

The Sir Robert Woodard Academy

COVID-19 Fire Evacuation Addendum – September 2020

This addendum applies until further notice.

Unless covered in this addendum, our usual Fire Evacuation Procedures continue to apply.

Amended Covid-19 Evacuation Procedures (students)

1. Upon hearing the fire alarm, evacuate the building by the nearest possible exit
2. Do not stop to collect personal belongings
3. Report to the assembly point (MUGA) in silence
4. Go to your year group chapter area, marked out on the MUGA
5. Line up in English class sets
6. Avoid crossing other year groups but if this unavoidable, practise social distancing and avoid face to face contact
7. Remain silent until you are notified otherwise

Amended Covid-19 Evacuation Procedures (staff)

1. Upon hearing the fire alarm, escort students to evacuate the building by the nearest possible exit
2. Ensure no-one stops to collect belongings
3. Close the door upon departure, but do not lock
4. Supervise the orderly and prompt exit of students from the academy, in silence
5. Go to your chapter area where you will be given a class to register
6. Practise social distancing and avoid face to face contact for longer than 15 minutes, wherever possible
7. Immediately notify the Chapter Head if any person is not accounted for
8. Await clearance from the Principal