

# Hinckley Academy and John Cleveland Sixth Form Centre



Hinckley  
ACADEMY

## Fire Evacuation Information and Guidance

<b>Date of Last Review:</b>	<b>March 2021</b>
<b>Reviewed by:</b>	<b>Mrs Julie Clark, Operations Manager</b>
<b>Agreed by Governors:</b>	
<b>Frequency of Review:</b>	<b>Annually</b>
<b>Date of Next Review:</b>	<b>March 2022</b>

# **COVID-19 ADDENDUM**

## **Evacuation**

### **Information and Guidance Pack**

Academic Year  
**2021-22**

**ALL STAFF WITH RADIOS TO KEEP THEM TURNED ON FOR THE FULL  
DURATION OF THE EVACUATION**

**ATTENDANCE OFFICER / ATTENDANCE WELFARE OFFICER TO TAKE  
SPARE RADIOS OUT ONTO THE ASTRO TURF**

**SENIOR POINTS OF CONTACT FOR EVACUATION –  
Lead : Senior Premises Officer & Deputy: Operations Manager**

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## A - Evacuation Procedure

### On Hearing the Fire Alarm

1. When the alarm sounds (the alarm is a continuous tone) evacuation commences, leaving through the nearest external door to the classroom. All fire routes have signs to the nearest external door. Once outside the building, make your way to the astro turf via the route detailed below (Section B). Should your route be blocked for any reason please use the safest alternative route, avoiding going through buildings where possible.
2. Staff instruct students as follows:
  - a. To immediately stand quietly
  - b. To turn off gas/electricity (science, D&T, workshops, etc.)
  - c. Do not waste time by collecting belongings
  - d. Do NOT use mobile phones
  - e. To evacuate to assembly area (astro turf) quietly
3. Check all students have left and close the door on leaving, **do not lock the door.**
4. Staff teaching the class at the time of evacuation to escort students to the astro turf.
5. Tutors to then proceed immediately to their fire point.
6. Students line up in Tutor Group order facing the centre of the astro turf, where a register will be taken.
7. Designated fire Wardens will check that all areas have been evacuated and report back to their Head Fire Officers. Head Fire Officers will call in their area as being clear once all wardens have reported back.
8. When the Fire Co-ordination Team have checked all the buildings and reported back to the Senior Premises Officer the all-clear will be signalled by the Head of School.
9. Tutors groups will be informed which gate to exit by, to minimise disruption and congestion.

### During Break and Lunch Times

1. Staff inside buildings to evacuate as normal, instructing any students they see to proceed to the astro turf to register. Once students are clear, staff to proceed to their own assembly points.
2. Duty staff in the hall / foyer / cube to supervise evacuation of students, instructing them to go to the astro turf to register. Once students are clear, staff to proceed to their own assembly points.
3. Duty staff outside to ensure students are following the usual routes to the astro turf to register. Once students are clear, staff to proceed to their own assembly points.

### If you have a visitor with you

If you have a visitor on site please ensure that they report to the receptionist who will be located near the gates between Reception and Cleveland House.

**Under no circumstances should any person remain inside the buildings whilst alarms are activated**

## B - Safest Routes to the Fire Assembly Points

Area	Route	Assembly Area
Student Support Centre	Path between Student Support and Main Hall ↓ By Sports Hall ↓ Astro Turf	All years and all staff on Astro Turf
Multi-Purpose Room		
Humanities		
Modern Foreign Languages		
Offices along Main Corridor		
Library		
Main Hall / Foyer		
Area	Route	Assembly Area
Sixth Form	Path between Kitchen and Science ↓ Across Car Park ↓ Gates by Dorothy Goodman mobile ↓ Astro Turf	All years and all staff on Astro Turf
Chemistry		
Biology		
<b>DO NOT GO INTO THE HALL OR ANY OTHER BUILDING</b>		

Area	Route	Assembly Area
Cleveland House		Assembly area between admin block and Cleveland House outside the gates
Reception / Admin Block		
Main Kitchen		
Dorothy Goodman	Exit Doors	Top Field

