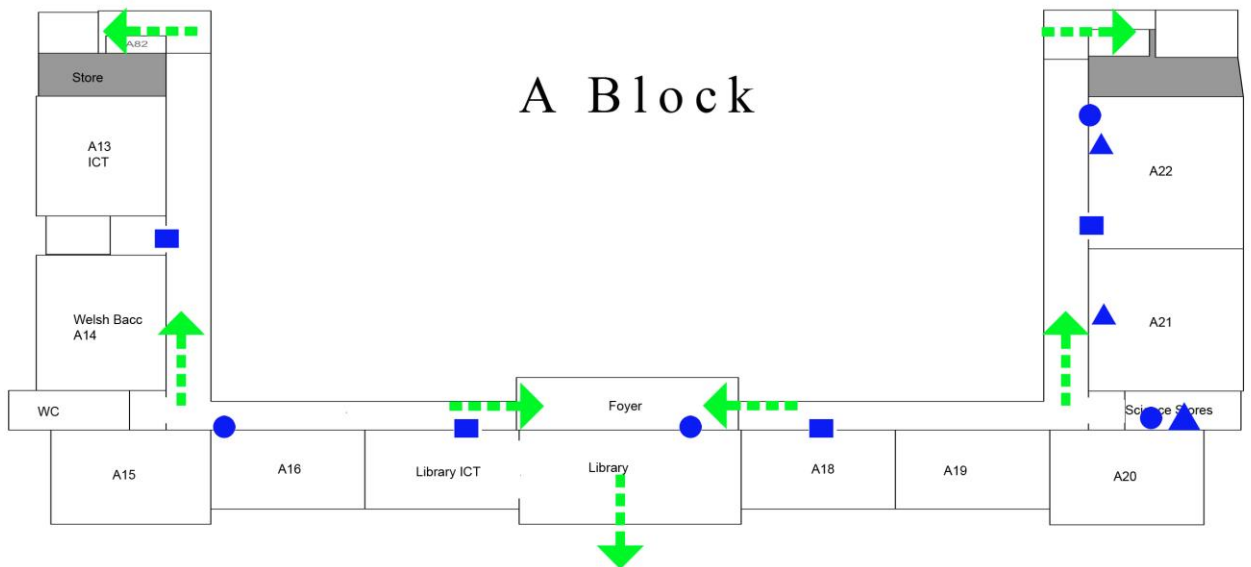
- **GET EVERYONE OUT**
- **STAY OUT UNTIL YOU ARE TOLD IT IS SAFE TO GO BACK IN BY THE CONTROLLING OFFICER (Caretaker on site)**
- **DO NOT ASSUME IT IS A DRILL**

## Evacuation Routes – A Block:

Please familiarise yourself with the evacuation routes throughout the School Site

