



### **Emergency Evacuation Procedures**

Staff must familiarise themselves with the following arrangements in case of the need for an emergency evacuation:

- a practice drill will be held every term
- on discovering a fire, a member of staff should activate the nearest fire alarm via the nearest alarm point. Members of staff should ensure they know where the alarm points are situated in a number of locations around the Academy. They should know the position of the nearest alarm point and the nearest fire extinguisher and/or fire blanket
- members of staff should not tackle a fire unless it is small and they have been trained to do so. Their first duty is to ensure that the school is alerted and that the students in your charge are evacuated safely
- if possible and without anyone being put at risk, all windows should be shut on exiting. The door should be closed by the last person vacating a room, corridor or lobby and leaving the building
- all staff and students will be expected to exit the building calmly and **in silence** by the designated route and proceed to the KS3 playground which is the main assembly area (see attached plan). In the event of the KS3 playground not being a safe assembly point, then people will be redirected to the graveyard at the side of the school
- staff allocated to students with special needs will accompany and supervise them
- staff and students should follow the evacuation signs for the route of exit, unless circumstances dictate otherwise
- the first member of staff to arrive at the key stage 3 gate should open it using their access card
- lifts must not be used by anyone during a fire evacuation
- classes will line up in register order in the area identified. Classes should face towards the Academy and teachers should stand in front of their class in the centre. Co-tutors should stand at the rear of the line.
- the Principal (or in her absence the Vice-Principal) is the Controller of the assembled Academy.

The following procedures for checking for safe evacuation will apply:-

<b><u>Responsible Person</u></b>	<b><u>Duty</u></b>
Premises staff	Source the location of the alarm point and liaise with the fire brigade and the FRD, confirming when it is safe for re-entry into the building.
Science Technician	Proceed to the front of the building and ensure the security of the front doors. Support the premises staff in identifying the source of the fire.
FRD	Liaises with the Premises staff and the Controller, notifying

	the Controller when it is safe for re-entry into the building.
Front Office Receptionist	Brings out class registers (if in front office)  Brings out the visitors' signing in book, checks visitors' presence and reports anyone missing to the Controller immediately.  Brings out the students' signing in/out book.  Brings out the staff signing in/out book.  Brings out the radio for the Controller
KS3 Receptionist 1	Brings out registers (if in key stage 3 reception)
KS3 Receptionist 2	Brings out wheelchair and places in central location by the form group of wheelchair users
Pastoral Leaders	Collect and distribute registers for year group
Form Tutors	Call register and report any missing students to year team SLT member
SLT	Report attendance for year group to Controller including staff attendance for the year group (Tutors and Co-tutors)
Office Manager	Gives Controller checklist to sign off and staff lists for SLT to sign off
Office Manager and HR Officer	Brings out staff list, checks remaining staff presence (half) and reports anyone missing to the Controller immediately.

- Students with statements or mobility issues will have designated members of staff to support them.
- All staff without a specific duty must first sign in with the Office Manager/HR Officer.
- Contractors and visitors will be issued with a leaflet which includes the fire evacuation procedures and will be shown by their host/s the Assembly Point where they will be checked by the Receptionist.
- The Premises staff will direct the Fire Brigade to the site of the fire.
- No one will re-enter the building until instructed to do so.
- After each drill or real emergency the Academy's Leadership Team will review the effectiveness of the procedures. Other staff will be asked to comment if about how the system could be improved.

Note:-

- It is essential that staff and students evacuate and assemble in SILENCE. This will ensure that everyone concerned hears any important instructions given.
- Any teachers not attached to a class at the time the alarm sounds should position themselves along the evacuation routes and monitor student behaviour, arriving at the Key Stage 3 playground with the last of the students.
- A personal emergency evacuation plan will be developed whenever necessary. It should not take more than 4 minutes to evacuate the building and assemble
- Health & Safety regulations require the school to keep a log of all fire drills.