Area	Route	Assembly Area
Sports Block / Mobiles	Path between Student Support and Bike sheds ↓ Gates by Tennis Court ↓ Astro Turf	All years and all staff on Astro Turf
V-Block		
Mathematics / Mobiles		
English		
Performing Arts		
Flexible Learning Centre		
Food Technology		
Art, Design and Technology		
Social Science		
Physics		
ICT		

**IF YOU ARE NOT ALLOCATED A FIRE ASSEMBLY AREA, GO TO THE ASSEMBLY AREA BETWEEN ADMIN BLOCK AND CLEVELAND HOUSE, OUTSIDE THE GATES**

## C - Exam Rooms

### On Hearing the Fire Alarm

1. Invigilators to stop the exam and ask students to sit quietly.
2. The following staff will go to the Exam Rooms to assist the Invigilators:
  - Exams Officer
  - Vice Principal
3. In the event of a fire the Senior Premises Officer will inform the Invigilators of any Exam Room that needs to evacuate.
4. If the Invigilators feel that is unsafe to stay in the Exam Room they should evacuate.
5. Assembly points for Exam Rooms are as follows:

Area	Assembly Area	Staff Lead
Gym	Cricket Pitch	Vice Principal
V-Block	Lower Tennis Court	Exams Officer

**Vice Principal to be diverted from standard duties in case of an evacuation during examinations as the Senior Member of Staff, Assistant Principal to take over the astro responsibility**

## D - Evacuation Information for Head Fire Officers

### On Hearing the Fire Alarm

1. Taking a radio, "Area Checklist" and spare set of Fire Warden checklists, proceed to your location and await the return of your Fire Wardens with their completed checklists (see table below).
2. If any of your Fire Wardens are absent, perform their area check, or if possible, ask one of the other wardens to double up. If leaving your location to do this, make sure to inform your Fire Wardens that they should wait at the usual meeting point for you to return.
3. Tick off each Fire Warden area on your "Area Checklist", then once you have established all your areas are clear, radio through to the Senior Premises Officer to report, including your area number (e.g. "This is Rob – Area 4 is all clear").

### After the All Clear

1. Release Fire Wardens to return to their usual duties.
2. Give completed area checklists to the Senior Premises Officer.

### **Head Fire Officer Assembly Locations**

Area	Head Fire Officer	Deputising Warden	Location
1	Lisa Hackett	Jo Hall	At Gates between Admin Block & CH
2	Steve Dakin	Helen Thompson*	Outside Admin Block Rear Entrance
3	Peter Harrison	Brian Atkins	Outside ADT Foyer Entrance
4	Rob Lee	Jo Stockwell	Outside Sixth Form Lower Entrance

\* Rebecca Crisp to deputise on Fridays when Helen Thompson is not working

### **List of Fire Wardens**

Area	Head Fire Officer	Fire Wardens
1	Vacancy	Duty Science Technician, ~, Louise Leeson~, Esther Cullen~, Michelle Massey~
2	Steve Dakin	Helen Thompson*, Rebecca Crisp, Nicky Boulton, Ian Ratherham
3	Peter Harrison	Duty Science Technician, Brian Atkins, Joy Bates
4	Rob Lee	Rachel Sales, Jo Stockwell, Paula Tomkins

\* Rebecca Crisp to deputise on Fridays when Helen Thompson is not working

~ Kitchen, Dorothy Goodman & Cleveland House wardens to perform checks, but then wait in their assembly areas for Kristyanne Goddard to go to them to confirm all clear. Kristyanne will then report back to Lisa Hackett to tick off these areas.

## E - Evacuation Information for Fire Wardens

### On hearing the Fire Alarm

**AS SOON AS THE FIRE BELL RINGS, FIRE WARDENS MUST START THE EVACUATION PROCESS WITHOUT DELAY.**

1. Proceed to your designated area location, taking with you a radio (where possible) and area checklist.
2. Check everyone has left the area by calling out and checking the rooms. Tick each room off your checklist as they are cleared. Please note that some rooms will have walk-in stores – these must also be checked. Rooms with additional stores are indicated on your check sheets.
3. Go to the designated area for your Head Fire Officer and hand in your checklist. Remain with your Head Fire Officer until they give you the all clear.
4. In case of staff absence, your Head Fire Officer may be covering an area check. Please wait for them at the designated area until they return. Alternatively, they may ask you to cover the additional area check – they will provide you with a sheet in this instance.