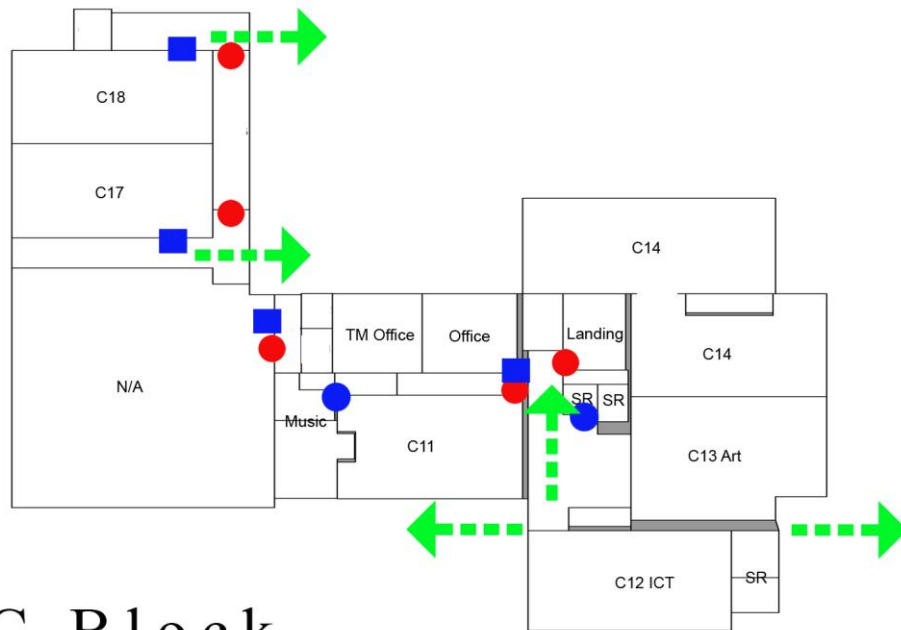


## A Block

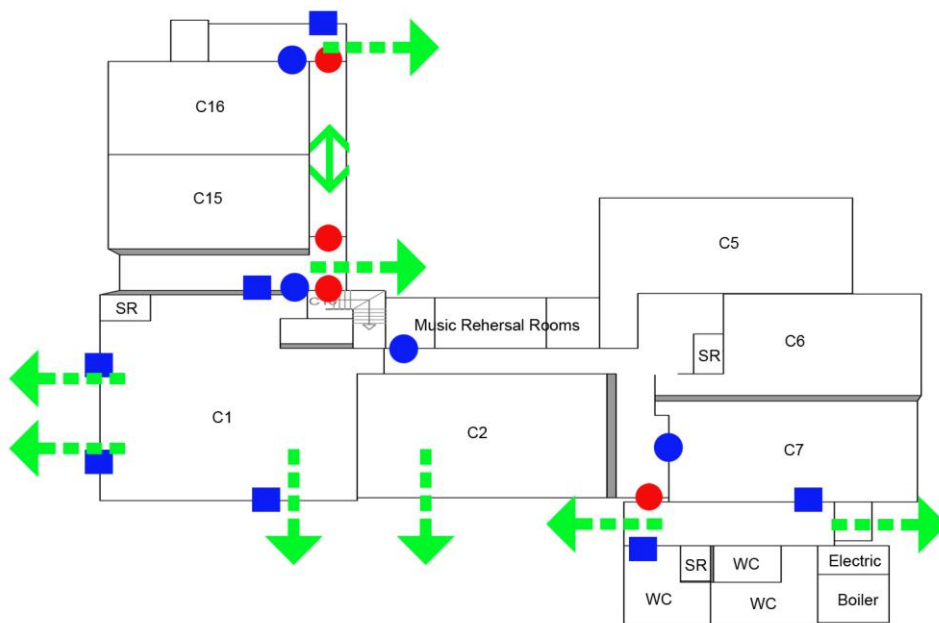




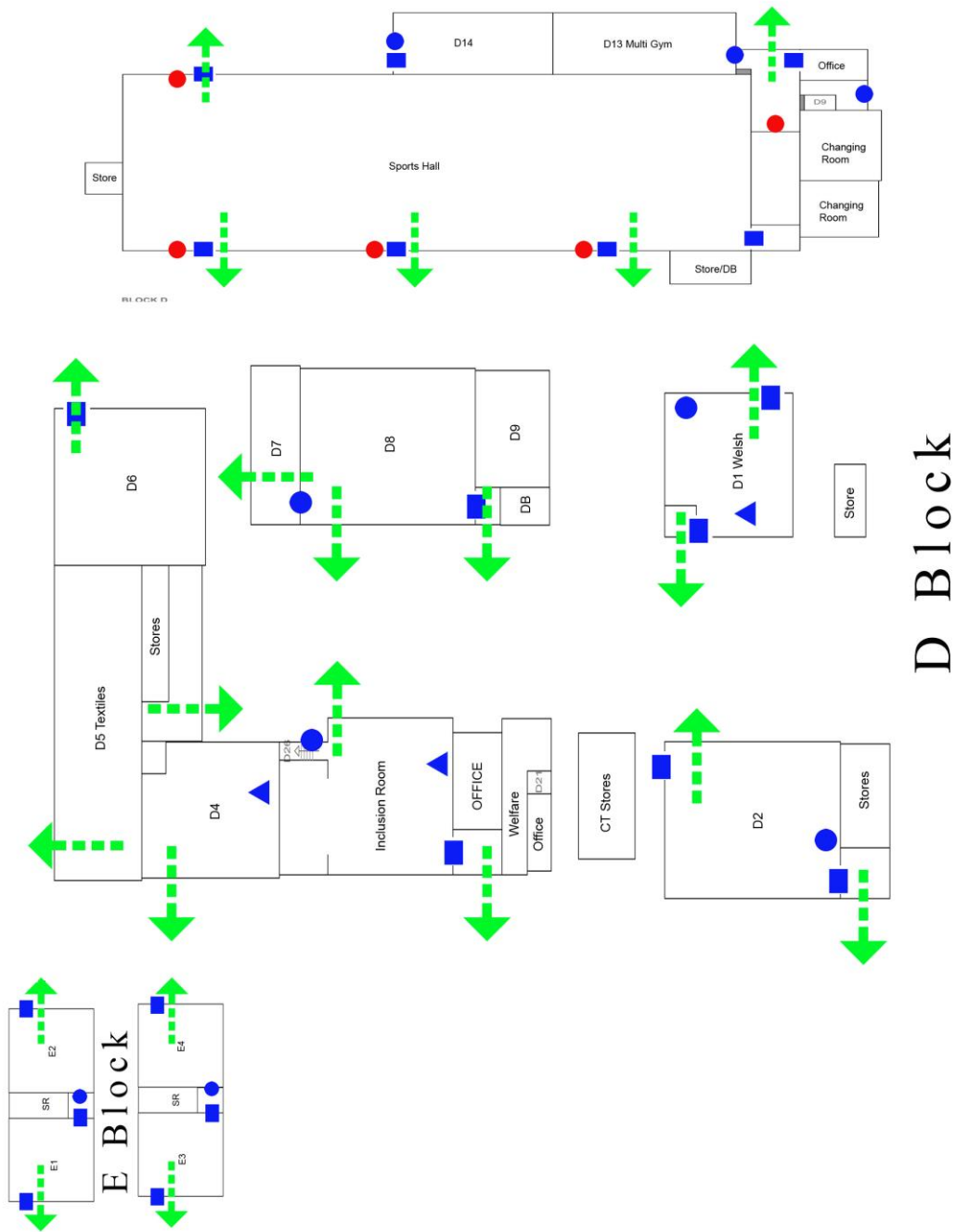
**Evacuation Routes – C Block:**  
Please familiarise yourself with the evacuation routes throughout the School Site



