Trinity Academy

Fire Assembly Procedures and Locations

Student/Staff Information

Fire Alarm and Actions

On hearing the fire alarm students and staff must:

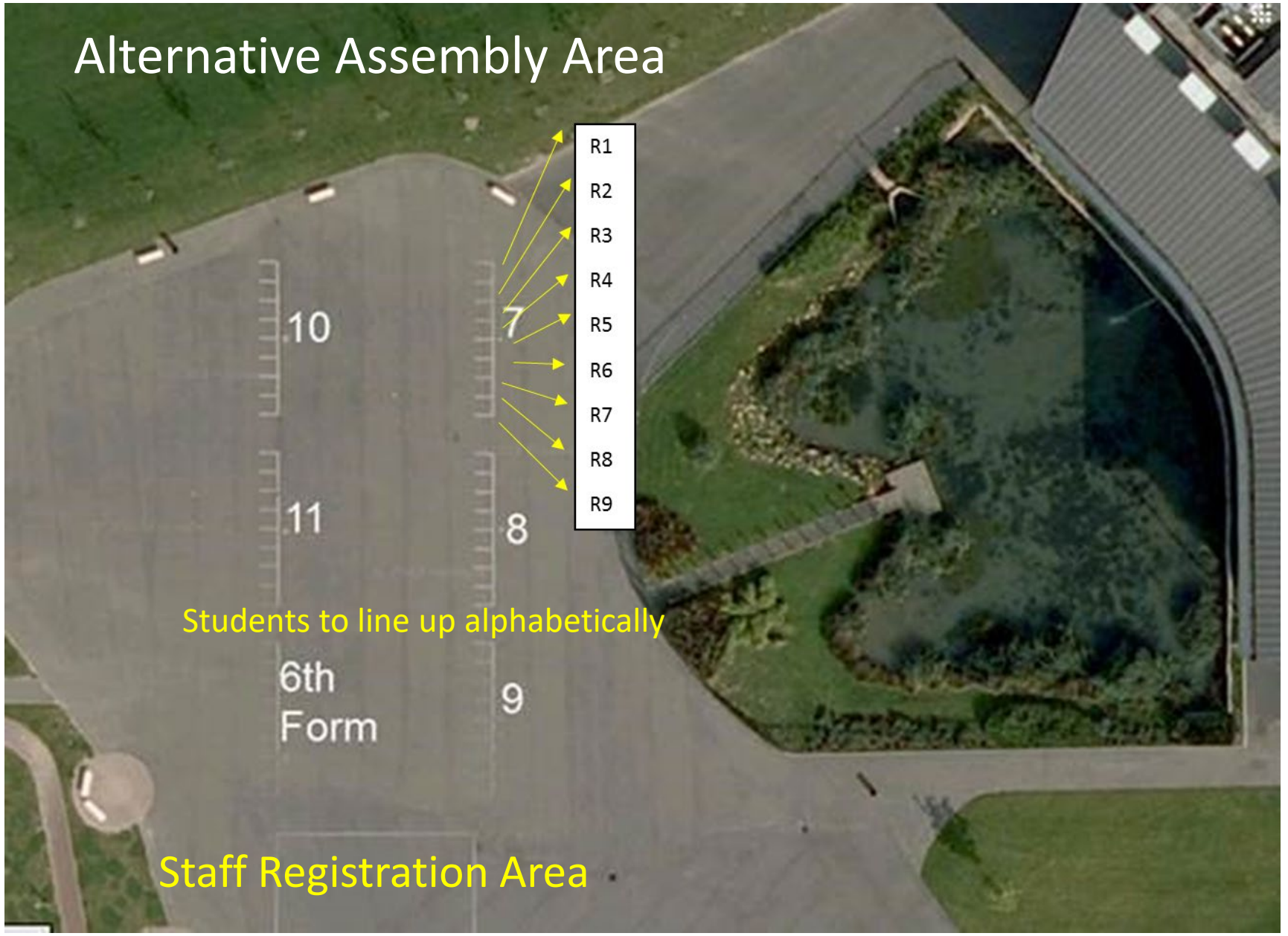
Leave the building by the nearest exit (in a calm and orderly fashion (no bags)).

Students may (if they wish) put on their face masks as they exit the classroom to prevent any transmission of Covid-19 in the corridors/stairwells (priority is to leave the building safely).

Stay silent whilst evacuating to the registration area on the main playground.

Line up behind the respective year group area (R1 to R9).

