

## Appendix C1 of Health and Safety Policy

# FIRE EVACUATION AND REGISTRATION PROCEDURES

### (A) BASIC DRILL (updated 15.03.18)

**If the fire alarm sounds, commence evacuation of the building.**

#### Alarm Receiving Station (ARS)

- The ARS main function is to provide early warning of a fire, mainly out of school hours so that a member of the keyholder list can attend, confirm a fire and alert the fire brigade.
- The ARS contacts the school direct via the school mobile during school hours, 7.00am to 7.00pm. to confirm that the alarm has been activated either by a fire or false alarm.
- Named keyholders in the order as the October 2015 list will be called on their home &/or mobile numbers by the ARS out of these hours or if the school mobile is not answered.
- Termly planned fire evacuation drills will be notified to the ARS telephone **0844 809 9980** by the Business Manager Premises, or Senior Site Supervisor, a member of the Site Team or if all are unavailable or unable to put in the call, Mrs R. Hughes or **Mrs J.Brown**.
- The ARS will request the password to be given.
- The Leisure Centre and Integrated Health Centre (IHC) is not connected to the school fire alarm system or ARS and have independent systems provided.

#### Instructions on discovering a fire

- Anyone who discovers or suspects a fire should operate the nearest call point by breaking the glass by pushing the button without delay. Some call points have hinged protective plastic covers which require to be lifted. The person setting off the alarm must contact a member of staff as soon as it is safe to do so and explain the reason for the alarm activation
- In the case of an actual fire or false alarm, **evacuate pupils from that area immediately**. It is the responsibility of the member of staff first on the scene to notify the Main Office.
- The Evacuation Drill will be **immediately commenced**.
- Office Manager (during school opening hours) or designated representative (out of hours) to exit building taking Fire Evacuation Pack containing (where applicable):
  - mobile phone, number **07926 026931**
  - class registers (these are not updated daily so the tutor must take account of any known absences and provide as much information as possible about anyone who is missing)
  - staff and student absence list (to be printed daily and inserted into pack by admin staff dealing responsible for staff and student absence)
  - signing in/out books. Staff, student, visitors, contractors.
- The Site Team, providing it is safe to do so, inspect the fire alarm panel located within the main office to establish (where no notification has been given to the main office), the location where the alarm was activated and proceed to confirm to the Headteacher either a fire or false alarm.
- The fire brigade will be phoned by the Office Manager or designated representative on the school mobile phone as soon as a fire is confirmed and the Headteacher or

designated person in her absence confirms that there is no false alarm.

This action should be taken without delay, if in doubt phone.

- In the event of a false alarm the ARS are to be notified as previously described.
- If the fire alarm is activated in the event of a fire the following procedures must be observed:

## **1.2 Evacuation Drill**

- On hearing the fire alarm, the person in charge of each class must indicate the exit route to be used as per the instructions posted in each room and everyone must be directed quickly and calmly to the Assembly Points, *staff must be aware of any secondary escape routes* from each classroom or area which will be indicated on fire instruction notices posted by exits in each room/area:
- The Office Manager or designated representative, immediately on exiting the building, will phone the Sports Centre and IHC. In the event of that phone line being engaged, the Business Manager Premises, or in their absence, a member of the Site Team when already accounted for will run to the Sports Centre and IHC with the message and come back to the Office Manager to confirm that this has been done and that school staff and students in the Sports Centre and IHC are immediately alerted. Where it does not compromise individuals' safety and evacuation speed, it is recommended that the SLT and Admin Team take their mobile phones with them to assist communication.
- The Evacuation Drill for the evening (eg Lettings, Clubs) is attached at **Appendix C2**

### **(B) ASSEMBLY POINTS**

KS Leaders, Form Tutors and TAs supporting statemented students report to the respective Year Assembly Points. *Please see Appendix C3 and Fire Assembly Points - Tutor Groups*

All staff not separately identified on the Evacuation Line-up must report to their respective Line Managers to be registered.

Headteacher is not specifically assigned to a group as will need to be floating, but must first register by radio, mobile or in person with Office Manager.

#### ○ ***Senior Playground***

- Years 9 & 10 (with Year 10 nearer the gym) as directed by KS4 Leader and Assistant Headteacher (DT). (\*KS3 Leader to float between here and Years 7/8 in Junior Playground.
- Admin Staff (except KS5 Assistant), Librarian, First Aider, visitors, Business Manager (Premises), Site Staff and contractors as directed by Office Manager.
- Cover Supervisors, Trainee Teachers and Supply Teachers. FLAs and Pastoral Staff as directed by ITT Coordinator and Cover Coordinator.
- TAs as directed by SN Coordinator/Assistant (with the exception of those TAs supporting individual students where said TA will remain with the student.

