



**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>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