

DRAFT

EVACUATION / DRILL – OUT OF SCHOOL HOURS Appendix C2 to Health and Safety Policy

Updated 1.10.2014 Draft 1

All persons must evacuate rooms quickly, quietly and calmly as directed by the instructions in each room, and assemble in their relative groups. (eg Adult Education classes and various clubs)

ASSEMBLY POINTS: JUNIOR PLAYGROUND OR THE SENIOR PLAYGROUND

- Where there is a member of the Senior Leadership Team on site then they will be in charge of the evacuation. They should ensure that the Duty Caretaker is made aware of their presence at the earliest opportunity.
- The Nursery (closed 5.30 and staff there until 6.00) must use the exit route and assembly point as detailed on the school day evacuation
- Lone working staff should evacuate to the assembly points.
- Staff with visitors and guests should evacuate immediately to the assembly points, taking their visitors and guests with them. In the event of a fire, should any visitors and guests be missing then they should inform a member of the school staff or the emergency services. **No one should go looking for missing persons.**
- Adult education tutors and other groups letting the school premises must:
 - take a register and should familiarise themselves with the school fire evacuation procedures
 - ensure that their students/members are given suitable instructions, so that they also know the fire evacuation procedures (Ensure Adult Ed been given the current copy of our evacuation procedures).
 - on the fire alarm sounding, evacuate immediately and calmly to the assembly points, ensuring that all those in their group are with them and then check all persons in their group against their class/club register at the assembly point.
 - In the event of a fire, should any one be missing then the tutor/group leader must inform either the Senior Management Team member/Duty Caretaker or the Emergency Services (report via 999 services). **No one should go looking for missing persons.**
- Cleaning staff should evacuate immediately and calmly to the assembly point on the Junior Playground and report to their Supervisor. The OCS sign-on register will be collected by the Office Manager and if after 5.00pm by the Site Staff provided that this does not compromise their safety or affect their evacuation speed.
- Contractors and all other persons on site should evacuate to the assembly points. Contractors accessing school site when the reception desk is closed must always sign in and make themselves aware of the fire evacuation procedures in the signing in book.
- Where a member of the Senior Management Team is on site, on the sounding of the fire alarm the Duty Caretaker will check the Office panel and ascertain the fire situation. If a fire is confirmed then the Duty Caretaker will phone the fire brigade via the 999 service. If a false alarm is confirmed the Alarm Receiving Station are to be called telephone 08448099980 giving the password as the Fire Evacuation and Registration Procedures described in Appendix C1 of the Health and Safety Policy. He will then join the assemblies on the Junior Playground or the Senior Playground and advise the member of Senior Management Team accordingly. In a false alarm situation the member of the Senior Management Team will be responsible for deciding on the alarm being silenced and when everyone may return to their rooms.
- Where no member of the Senior Management is on site, on the sounding of the fire alarm the Duty Caretaker will check the Office panel and ascertain the fire situation as described above. He will then join the assemblies on the Junior Playground or the Senior Playground and advise them accordingly. In a false alarm situation the Duty Caretaker will be responsible for deciding on the alarm being silenced and when everyone may return to their rooms.