#### ○ ***Junior Playground***

- Years 7 & 8 as directed by KS3 Leader (see \* above), Transition Coordinator and Assistant Headteacher (LB)
- Technicians, Contract Catering and Cleaning Staff, as directed by Business Manager

#### ○ ***Main Tennis Court***

- Year 11 as directed by Deputy Headteacher (SW).

#### ○ ***Basketball Court***

- Years 12 and 13 as directed by KS5 Leader and KS5 Assistant.
- *Metal Sculpture adjacent Music*

- IHC Health Authority Staff

Should the above Assembly Points be impractical in case of fire, in particular where there is any danger of heat or fire near the Grounds man's Garage/Store or the DT Room opposite it, students will assemble on the *school field* in lines parallel to Bodieve Road and facing the school with Year 7 nearest the main Rock Road and the Sixth Form on the Primary School side. Staff will assemble in identified groups in front of these lines. (See assembly point layout). Please see Appendix C5 detailing chemicals in the Grounds man's Store.

- Close windows and doors wherever possible without compromising your safety or that of another. Fire doors **must be closed** by the last person leaving. All kitchen equipment from the Senior and Junior kitchens **must be turned off** and the serving shutters closed.
- Pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The Nursery evacuation around the back of the Sixth form blocks must not be compromised by students evacuating from the Sixth form blocks.
- No personnel items are to be collected.
- The teacher/TA must ensure that specific arrangements are made for pupils with physical or mental disabilities within a specific **Personal Emergency Evacuation Plan (PEEP)** and the teacher assisted by the TA must ensure that they are given the assistance they require during evacuation and where applicable by use of the **Evac. Chairs** located mid way along the first and second floors of the three storey Block 1 and Sixth Form first floor landing of Block 2 and first floor disabled toilet adjacent ICT 9 of Block 10.
- The teacher must ensure that the classroom is empty before closing the door.
- No running or talking is to be permitted to avoid panic.
- On staircases everyone must descend in single file.
- Lifts must not be used.
- Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance or in the case of a fire evacuation drill the Headteacher or their most senior representative.
- **Staff in the following rooms to check that their nearest toilets are vacated: L2, M3, Library / ICT4, Drama DR1, S11, Medical Room, Admin Office 2, E4, G3, EPR2, ICT3, E9.**
- The first teacher that exits the Sixth Form blocks is ensure that the traffic trying to enter the school rear car park is stopped by ensuring that spare staff not in charge of a class (once registered) are positioned at the entrance to the rear car park
- Each morning, as soon as the registration period closes, a paper copy of each form's attendance will be printed by a member of the office staff. These will be used in the case of fire and/or fire drills. Office Staff will bring out the (paper) registers to the Senior Playground, near the outside of Room DT1. Key Stage Leaders etc. will collect the registers and distribute them to tutors. **The use of accurate registers is vital.**
- Staff absence list produced each morning by Cover Coordinator and given to the Office Manager to be communicated to relevant assembly points by Admin Staff who have been registered and who have been directed by the Office Manager. Tutors will take the Register to account as far as possible for all students.

- CALs must be aware of the days that part-time teaching staff are in school and these staff will report to their respective CAL's assembly point and it will be the CAL's responsibility to ensure that these staff are accounted for.
- Form Tutors to register their forms as soon as they are assembled.
- \*Tutors to inform the Key Stage Leader as soon as all pupils of their Forms are accounted for. The Key Stage Leader will then inform member of SLT in charge.
- \*Tutors to report to Key Stage Leaders any student unaccounted for and when and where pupil was last seen. Again, the Key Stage Leader will then inform the member of SLT in charge.
- If a Key Stage Leader is absent from school then tutors will report directly to the appropriate member of the SLT in \* and \* above.
- Designated persons will inform the member of SLT in charge of any staff or visitors unaccounted for.
- The Headteacher or their designated representative will:
  - Immediately confirm with the office that the fire brigade has been called, unless it is a planned fire drill
  - Ensure that they are met upon their arrival at the premises
  - Report on the situation
  - Indicate to the Senior Fire Officer the location of the Fire Plan beneath the Fire Alarm Panel in Main Reception which contains plans of the school, locations and descriptions of stored chemicals, bottled gases, and radioactive materials, details and plans of the fire alarm system, emergency lighting and services.
  - Liaise with the Senior Fire Officer and Site Supervisor
  - Inform persons when it is safe to return to the building.