### If you find a Fire

If the fire is blocking your only exit then firefighting equipment will need to be used. Once outside the building inform your Head Fire Officers of the fire. If mobile phones are available phone 999.

### Science Technicians – Radioactive Sources

The Science Technician on duty that day in Physics must remain with radioactive sources once they have completed their checks and handed in their check sheet (unless it is dangerous to do so).

### Training

Head Fire Officers will receive training to carry out their role. Head Fire Officers to disseminate any relevant information accordingly.





## F – Fire Safety Team Roles

### Fire Wardens / Head Fire Officers

**FIRE WARDENS MUST REMAIN WITH THEIR FIRE OFFICER. CHECK SHEETS TO BE RETURNED TO SENIOR PREMISES OFFICER FOR FILING.**

Evacuation Area	Fire Warden	Head Fire Officer
Upper Science (Biology & Chemistry)	Duty Science Technician	Lisa Hackett (at gates between Admin Block & CH)
Reception / Admin Block	Nicky Boulton	
~Main Kitchens	Michelle Massey	
~Cleveland House	Louise Leeson	
~Dorothy Goodman Unit	Esther Cullen	
Main Block Lower (including Foyer & Hall)	Rebecca Crisp	Steve Dakin (outside Admin Block rear entrance)
Main Block Upper	Jo Hall	
Student Support, Maths / PE Mobiles	Helen Thompson (Rebecca Crisp on Fridays)	
Sports Block	Ian Ratherham	
Art, Engineering, Textiles	Bryan Atkins	Peter Harrison (outside ADT Foyer entrance)
Food, Behaviour Support Unit, Social Sciences	Joy Bates	
D1, D14, IT Support	Peter Harrison	
Lower Science (Physics)	*Duty Science Technician	
FLC, Performing Arts	Jo Stockwell	Rob Lee (outside Sixth Form lower entrance)
Sixth Form (including Kitchen & A14)	Paula Tomkins	
The Bridge	Jo Stockwell	

\* Lower Science Technician to remain with radioactive sources once check sheet handed in (if safe to do so)

~ Fire Wardens for Cleveland House, Dorothy Goodman & Main Kitchens to perform checks as per their own procedures, then wait at their designated assembly area for Kristyanne Goddard to attend. Kristyanne will report back to Head Fire Officer (Lisa Hackett).



## Other Roles

Role	Staff
Estates Lead on Evacuation	Stuart Caswell (Deputy – Julie Clark)
Opening of Gates / Fire Panel	All Estates Staff and Cleaners on Duty
Printing Registers	Nicky Hall
Visitor Registration	Receptionist – Nicky Boulton
KS3/4 Registration Team (Pastoral Leaders)	Klaire Wright / Kathryn Mason / Mark Tallis / Gemma Whittingham / Mandy French / Russ Arnold / Nathan Bennett
KS5 Registration Team	Janet Paterson / Mark Boast / Paula Tomkins
DG/ CH / Kitchens runner	Kristyanne Goddard
Gate Patrol	Karen Canning / Hannah Hawkins
First Aider	Helen Booker
First Aid Team	Helen Booker / Terry Senior / Kim Shaw / Naomi Murrell



## G - Evacuation Information for Classroom Staff

### On hearing the Fire Alarm

1. Instruct students to stop what they are doing.
2. Take your current class to the assembly points. Follow routes outlined from your classroom. Staff must escort their class to the astro turf and insist on students walking quietly and calmly.
3. **DO NOT** allow students to take belongings.
4. Leave the classroom and close the door.
5. **DO NOT** lock the classroom doors.
6. **DO NOT** re-enter the building until The Head of School signals the all clear.

Staff not teaching must immediately go the astro turf without taking any detours. At no stage must staff go off site, to cars, etc.

