



**COVENTRY - FIRE EVACUATION PROCEDURE**

**AUGUST 2020 – COVID-19 ADDENDUM**

**KATE TAGUE**

**WMG ACADEMY FOR YOUNG ENGINEERS**

**FIRE EVACUATION PROCEDURE - COVID-19 APPENDIX**

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<b>Date Approved:</b>	February 2021	<b>Date for Review:</b>	March 2021
<b>Monitoring, Review and Evaluation: Executive Principal and Facilities and IT Manager</b>			

**BACKGROUND**

This appendix over-rides elements of the above plan for the period of return to school on 15<sup>th</sup> June 2020, following lockdown and school general closure due to COVID-19 Pandemic.

**SWEEPERS**

Email briefing, to be sent to ALL staff

In General, because there will be limited staff on site: -

- If you are currently teaching and are also the designated sweeper, send your students out, then sweep
- Students do not need accompanying on their way out of the building
- Students should assemble in their COVID-19 groupings

Sweeper responsibilities: -

- Sweeper must check nobody is left in their Sweep Area
  - Check All rooms
  - Classrooms
  - Toilets
  - Admin and Singleton Offices
  - First Aid room
  - Etc
- Once satisfied, make your way out of the building by the nearest exit and to the Assembly Point
- At the Assembly Point report to the Incident Controller (usually the Principal or Deputy) that your floor is clear
- Sweepers will be identified by the on call senior leader on each day of opening and staffing rotas will take into consideration the requirement to have enough staff in the building to safely evacuate should the need arise.