- In the event of a real fire which makes at least one of the buildings unusable for a while, parents will be notified at the earliest possible moment of new arrangements and of the future plan of action.
- In the event of a bomb warning or gas leak, the premises will be evacuated under the direction of the Police or the Gas Board.

**June 2016**

### **Fire Safety Rules for Students**

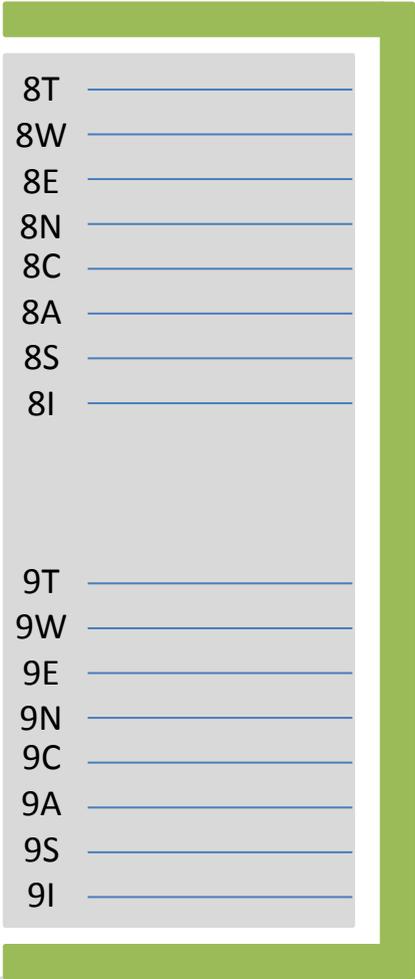
**Make sure you are familiar with the Evacuation Procedures displayed in all main rooms and areas. You will practice a Fire Drill each term to help you be better prepared to get out in the event of a real fire.**

**Under the directions of your teacher during evacuation of the building you should:-**

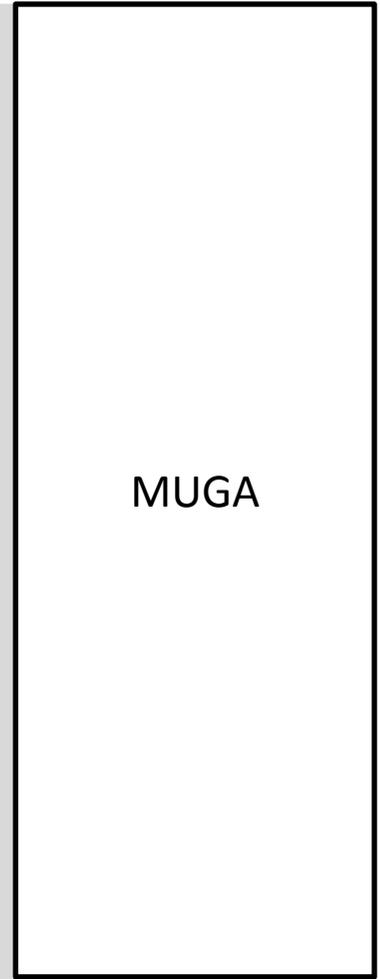
1. Exit in **silence**.
2. Do not collect coats or bags.
3. Shut doors on the way out if you are instructed to do so or you are the last person through them.
4. Leave immediately by the designated escape route, if safe to do so. Otherwise take the alternative escape route.
5. Move quickly but do not run.
6. Assemble in your tutor group at the designated assembly point.
7. Do not go back into the building for anything.
8. If separated from your class, rejoin it without delay at the Assembly Point by a safe and sensible route.
9. Join another class if there is a problem and report to the teacher.

### **Note the importance of**

1. **Reporting to the office when arriving late at school.**
2. **Reporting to the office when having to leave school during school hours.**
3. **Reporting to the office if returning to school.**



10W  
10S  
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10C  
10T  
10I  
10E  
10A



KS3  
Gate

7T  
7W  
7E  
7N  
7C  
7A  
7S  
7I