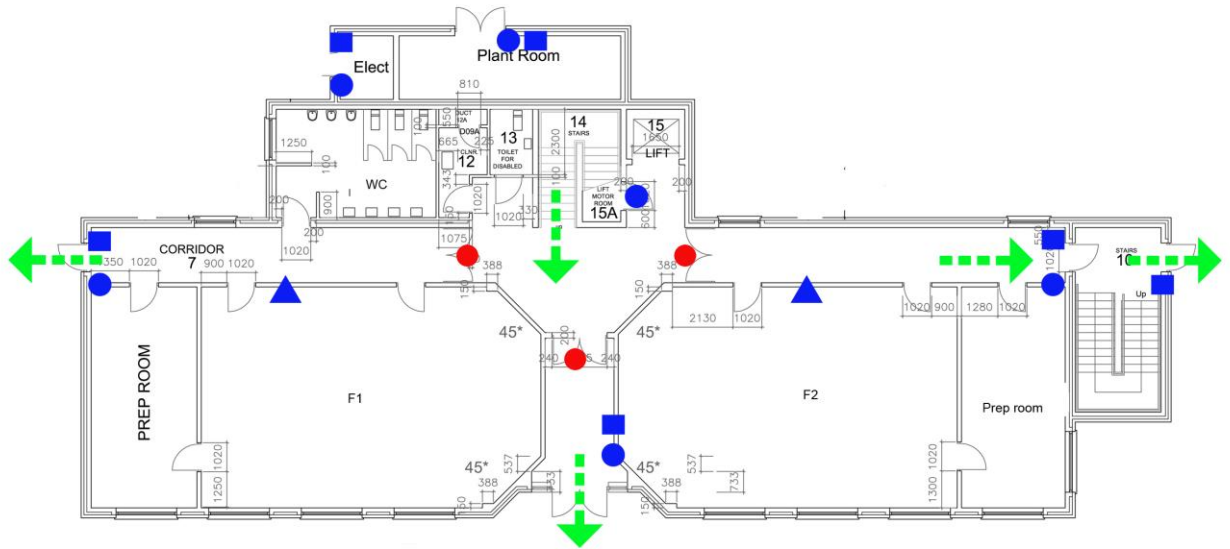
**C Block**



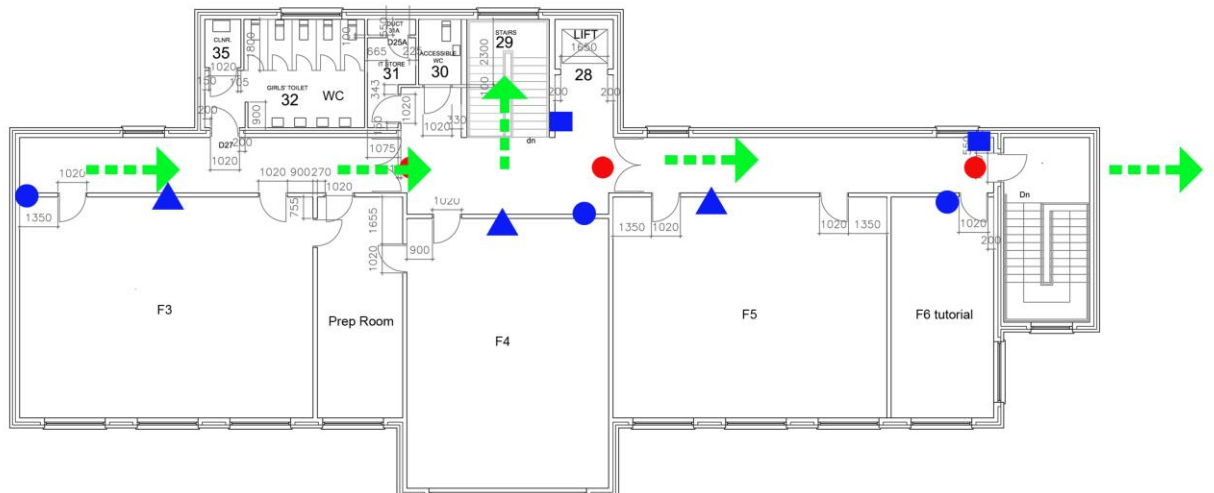
**Evacuation Routes – D/E Block:**  
**Please familiarise yourself with the evacuation routes throughout the School Site**



**Evacuation Routes – F Block:**  
Please familiarise yourself with the evacuation routes throughout the School Site



## F Block





### **Traffic Management**

The school site has a 5mph Speed Limit in place, which must be adhered to at all times.

Barriers/Gates are in operation throughout the site to prevent unauthorised traffic movement during peak times. If you are required to leave site at anytime during your visit, please park outside of these areas in allocated bays.

To ensure the safety of our staff, pupils, visitors and contractors, please ensure that no vehicle movement takes place during break/lunch times/lesson changeovers:

### **Smoking**

Gowerton School operates a strict NO SMOKING policy within its grounds. Please refrain from smoking whilst on-site.

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*Please Return to School Office*

I/We (Group leader/Leaders) have received and acknowledged the School Fire Safety Policy with regards Group Lettings. All procedures will be followed in accordance to the Policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Group: \_\_\_\_\_