Students must stand in alphabetical order and remain silent facing forward.



Fire Alarm and Actions

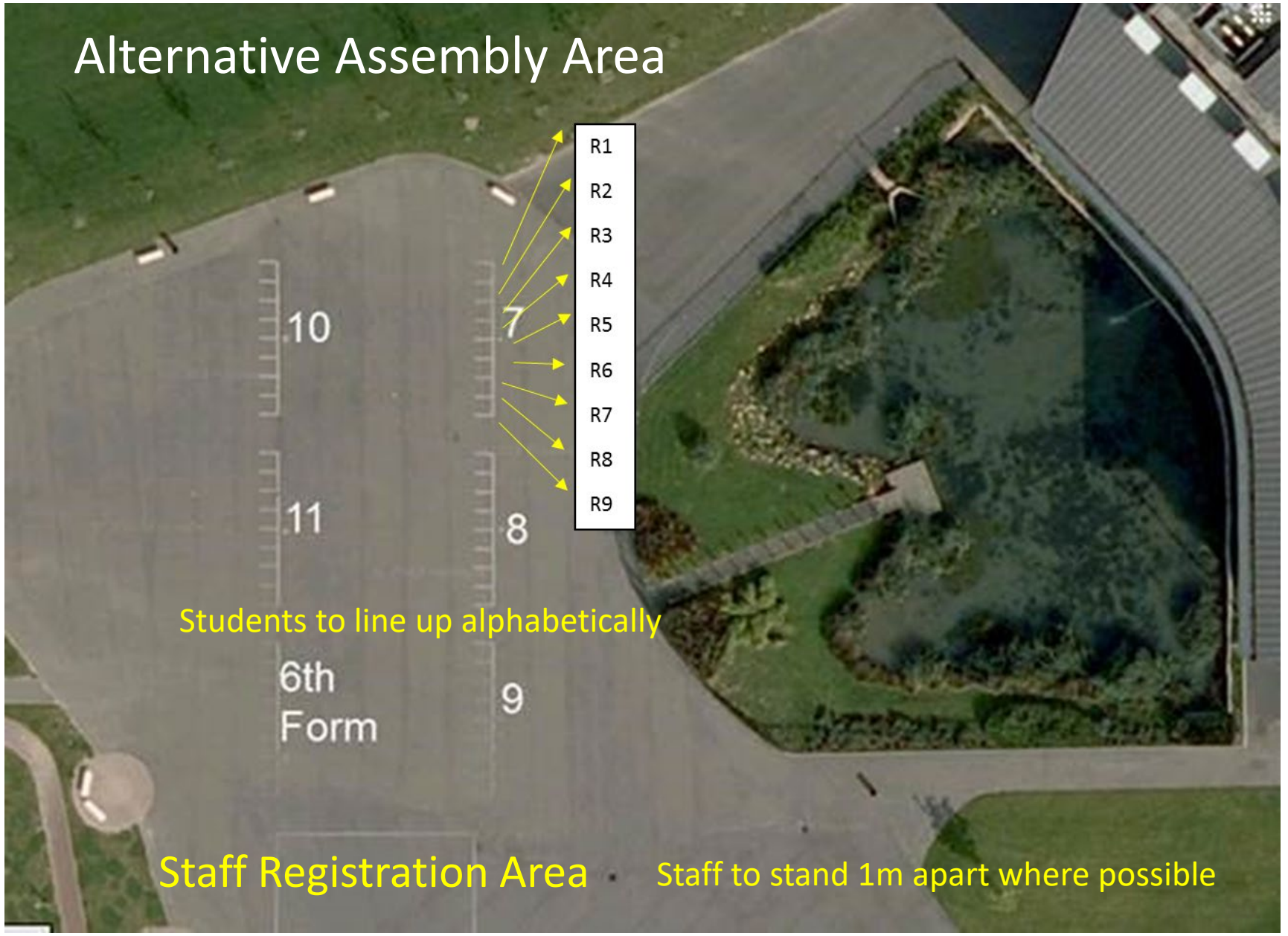
On hearing the fire alarm students and staff must:

Any temporary cordons can be ignored during a fire evacuation.

Any students/staff that have limited mobility will have been briefed on the actions/refuge areas to report to with their assigned LSA.

Once all students/staff are accounted for, the Senior member of staff will dismiss the tutor/teaching groups.

If for any reason the main playground cannot be used, students should line up on the Alternate Assembly Area – this will be directed by staff.