## H - Information for Tutors

### On hearing the Fire Alarm

1. Proceed to your tutor groups' fire point immediately and instruct your tutor group to line up in alphabetical order facing the centre of the astro. All fire points are now labelled as your Tutor Group Number e.g. **TG 7PTH**.
2. The Pastoral Leader will bring registers to you allowing you to register students.
3. Inform the Pastoral Leader of any missing students.
4. Return registers to your Pastoral Leader.
5. **DO NOT** re-enter the building until The Head of School signals the all clear.
6. Once given the all clear, dismiss your tutor group in a calm manner through the designated gate.
7. A first aid team will be on hand to deal with any injuries. They will be located on the astro turf.

## I - Information for Cover Supervisors / Supply Staff / Contract Cleaning staff

### On hearing the alarm

Cover Supervisors / Supply Staff to go to the tutor group on the astro turf they registered that morning.

Contract cleaning staff to meet contract cleaning supervisor on car park outside of the main turnstyle gates.



## **J - Evacuation Information for Attendance Officer & Attendance Welfare Officer**

### **On hearing the Fire Alarm**

1. Print off / take a set of years 7, 8, 9, 10, 11, 12 and 13 registers.
2. Proceed to the astro turf and issue register packs to the Director of Learning.
3. Be centrally placed on the astro turf if only one member of Attendance staff is present.
4. Collect completed registers from Directors of Learning.

## **K - Evacuation Information for Directors of Learning**

### **On hearing the Fire Alarm**

1. Proceed to the astro turf and find a central point for your key stage and wait for the Attendance Officer / Attendance Welfare Officer to bring registers.
2. Issue registers to Pastoral Leaders.
3. Be visible for Pastoral Leaders to alert you if necessary.
4. Collect in registers and pass to the Attendance Officer / Attendance Welfare Officer.
5. A first aid team will be on hand to deal with any injuries. They will be located on the astro turf.

The following staff to report to the designated Key Stage Director who will direct them to a Pastoral Leader:

**Vicky Bull** - Natalie Palmer-Wilson / \*Stacey Marr / \*Lee Price / Jane Mellor.

**Nathan Bennett** - Michelle Townsend / Yasmin Hutchinson

\*if not covering a tutor group.



## **L - Evacuation Information for Pastoral Leaders**

### **On hearing the Fire Alarm**

1. Proceed to your year group and wait for the Director of Learning to bring registers.
2. Distribute registers to Tutors.
3. Direct non-tutors allocated to your year to assist / support your year group.
4. Be visible for tutors to alert you if necessary.
5. Sweep the Tutor group lines and tick off Tutor groups once checks have been completed and you have found out if there are any missing students. Collect in registers and pass to the Director of Learning.
6. Report any missing students to the Director of Learning, or The Head of School.
7. A first aid team will be on hand to deal with any injuries. They will be located on the astro turf.

### **After "All Clear"**

1. Dismiss one tutor group at a time through the allocated gates and only let another group go once the gate is clear to minimise congestion.

## **M - Evacuation Information for SEND Team**

### **On hearing the Fire Alarm**

1. Escort the student(s) you are assisting in the classroom at the time of the fire alarm to their assembly point on the astro turf.
2. Proceed to the path outside Dorothy Goodman mobiles and register with the SENDCO.



## **N - Information for Duty Estates Staff**

### **On Hearing the Fire Alarm**

1. Open ALL Gates to the astro, Dorothy Goodman and by the Gym.
2. Check out alarm location once notified by The Operations Manager and confirm situation.
3. In the event of a fire, inform the Senior Site Officer who dials 999.
4. If it is a false alarm inform the Senior Site Officer.
5. Replace break glass or clean sensor if required.

### **After "All Clear"**

1. Ensure all gates are locked back up (Rob Lee / Peter Harrison to reset electronic gates).



## **O - Information for Senior Premises Officer**

### **On Hearing the Fire Alarm**

1. Proceed to the astro turf with “Area Clear” checklist.
2. Await evacuation reports from the Head Fire Officers.
3. Keep a list of evacuated areas that have been given the all clear.
4. Once all buildings have been cleared and checked, communicate the all clear information to The Head of School.
5. Inform the Operations Manager once all clear so the fire alarms can be silenced.
6. In the event of a fire, etc. coordinate with the relevant emergency services.
7. If it is a false alarm, inform the Head of School and the evacuation continues.
8. Once the site is safe, inform the Head of School to begin the dismissal of staff and students back into buildings.

