



### **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
- KS3 and KS4 students and staff should 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
- Students should keep to the pathway and not walk across the grass.
- KS5 students and form tutors should proceed to the courtyard between A and B block (see attached plan). In the event of the courtyard not being a safe assembly point, then people will be redirected to the KS3 playground where they will line up behind the Year 7 year group.
- 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 Assistant Principal, Exams) is the Controller of the assembled Academy in the KS3 playground. The Vice-Principal KS5 (or in her absence the Assistant Principal, Exams) is the Controller KS5 of the assembled Academy in the Courtyard.

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

#### **Responsible Person**

#### **Duty**

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.

Media Resources 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 checklist for the Controller  
Brings out the radio for the FRD  
Brings out exam register (if public exams are taking place)

KS3 Receptionist 1 Brings out registers (if in key stage 3 reception) and deals with any 1<sup>st</sup> Aid incidents

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 (KS3 and KS4) Call register and report any missing students to year team SLT member

Form Tutors (KS5) Call register and report any missing students to the Controller KS5

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 Manager Brings out staff list, checks remaining staff presence (half) and reports anyone missing to the Controller immediately.

6<sup>th</sup> Form Administrator Prints registration from system and passes to form tutors for checking. Checks KS5 form tutors

- 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.

### **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**

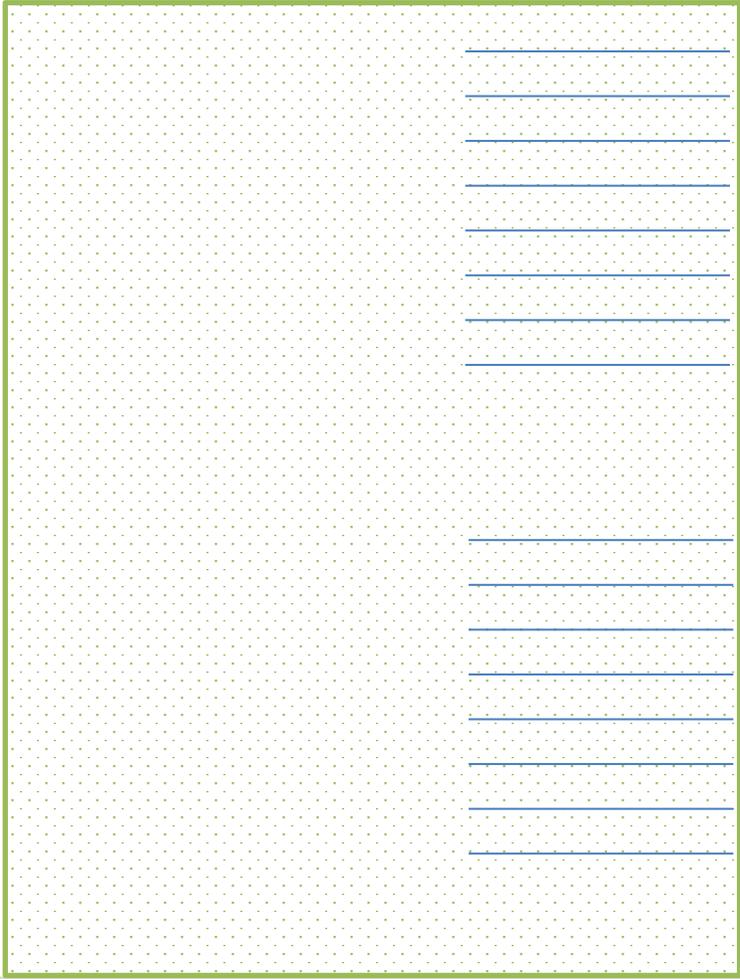
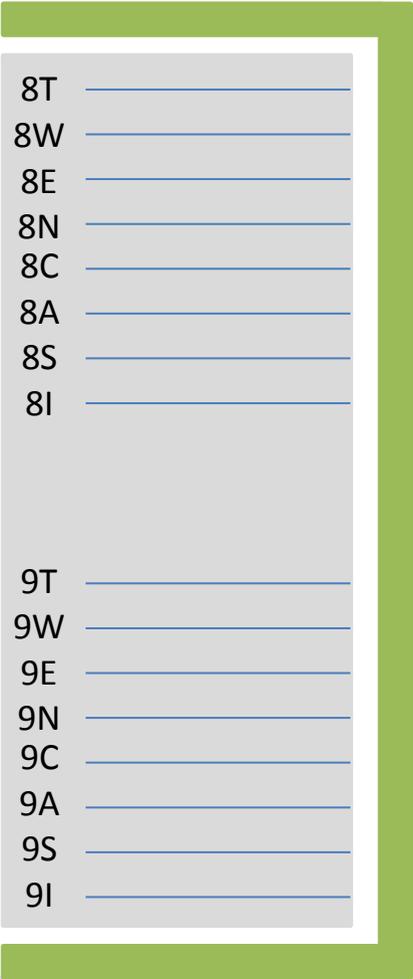
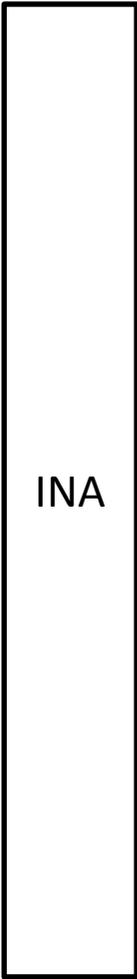
1. **Reporting to the office when arriving late at school.**
2. **Reporting to the office when having to leave school during school hours.**
3. **Reporting to the office if returning to school.**

## Appendix 1

### **Fire Alarm procedure for Rameez Saleem.** **Updated June 2018**

1. If Rameez is on the ground floor at the point at which the fire alarm is activated, he is to leave the building in the same manner as everybody else and line up with his form.
2. If Rameez is being taught on the first, second or third floor when the fire alarm is activated, he is to be escorted to the nearest stairwell by his supervising teacher (i.e. the teacher who is teaching him at that time). The teacher will then leave to make way to the fire assembly point and inform a member of SLT (preferably Helen Chamberlain) of the exact location of the stairwell where Rameez is waiting. The fire doors protecting the stairwell will provide a safety barrier ensuring his safety in the event of a real fire. If the nearest stairwell is obstructed by fire, then Rameez should be escorted to the next nearest stairwell.
3. Once in the stairwell, Rameez will make contact with reception via the Fire Safety communication system. This will provide Fire Marshalls with Rameez's exact location. At this point, Rameez will be given specific instructions about what to do. He is expected to stay in the stairwell once given the go ahead that it is safe to do so.
4. DW will always have a copy of Rameez's timetable on him and so will arrange to meet him in the nearest stairwell to his classroom and wait with him.

D Wilson.



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KS3  
Gate

