

ST BARTHOLOMEW'S SCHOOL

RE-DRAFTED EVACUATION PROCEDURES IN CASE OF FIRE OR OTHER EMERGENCIES:

SOUNDING THE ALARM

The heat and smoke detectors mean that the system automatically sounds the alarm (a continuous sounding of the siren).

Anyone discovering a fire or other emergency will sound the alarm and contact Reception on 344.

Reception staff will 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), lining up in your House area in tutor groups.

Class teacher/Teaching Assistants: if you are 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. Collect the nearest evacu chair (stored in the disabled toilet of each block). Once the stairway is clear, proceed with the evacuation, assisting with the use of the evacu chair as necessary.

Non-tutors: assemble in your House Staff area.

If the Sports Hall/Patterson block is deemed to be dangerous (the seat of a fire/the location of a bomb threat), site staff will direct students and staff to assemble on the synthetic turf pitch (STP).

DURING LESSON TIMES

Evacuation routes

Leaving Patterson Block

- From ground floor rooms, evacuate through the Student Entrance and follow the pathway to the MUGA.
- From the first floor evacuate via the Fire Exit on the ground floor at the base of the stairs, follow the path around the Patterson block and outside of the Sports Hall to the MUGA.
- Students involved in a lesson in the Sports Hall/Gym/Hall will be evacuated via the Fire Exit doors / through the Community Foyer to the MUGA.

NB: In lesson times, you will be accompanied by your teacher.

- When you reach 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
- Support Staff/Non-tutors – assemble by the House/Staff sign. Please support lining up of Tutor groups if students arrive before tutors, or tutors are absent.

Leaving Curnock Block

- From the ground floor, evacuate via the doors into Luker Hub, walk between Curnock and Patterson blocks and follow the path round, past the outside of Patterson to the MUGA. Students in C013, C016 and C017 should exit via the Fire Exit door and follow the path past the outside of Patterson to the MUGA.
- From the first and second floor, all rooms except for the two closest to the Luker Hub entrance, evacuate via the Fire Exit on the ground floor, follow the path around the Patterson block and outside of the Sports Hall to the MUGA. The first two rooms next to the Hub entrance should exit via the Hub doors and use the Hub stairs.

NB: In lesson times, you will be accompanied by your teacher.

- When you reach 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
- Support Staff/Non-tutors – assemble by the House/Staff sign. Please support lining up of Tutor groups if students arrive before tutors, or tutors are absent.

Leaving Evers Block

- From ground floor rooms, evacuate via the doors into Luker Hub, walk between Evers and Curnock block and follow the path round, past the outside of Curnock and Patterson to the MUGA. Students in E013 and E014 should exit via the Fire Exit at the back of the block and follow the path round, past the outside of Curnock and Patterson to the MUGA.
- From the first and second floor, all rooms except for the two closest to the Luker Hub entrance, evacuate via the Fire Exit on the ground floor, walk down the ramp onto the field and go towards the car park. Once on the pavement continue past Reception to the MUGA.

NB: In lesson times, you will be accompanied by your teacher.

- When you reach 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
- Support Staff/Non-tutors – assemble by the House/Staff sign. Please support lining up of Tutor groups if students arrive before tutors, or tutors are absent.

Leaving Davis Block

- From ground floor rooms, evacuate via the doors into Luker Hub, walk down onto the field and towards the car park. Join the path and continue past Reception to the MUGA. Students in D013 should exit via the additional Fire Exit doors and follow the path round, past Wormestall and the front of the school to the MUGA.
 - From the first and second floor, evacuate via the Fire Exit on the ground floor, walk onto the field and towards the car park. Join the path and continue past Reception to the MUGA
- NB: In lesson times, you will be accompanied by your teacher.

- When you reach 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
- Support Staff/Non-tutors – assemble by the House/Staff sign. Please support lining up of Tutor groups if students arrive before tutors, or tutors are absent.

Leaving Wormestall Block

- From the ground floor, evacuate via the Reception at ground floor level directly to the MUGA.
- From the first and second floor, evacuate via the Fire Exit on the ground floor following the path round the front of the school to the MUGA.

NB: In lesson times, you will be accompanied by your teacher.

- When you reach 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
- Support Staff/Non-tutors – assemble by the House/Staff sign. Please support lining up of Tutor groups if students arrive before tutors, or tutors are absent.
- Catering, Site Teams, Exams and visitors assemble in the area between the entrance gates to the MUGA (for swift departure to deal with emergency services/meals).

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

In the event that your exit route is blocked, please use the nearest safe route.

N.B.: Exam groups

Evacuations during public examinations: Students will be briefed in the exam venue.

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 (a continuous siren), evacuate the 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.
- 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. Check House staff are assembled and report any absences to Leadership Team/Headteacher.

House Offices

- Reception: On hearing the alarm will:
 - ✚ Check with Site Team to ascertain whether Emergency Services are to be contacted (i.e. false/practice alarms have been ruled out). Contact the Emergency Services, as appropriate.
 - ✚ Inform the Headteacher or, in her absence, a Deputy or senior member of staff
- House Office/Wormestall Reception: each office will be responsible for bringing the Fire Emergency Procedure and the Fire Box containing the list of Tutor groups to the MUGA.
- House Head/Deputy House Head/Assistant House Head and 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 House staff and report to the Leadership Team/Headteacher overseeing the evacuation.
- In the unlikely event that the MUGA is deemed to be unsafe as an assembly point, a decision will be made by the Headteacher / most senior member of staff to move this to the field. Members of the Facilities team will re-direct as necessary.

Reception

- 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 stranded persons is passed to the attending Fire Brigade

PA to Headteacher

Bring a copy of the staff absence lists, together with staff signing out book and visitors book to the MUGA.

Register all visitors to the site in an area in the area near the lower gate to the MUGA.

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 need to account for everyone.

Leadership Team:

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

NB: Headteacher/Deputy, inform staff and students of whether the emergency services have been called.

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.

Information to be held in each block

Evacuation box Emergency Folder: For further review

Evacuation Procedures Document

- Staff List
- Tutors and Tutor Room List
- PEEP holders and copies of their PEEP
- School Telephone Extension List
- Years 7-13 Registration Lists
- Whole School List
- Lower School List
- Sixth Form School List
- List of Student/Supply Teachers
- List of Qualified First Aiders
- Pad of Paper + Box of Pencils

PLUS – Information relating to the day:

- Cover Arrangements
- Room Changes Schedule
- List of all Absent Staff
- Occasional PEEP holders inc a copy
- School Visits + Students/Staff off-site
- Student Receptionist P1-3
- Student Receptionist P3-5

On the day - also take:

- Student Signing In Folder
- Student Signing Out Folder
- Student Medical Record Book

Patterson House also take:

- First Aid Kit
- Megaphone

Site Supervisors

- Establish the cause of the alarm and inform Reception/Headteacher or most senior member of staff.
- If the Emergency Services have been called, do not re-enter the building. Assemble in Staff House area.
- If it is safe to re-enter the building, conduct a sweep.

NB: ALL:

- **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 A Mortimore
16 March 2014

NB: The Maintenance Supervisor is responsible for conducting and recording a weekly fire bell test on all sites including operation of alarm points.