

# EVACUATION PROCEDURES IN CASE OF FIRE OR OTHER EMERGENCY

## SOUNDING THE ALARM

When activated the heat and smoke detector system automatically sounds the alarm (a continuous sounding of the siren). The Fire Brigade are automatically alerted and will ring the site supervisor mobile to confirm if they need to attend.

Anyone discovering a fire or other emergency will sound the alarm by breaking a fire call point panel *OR* by contacting Reception on ext 344. Reception staff will then contact the emergency services as necessary.

A member of the Site/Maintenance team will stand at school gates to prevent people and cars from coming in and to direct emergency services to the source of the fire.

### **All students and staff**

If the Fire Alarm sounds make your way in silence to the Multi Use Games Area (MUGA).

**Teachers (tutors only):** Line students up in the appropriate house area in tutor groups.

**Teachers (non tutors):** Assemble in your House Staff area (just inside the gate to the MUGA).

**Teachers / Teaching Assistants working with a student or adult who has impaired mobility:** assign your own class to the care of another adult and accompany the person with impaired mobility to the nearest refuge point. Then proceed as follows:

*If you have the relevant Evacuation Chair training:* Collect the nearest Evacuation Chair (all which are stored in the 1<sup>st</sup> floor disabled toilet of each block). Once the stairway is clear, proceed with the evacuation, assisting with the use of the evac chair as necessary.

*If you do not have the relevant Evacuation Chair training:* Press the call button at the refuge point notifying reception that a student/member of staff is in attendance. Once contact has been made with reception leave the student/member of staff at the refuge point and make your way out to the MUGA. Reception will inform the Fire Brigade on arrival of any person at a refuge point.

**Support Staff & Teaching Assistants:** assemble in the Support Staff areas. It is *your responsibility* to ensure you register with the designated person who is taking the staff register.

**Sixth Form Students:** Sixth form students must assemble on the MUGA, standing with the appropriate house, where they will be registered by their tutors. Registers will be printed by the Business Director (or HR Officer if the Business Director is absent) on evacuation and handed to each 6<sup>th</sup> form tutor when outside on the MUGA.

### **Alternative assembly point**

If the Sports Hall/Patterson block is deemed to be dangerous (i.e. the seat of a fire/the location of a bomb threat), site staff will direct students and staff to assemble on the **field**.

## **EVACUATION**

All students and staff must leave the building and assemble on the MUGA. During lesson times students will be accompanied by a teacher.

### **Students arriving at the MUGA**

- Enter the gate nearest your House/Tutor group area. In Patterson or Curnock tutor groups/House – enter gate nearest front of school. All in Evers or Davis Tutor groups/House – enter gate nearest the bike sheds.
- Move to your Tutor group assembly point and line up, in silence, in alphabetical order.
- Tutors join your Tutor group .
- Non-tutors – assemble by the House/Staff sign. Please support lining up of Tutor groups if students arrive before tutors, or tutors are absent.
- Support staff – assemble in support staff area (just inside MUGA gates) and register with the appropriate member of staff.

If there is a fire in **Hub**, evacuate via the rear door fire exit from the block to the MUGA.

### **Exam groups**

Evacuations during public examinations: Students will be briefed in the exam venue what to do on evacuation.

Hall – students will exit in silence to the Patterson/Curnock hard standing between blocks. Once the flow of students to the MUGA has passed, the exam candidates will be moved to the Bartlemy Road path area. Once the all clear is given, a senior member of staff will be assigned to liaise with the invigilators/exam candidates, who will return to the Hall before students/staff are dismissed from the MUGA.

Exam concessions: Students in Wormestall exam venues will be escorted from the block and stand at the front of the school between Reception and the Patterson Sports Hall.

### **Staff**

- On hearing the alarm evacuate students immediately. Walk in a quiet and orderly way to the MUGA.
- Lead your class in silence to the MUGA. Close doors behind you when evacuating room, and windows, if safe to do so. **DO NOT LOCK ANY DOORS.**
- At the assembly point, tutors ensure students line up, in silence, in alphabetical order, and check all students are present.
- House Heads - check that all Tutor groups are assembled.
- Each member of staff is responsible for knowing who they need to register with and ensuring they register promptly with that person.

