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Individual(s) responsible:	Benjamin Hall, Site Manager

Fire and Bomb Evacuation Procedure

GENERAL

All members of staff should be familiar with the evacuation procedure. Details of the nearest escape routes, call points and fire extinguishers can be found in all class rooms and at other areas throughout the building.

1. On discovering a fire:

- A. Raise the alarm by operating the nearest fire alarm call point.**
- B. Exit the premises immediately!**
- C. Tackle the fire with appliances provided if you have been trained to do so**
- D. Contain the fire if possible by closing doors**
- E. If the fire should get out of control, or your escape route is threatened, leave the building at once.**

2. On hearing the evacuation alarm:

- A. All classes will be escorted by a member of staff (subject teacher if applicable) into the school playground and line up in **tutor group order**, on the blue basketball court and the green astro turf. These are the designated **assembly points**. Students must be kept calm and silent. Assistant tutors should be available for absent colleagues.
- B. All members of staff should be familiar with evacuation routes across the whole building.
- C. There will be an evacuation practice at least once each term, a report prepared and any necessary remedial action taken.
- D. Evacuation escape plans are displayed in every room.
- E. When exiting a teaching space **ALL** windows and doors should be closed. If the situation allows it.
- F. The School receptionist will distribute register sheets, together with a signing in/out book for staff and visitors.
- G. A roll call will be conducted ensuring all students, staff, peripatetic teachers and visitors are accounted for.
- H. The Headmaster will be informed of any persons not accounted for and he will inform the emergency services.

- I. Teachers will remain with their students, keeping them calm, until informed of the reasons for the evacuation alarm and directed accordingly.
- J. If a student is alone when the evacuation alarm sounds (i.e. in the toilet) they must leave the building immediately and join the first available class line. They will follow this line to the assembly point and then join their own tutor group.
- K. If a student is receiving medical attention in the nurse's office, they will leave the building with the appointed people on the ground floor.
 - a. To ensure that the class lists are accurate, the following should take place each day:
- L. All electronic registration (3Sys) should be completed and submitted by 9:30am
 - a. Lunch time registration should be complete and submitted by 1:30pm for 1st lunch and
 - b. 2:15pm for 2nd lunch.
- M. All students and staff leaving the school premises for any reason at any time during the school day must first sign out with the School receptionist. (I.e. medical appointments, auditions, interviews, etc.)

SPECIAL RESPONSIBILITIES

1. Top Floor

A. Teachers(s) T2, LAB 4, IT, LAB 3, LAB 2,

When the evacuation alarm sounds, the members of staff teaching in rooms listed above will make their way to the External staircase. Students will be led to the Assembly points.

Sweeper 1

The IT suite teacher is responsible for checking T2, LAB 4, IT, LAB 3, LAB 2 and the science prep room to ensure all are clear before exiting the building via the External staircase. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

B. Teachers LAB1, T1

When the evacuation alarm sounds, the members of staff teaching in rooms listed above will make their way to the main staircase. Students will be led to the Assembly points.

Sweeper 2

The Teacher within T1 will be responsible for checking the boys, girls and disabled toilets on the top floor before exiting the building. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

C. Teacher(s) Art

When the evacuation alarm sounds, the members of staff in the Art room are to escort pupils to their assembly point down the student's entrance stairs.

D. Deputy Heads office

When the evacuation alarm sounds, anyone in the deputy heads office should make their way down the main staircase to the assembly point. Should the Headmaster be away it will be the deputy heads roll to liaise with the emergency services.

The Deputy Head has the responsibility for producing and maintaining a list of all staff scheduled to be in school. The list is to be laminated and kept by the School Secretaries with the Class lists.

Sweeper 3

The Head of physics will be responsible for checking LAB1, Deputy Heads Office, T1, and Art. They are to ensure all areas are clear before exiting the building down the pupil's entrance staircase. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

2. First Floor

A. Teachers(s) Music, MP1, MP2, MP3, MP4, F7, Flexi Space

When the evacuation alarm sounds, the members of staff teaching in the rooms listed above, will make their way to the student's entrance staircase. Students will be led to the Assembly points.

B. Teacher(s) F2, F1, F3, Director of education

When the evacuation alarm sounds, the members of staff in or, teaching in the rooms listed above will make their way to the main staircase. Students will be led to the Assembly points.

