



NIA SECONDARY EVACUATION PROCEDURE – 2022-23

- 1) As soon as you **hear the fire alarm** ask your **students to leave the classroom** quietly and in a line heading towards the nearest **fire exit** (signs are everywhere in the classrooms and around the building)
- 2) Stay with your class at all times and please ensure that students do not walk pass an exit or walk through the building. **Students in wheelchairs must wait by the Head of Pastoral's office and TAs will take them down in evacuation chairs** (after all other students will clear the area). Evacuation chairs are stored in pastoral office.
- 3) When outside walking around the school building; Secondary students walk on **the lower red pavement** (Primary students on the higher grey pavement)
- 4) **Assembly point is on the football pitch** – form classes are identified on the ground; students must line up in alphabetical order and stand in silence. **Students in wheelchairs will assemble above the football pitch** so that they are visible to their tutors (staying with the TAs)
- 5) As soon as subject teachers usher the class to the meeting place they then join their tutor group and start the register (these will be delivered by the admin staff) – if the tutor is absent staff with no tutor groups will step in and register the class
- 6) When the register is completed, staff need to stand at the front of the line and raise their hand with the register to indicate all of their students are present. If students are missing then the teacher must inform SMT immediately.
- 7) Tutors and teachers ensure that students wait quietly until a member of the SMT announces 'all clear'.

During EXAMS:

Students sitting an exam in the library must evacuate through the exits at the front of the building and assemble at the front. Staff invigilating, please take the exam register from the room for this purpose.

Newton International Academy

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Students sitting exams in the gym will go straight back onto the playground and again the exam registers are available in the gym during the exams - one of the invigilators must bring them outside.