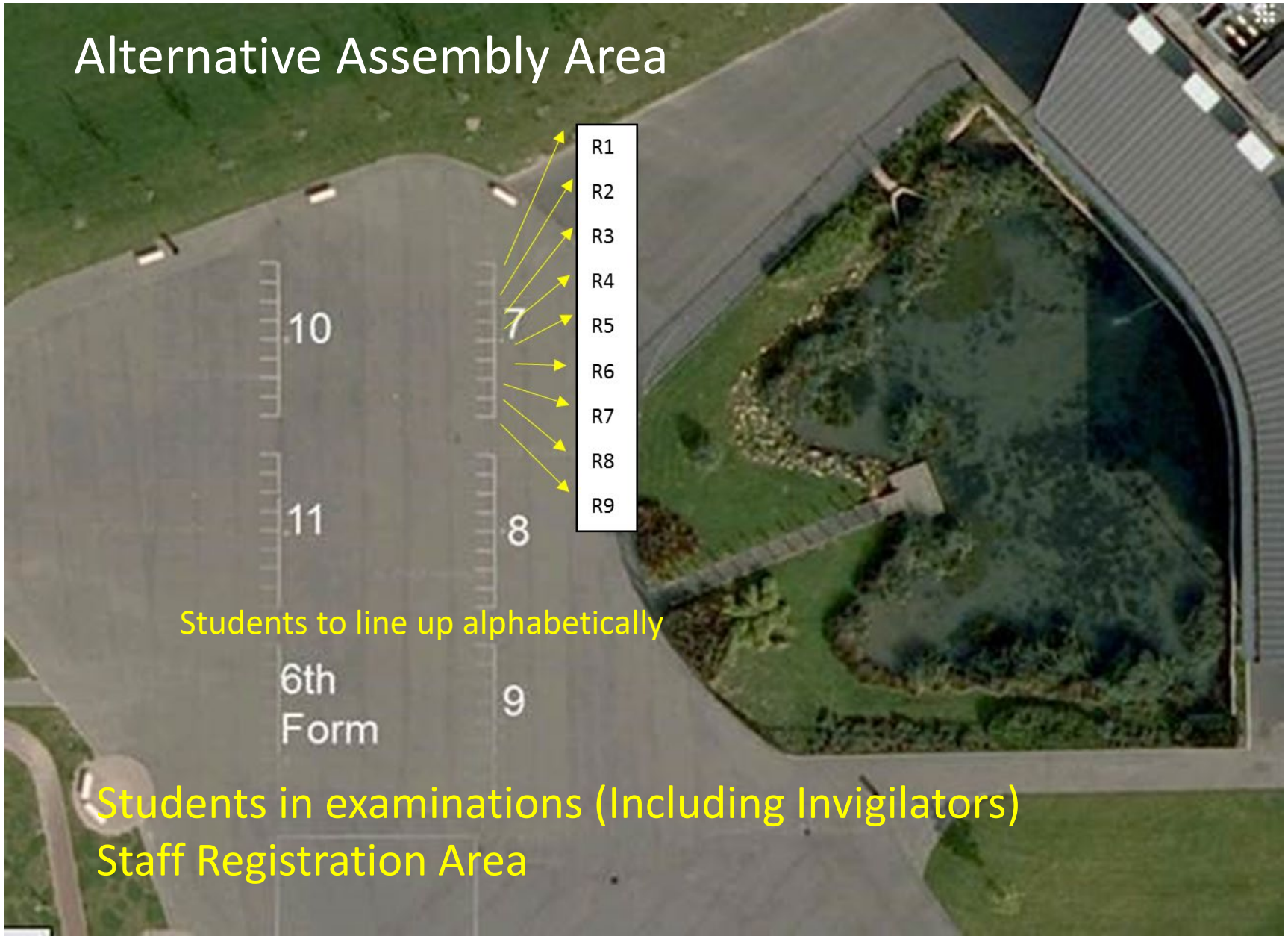
Fire Alarm and Actions - Examinations

On hearing the fire alarm students and staff must:

Any temporary cordons can be ignored during a fire evacuation.

Any students/staff that have limited mobility will have been briefed on the actions/refuge areas to report to with their assigned LSA.

Students undertaking examinations should line up adjacent to the staff registration area

Once all students/staff are accounted for, the Senior member of staff will dismiss the tutor/teaching groups.

If for any reason the main playground cannot be used, students should line up on the Alternate Assembly Area – this will be directed by staff.