## House Offices

- House Head/House Achievement Progress Leader will begin checking that each group is present and note the names of any pupil unaccounted for and check names against register.
- Work with a senior colleague to check off the Tutor groups and report to the Leadership Team/Headteacher overseeing the evacuation.

## Reception

Reception will on hearing the alarm:

- Stay at the front desk to receive any messages from the refuge points, noting who called and where they are, and giving reassurance as necessary.
- Ensure that the whereabouts of any persons at a refuge point is passed to the attending Fire Brigade.

## PA to Headteacher

On evacuation the Headteachers PA will take the following to the MUGA:

- Megaphone

### Evacuation Box Emergency Folder:

- Evacuation Procedures Document
- Tutors and Tutor Room List
- PEEP holders and copies of their PEEP
- School Telephone Extension List
- Student Lists
- List of Qualified First Aiders
- Pad of Paper + Box of Pencils

### **PLUS – Information relating to the day:**

- Cover Arrangements
- Room Changes Schedule
- Occasional PEEP holders inc a copy
- School Visits + Students/Staff off-site
- Student Receptionist P1-3 (Name and tutor group)
- Student Receptionist P3-5 (Name and tutor group)

## Headteacher/Deputy or most senior member of staff, assuming control

- Help evacuate the building as you exit.
- Assume responsibility - receive megaphone and direct proceedings.
- Direct each member of the Leadership Team, or House Heads, on their arrival, to assist in House areas.
- Ensure there is ***silence***. Tell staff and students you are the senior member of staff and that you need to account for everyone.

## **Leadership Team**

- Assistant Heads to link up with Houses to support House Heads on the MUGA as follows:

Davis – DWF

Evers – AER

Patterson – NMC

- Deputy Heads liaise with the Emergency Services, if they have been called, informing them of any unaccounted for students or staff and if any areas have not been swept by a Fire Marshal

## **Business Director (or HR Officer if the Business Director is absent)**

- On hearing the fire alarm, print off emergency evacuation registration lists for staff and 6<sup>th</sup> form students
- All registers to be taken to the MUGA and distributed to the 6<sup>th</sup> form tutors (who will take the 6<sup>th</sup> form registers) and designated members of support staff who will take staff registers
- Fire Marshals will report to the Business Director after completing their sweeps
- Liaise with Deputy Heads informing them in any staff are unaccounted for and if any areas have not been swept by a Fire Marshal

## **House Admin/Progress Managers**

On evacuation Admin/Progress Managers will take out:

- Evacuation box Emergency Folder (contents are the same as the reception evacuation box)
- First Aid Kit
- Student Signing In Folder
- Student Signing Out Folder

## **Site Supervisors**

- Establish the cause of the alarm and inform Reception/Headteacher or most senior member of staff.
- Ensure that the phone call from the Fire Brigade is answered and appropriate information related.

## **Dismissal from the MUGA:**

**Tutors** – when groups are dismissed, lead your Tutor group out of the MUGA, with students in a line behind you, ensuring order as they move back to various blocks/classrooms in lesson time.

- Tutors from Davis and Evers escort students back along the path to the entrance points between: Davis and Evers – for Davis block  
Evers and Curnock – for Evers block
- Tutors returning to Wormestall block – return through the reception area.
- Tutors returning to Patterson block, return through the Community Entrance.
- Students should stand outside the classroom they are returning to and wait for their teacher to arrive before going back in.

If a false alarm sounds and it is possible to quickly override with an intercom or email message from the Headteacher, students and staff will be instructed to remain in lessons and continue normal working.

**Alarm sounding at Break/Activity Time:** All students and staff should quietly make their way to the Tutor/House assembly points on the MUGA.

J Mortimore  
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*NB: The Maintenance Supervisor is responsible for conducting and recording a weekly fire bell test on all sites including operation of alarm points which is recorded in the Fire Manual.*