## **P - Information for Operations Manager**

### **On Hearing the Fire Alarm**

1. Go to the control panel and identify where the device has been activated.
2. Inform estates staff of the alarm location for them to investigate.
3. Silence Fire Alarms when prompted by Head of School / Senior Premises Officer

## **Q - Information for the First Aid Team**

### **On Hearing the Fire Alarm**

1. If you are assisting a student(s) in the classroom at the time of the fire alarm, escort them to their assembly point on the astro turf.
2. Report to the Health & Well Being Officer on the astro turf.



## R - Information for the Head of School

### On Hearing the Fire Alarm

1. Proceed to the centre of the astro turf and be visible for the Senior Premises Officer / Directors of Learning / Pastoral Leaders / staff to contact you if required.
2. Await the all clear from the Senior Premises Officer who will inform you when all the buildings have been cleared via the Head Fire Officers.
3. Signal the all clear to staff and students by using radios via allocated SLT staff.
4. If it is a false alarm, the Senior Premises Officer will inform the Head of School and the evacuation continues.

### After "All Clear"

1. The Head of School is the first SLT member to leave and monitor students walking down the side of the swimming pool area and front courtyard.
2. Assigned SLT to liaise with Pastoral Leaders to start dismissal process via allocated gates.
3. Radio call to Rob Lee / Peter Harrison to ask for electronic gates to be closed.

## S - Information for the Senior Leadership Team

### On Hearing the Fire Alarm

1. Proceed to the astro turf and support Tutors / Pastoral Leaders / Directors of Learning as identified on the table below.
2. Be on hand to provide support or assistance to staff and help to keep students calm.
3. Once the Head of School signals the all clear, ensure tutor groups are sent off the astro turf in an orderly and safe manner, through assigned gates to minimise congestion.

Year 7	Vicky Bull	Main Astro Entrance Gate
Year 8		
Year 9	Azizah Pathan	Middle Astro Gate
Year 10	Graeme Price	Field Gate
Year 11		
Year 12 & 13	Janet Paterson	6 <sup>th</sup> Form to use Main and Middle Gate once main school have gone





## T - Safety Guide for Visitors & Contractors at HAJC6

As a visitor to the Academy you are required to comply with the Academy Health & Safety Policy, which supports the requirements for the Health & Safety at Work Act 1974.

### On Arrival

1. Sign in using the electronic signing in system located on the reception desk.
2. Wear your visitor pass whilst on the Academy site at all times.
3. Ensure you have parked in the visitor car park and your vehicle is not obstructing fire escapes, road access or other vehicles.

### On Departure

1. Report back to reception and sign out using the electronic system.

### Emergency Evacuation Procedure

1. On hearing the fire alarm, you should vacate the building immediately (do not use lifts).
2. Make your way to the area outside Reception and report to the Receptionist.
3. Do not leave the assembly point until further information is given.
4. Do not attempt to re-enter the building until told to do so.

### No Smoking Site

- HAJC6 is a no smoking site and it is against the law to smoke anywhere on the Academy premises, indoors or outside. This includes E-Cigarettes.





## U - Evacuation Procedure between the hours 16:00 - 08:00 and Weekends

### On Discovery of a Fire

1. Operate nearest fire alarm call point / break glass.
2. Make your way to your designated fire point using the nearest external fire exit.
3. Assemble at your fire point.

### On Hearing the Fire Alarm

1. When the alarm sounds (the alarm is a continuous tone) evacuation commences, leaving through the nearest external door to the classroom. All fire routes have signs to the nearest external door. Once outside the building, make your way to the relevant assembly point as described in the table below. Should your route be blocked for any reason please use the safest alternative route without going into a building.
2. Stay at the assembly point until further instruction is given by the Estates Team.