Sweeper 4

The Teacher of F3 will be responsible for checking the boys and girl's toilets on the 1st floor before exiting the building. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

C. Teacher(s) Music Space, F8, F5, F6, F4,

When the evacuation alarm sounds, the members of staff teaching in rooms listed above will make their way to the External staircase. Students will be led to the Assembly points.

D. Head of Humanities, Head of Languages

When the evacuation alarm sounds, anyone in the offices listed above should make their way to the External staircase and to the assembly points.

Sweeper 5

The Head of Humanities will be responsible for checking the music space and both offices located in this area as well as F8, F5, F6 and F4 to ensure that all are clear before exiting the building down the External staircase. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

Sweeper 6

The Head of music will be responsible for checking F2, F1, the director of education's office, F3, Music, Music Practice rooms 1, 2, 3 and 4, F7 and the Flexi Space are all clear before exiting the building down the student's entrance staircase. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

3. Ground Floor

A. Teacher(s) Food Tech

When the evacuation alarm sounds, members of staff in the food tech room are to lead pupils out to the assembly point via the student's entrance staircase.

B. Kitchen

When the evacuation alarm sounds, the kitchen staff are to exit through the fire escape door at the back of the kitchen and make their way to their assembly point.

Sweeper 7

The Head Chef will be responsible for checking the kitchen, food tech, the café and the restaurant to ensure all are clear before leaving the building through reception. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

C. Café

When the evacuation alarm sounds, anyone in the café at the time should exit through the patio doors and make their way to the assembly points.

D. Restaurant

Should the evacuation alarm sound at lunch time the member of staff on duty should escort the children out of the building through the café patio doors. This will also be the evacuation route for anyone who finds themselves in the restaurant at any other time of the day.

E. Reception

Anyone in reception when the evacuation alarm sounds should exit the building through the main lobby doors.

The school receptionists must collect the class lists, the absence report, the signing in/out book and the radio before exiting via the reception fire escape, proceeding to the assembly points. (The lists should then be distributed to the teachers).

F. Medical room

Anyone in reception or the medical room at the time the evacuation alarm sounds should exit the building through the main lobby doors. The nurse will assist any patients to the assembly point.

G. Teacher(s) G4, G3 and Bursars

When the evacuation alarm sounds, members of staff in the rooms above are to lead the children through the restaurant and out of the building via reception's fire exit. Students will then be led to the assembly points.

The bursar's department are to exit the building via the same route as above.

Sweeper 8

The Teacher of G4 will be responsible for checking the men's, ladies and disabled toilets on the ground floor before exiting the building. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

H. Teacher(s) G2, G1

When the evacuation alarm sounds, members of staff are to lead the children through the library and out of the patio doors. Students will then be led to the assembly points.

I. Library

Anyone in the library when the evacuation alarm sounds should make their way through the patio doors to the assembly points.

J. Head of English, Deputy Heads office

Anyone in these rooms when the evacuation alarm sounds should make their way to the External staircase and to the assembly points.

K. Teacher(s) DT

When the evacuation alarm sounds, members of staff should make their way to the back of the classroom and exit through the fire escape. Students will then be escorted to the assembly points.

L. Headmasters office

Anyone in the Headmasters office when the evacuation alarm sounds should exit through the patio doors and make their way to the assembly points.

Sweeper 9

The Headmaster will be responsible for checking his office is clear as well as doing a sweep of the corridor to check that DT, the Deputy heads office, the Head of English's office, the library, G1, G2, the bursar's offices, G3, G4 are all clear before exiting the building through reception. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

4. Basement

A. Changing rooms/Cloak room

Anyone in these areas when the evacuation alarm sounds should make their way immediately to the assembly point up through the student's entrance.

B. Kiln room/Materials prep

The fire route for both rooms is through the student's entrance on to the assembly point. If that route is blocked, then exit through the crash doors leading to the gully make your way through the car park and to the assembly points.

C. P.E office/Site Mangers office

Anyone in these office's when the evacuation alarm sounds should make their way through the garage shutter door and go straight to the assembly points.

Sweeper 10 & 11

It will be the responsibility of the Head of P.E and a female member of the P.E team to check the male and female changing rooms, the cloak rooms, the server room, the Kiln room, (which will be locked if empty) the materials prep room and both offices in the car park. They should then make their way to the assembly point via the garage shutter. Once out of the building the sweepers will confirm with a member of the site team that their area is clear.

5. Hudson second floor

A. Teachers HS6, HS5, HS3

When the evacuation alarm sounds, the members of staff teaching in rooms listed above will make their way to the Exit staircase. Students will be led to the Assembly points.