Sports Block	Gravel Car Park located at the front of the Academy	<b>Assemble in this area until the all clear is given by the Estates Team</b>
Reception / Admin Block		
Student Support Centre		
Library		
Main Hall / Foyer		
Main Kitchen		
Science		
Cleveland House		
Humanities		
Performing Arts	Car Park area by Sixth Form building opposite the Waste Bins	<b>Assemble in this area until the all clear is given by the Estates Team</b>
V-Block		
Mathematics including Mobiles		
English		
Drama		
Modern Foreign Languages		
Flexible Learning Centre		
Sixth Form		
Food Technology		
Art, Design and Technology		
Physics		
ICT		



# V – Tutor Arrangements

Main Gate

Middle Gate

Field Gate

- 8WRH
- 8OGR
- 8ACV
- 8HNH
- 8WTE
- 8DNL
- 8MILD
- 8RSE
- 7PLT
- 7MRY
- 7WLS
- 7FNS
- 7BTT
- 7HAL
- 9COO
- 9CRK
- 9BKT
- 9MAC
- 9WBS
- 9MLN
- 9MRI
- 10STK
- 10HLL
- 10MYR
- 10PCC
- 10WYK
- 10RNY
- 11BEA
- 11WLK
- 11BNC
- 11FRS
- 11MOR
- 11KEY

*Year 8  
Mrs Mason*

*Year 7  
Ms French*

*Year 9  
Mrs Whittingham*

*Year 10  
Mr Tallis*

*Year 11  
Ms Arnold*

**Mr Bennett - KS4 Director of Learning**  
**Mr Price - SLT**  
**Miss Hall - Attendance Welfare Officer**

12PCK

12FRD

12CLM

**Ms Bull - SLT**

12NBD

12MRE

12KLY

Year 14 Students

12WKN

12HTO

13YTS

**Mr Boast - KS5 Director of Learning**

13CHP

**Ms Paterson – SLT**

13FRA

**Mrs Tomkins**

13JKN

13CLY

13CK

**First Aid Team**  
**Ms Hickman / Ms**  
**Pathan – SLT**

**HAJC6 FIRE DRILL**  
**ASTRO TURF**  
**TUTOR GROUP**  
**ARRANGEMENTS**



13WRT

13JFR

13PRY

13DTC

13PEA

13BYL



## W - Zoned Fire Evacuation Routes and Assembly Points for COVID-19 arrangements (addendum)

Year Group Zone	Fire Evacuation Route	Fire Assembly Point
Year 7 (The Bridge)	Behind V Block and past Bike Shed walking on the LEFT. Out through lower gate following after Y11.	Lower Tennis Courts
Year 8 (Maths Area)	Behind V Block and past Bike Shed walking on the RIGHT. Out through lower gate following after Y11.	Upper Tennis Courts
Year 9 (Upper Science Area)	Leave building via top or bottom door. Out through gate by reception walking on the RIGHT, past Dorothy Goodman mobiles. Enter Astroturf by top entrance.	Astroturf
Year 10 (Humanities Corridor)	Leave building via doors opposite library. Across patio and past Swimming Pool. Enter Astroturf by top entrance. <b><i>If patio route is inaccessible due to rain go via gates by turnstile.</i></b>	Astroturf
Year 11 (Languages Corridor, MPR and Maths/PE Mobiles)	Leave building via Data Office door, SEND Office door or PE Corridor door. Past PE mobiles. Out through lower gate. Enter Astroturf by bottom entrance. <b><i>If patio route is inaccessible due to rain go via gates by turnstile.</i></b>	Astroturf
Year 12/13 (6 <sup>th</sup> Form Centre)	Past greenhouse/pond. Out through gate by reception walking on the LEFT, past Dorothy Goodman mobiles. Enter Astroturf by top entrance.	Astroturf
Year 12/13 (Design Block)	Past English/Maths Block, between Maths mobiles and main building, past front of V Block. Out through lower gate following after Y7/8. Enter Astroturf by bottom entrance.	Astroturf

*Note that in instances where classes are being taught in specialist rooms outside of the year group zone (practical lessons such as Performing Arts, Art and Design, Science, IT), students should follow the evacuation route according to the area/block they are in, but then proceed to their year group assembly point after exiting through the site gates.*