B. Teachers HS4, HS2, HS1

When the evacuation alarm sounds, the members of staff teaching in rooms listed above will make their way to the Entrance staircase. Students will be led to the Assembly points.

Sweeper 12

The Head of Maths will be responsible for checking all the rooms on the second floor to ensure that entire floor is clear before exiting the building. They should then make their way down the nearest staircase. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

6. Hudson first floor

A. Teachers HF6, HF5, HF3

When the evacuation alarm sounds, the members of staff teaching in rooms listed above will make their way to the Exit staircase. Students will be led to the Assembly points.

B. Teachers HF4, HF2, HF1

When the evacuation alarm sounds, the members of staff teaching in rooms listed above will make their way to the Entrance staircase. Students will be led to the Assembly points.

Sweeper 13

The Head of Science will be responsible for checking all the rooms on the first floor to ensure that entire floor is clear before exiting the building. They should then make their way down the nearest staircase. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

7. Hudson ground floor ILC

When the evacuation alarm sounds, anyone in the ILC/ground floor at the time should exit through the patio doors and make their way to the assembly points.

Sweeper 14

The ILC manager will be responsible for checking the ground floor before exiting the building. Once out of the building the sweeper will confirm with a member of the site team that their area is clear.

8. General

A. Lifts

The lifts **MUST NOT** be used in the case of fire. Any student/adult who requires the lift and is unable to use the stairs should follow the procedure outlined in Refuge point below.

B. Refuge point

This is located outside the Art room on the top floor of the pupil's entrance staircase and on the first floor of the External stair case. They should be used by any student (who is accompanied by an assigned adult) or adult who is unable to use the stairs. Any adult, either accompanying a pupil who is unable to use the stairs or who is unable to use the stairs themselves should be informed to carry a mobile phone in case of a fire.

When the evacuation alarm sounds, the assigned adult accompanying a student and/or adult who is unable to use the stairs should proceed to the nearest Refuge point, remain calm and call the mobile telephone number which can be found on the refuge evacuation sign to call for assistance. If able and safe to do so, the member of staff should carry anyone who is unable to walk down the stairs to the ground floor. Leave through the nearest fire exit.

C. PEEP

The school currently doesn't have anyone requiring a PEEP

D. Class/Tutor Group Teachers

Once the students are assembled on the basketball court and astro pitch, the Class/tutor teachers will conduct a roll call of their class. All other teachers must ensure that the children are silent while the Class/Form teacher carries out this duty.

Pupils will not answer their name out loud but must raise their hand. The Class/tutor teacher will visually acknowledge this signal.

E. Non-teaching staff and teachers not teaching classes at the time of alarm

When the fire evacuation alarm sounds, all non-teaching members of staff should leave the school building, and proceed to the assembly point, they should then assist with supervising classes both to and at the assembly points, ensuring that students remain calm while tutors take the registers.

F. All other staff, peripatetic teachers, parents, visitors

Leave the building via the nearest fire exit and proceed to the assembly point and report to the school receptionists.

9. Site Manager

The Site manager will have the responsibility for telephoning the emergency services.

The Site manager will check the evacuation alarm panel to identify where the alarm originated. The site manager will then check the area the alarm originated and assess the severity of the fire and if it's able to tackle with the accessories provided.

10. Assistant site manager

Upon exiting the building, the assistant site manager will liaise with the sweepers to make sure all areas of the building are clear.

11. Headmaster

The Headmaster will exit the school via reception and make his way to the assembly point where the Headmaster will assume total control. In the absence of the Headmaster, the Deputy Head will assume these duties. The Site manager will remain behind to wait for the emergency services and to give the all clear to the Head/Deputy Head if it is safe to return to the premises.

12. Returning to school

NO ONE MAY RE-ENTER THE SCHOOL SITE until

- A.** The site has been deemed safe (by the Fire department, Police, Headmaster or in the absence of the Headmaster the Deputy Head) and
- B.** Registration of ALL people (pupils, staff and visitors) has taken place. All persons must be accounted for. If there are persons not accounted for, their names must be passed immediately to the Headmaster or the Deputy Head in the Headmasters absence. The Fire brigade will need to be notified immediately of these details.

If there are any problems in operating this procedure, then members of staff have a duty of care to notify either the Health and safety officer or the Deputy Head within forty-eight hours of an evacuation drill.