### 1.3 **Pupils Fire instructions once the fire alarm has been activated – the instructions below will also be posted on the Fire Instruction Chart posted in each room**

- Pupils must be quiet and listen to instructions given by the teacher at all times.
- Do as the teacher tells you.
- Do not attempt to take personnel belongings with you, leave your bags behind.
- Close windows and doors as directed by your teacher.
- File out in an orderly way and **DO NOT RUN**.
- Follow the route shown on the notice board in the classroom. If this exit route is unsafe an alternative route must be used so listen carefully to your teacher's instructions.
- Remember the important thing to do is to reach open space quickly.
- If you are not in a classroom, or the teacher is not present, proceed in an orderly manner by the nearest safe route to an exit and leave the building.
- Walk quietly as directed to the assembly point, normally the Playgrounds or Tennis Courts
- Line up in your tutor group, you will be registered by your Tutor.

When the Headteacher (or any member of SLT when acting as Headteacher) is assured that the buildings are safe the fire alarm will be turned off and permission to re-enter the school will be given by the appropriate Deputy Headteacher / Assistant Headteacher at the fire assembly points. During all fire drills and alarms staff and pupils **must** wait for official permission before leaving the fire assembly points to re-enter the school.

## **Responsibility for cancelling an alarm.**

Headteacher

Deputy Headteacher )

Assistant Headteachers) ie any member of SLT when acting as Headteacher

Business Manager )

Business Manager Premises)

Duty Caretaker ) Out of school hours when none of the above are available as described in appendix

C2

## (C) EXIT ROUTES.

In the event of fire breaking out on the School Premises, the buildings will be evacuated according to these instructions.

Many ground floor rooms have **their own Fire Exits** and in the case of a fire / Drill these Fire Exits should be used. These rooms are as follows:

Hall, Stage, Gymnasium, Changing Rooms, Site Team Office, Library, Staffroom, ICT4, S2, S5, S6, S7, S8, Science Prep Room, Drama DR1, MU1, Junior Canteen, HS, Nursery, **Isolation Room** (through HS), Art Rooms A1, A2, A3, Ex Kiln room, **M11**, DT4, DT5, DT6, DT7, EPR1, EPR2, EPR3, **H1, H2, H3**, E9, E10, ICT3, Sixth Form Common Room, Sixth Form Study Room.

### **All other rooms should be evacuated as follows:**

- The Nursery (which has its own exit) will exit from the fire door in their area, turn right and take the route on the grass to the assembly point whereupon they will check in with the Business Manager.
- **Block 1- Main School**
- ICT5, M9, L1, M1, M2, M3, L8                      Down West stairs and through door at the bottom of the stairs
- M8, KS3 and KS4 Leaders Offices.
- L2, L3, L4, SLT Office, M4, M5,                      Down East stairs and through door at the bottom of the stairs
- M6 & M7 and offices                      Back steps from main entrance foyer
- Admin ground floor Offices,                      Back steps from main entrance foyer
- Medical Room, Reception & Headteachers Offices
- S1, S3, S4,                      Through exit door from the roundabout
- Student/Parent Support, BM Premises, Through exit doors by Drama Toilets
- Pupil Premium Offices
- S9, S10, S11                      Through nearest exit door opposite Music Wing (S10 through S9 or S11 to access corridor)
- ICT6, Reprographics                      Through nearest exit door opposite Music Wing
- **E11, Ass't Head Office, SE1 BS1, HS2** Through corridor exit door adjacent HS2
- ICT7, Isolation Room                      Through fire exit in HS
- MU2, MU3, MU4, MU5, MU6, MU7                      Through fire exit in music opposite MU4
- Senior and Junior kitchens                      Through external fire exits/entrance doors to each kitchen.
- **Blocks 2 & 10 – Sixth Form**
- Ass't Head Offices & CSRB                      Through main (front) exit of block 2.
- Head of Sixth Form & Admin Supp't Pastoral Offices                      Through adjacent corridor exit doors to Assembly Points.
- E1, E2, G4 & ICT 1                      Down rear stairs, through rear doors and towards Junior Playground
- E3, E4, E5, E6, E7, E8                      Down front stairs, through front doors and porch towards Junior Playground
- G1, G2, G3, ICT2 & ICT9                      Down the staircase and through front doors by **Finance/lobby** towards Junior Playground.
- ICT8, IT Support                      Finance & Business Manager Offices through front doors by **Finance/lobby** exit into bus bay.

### **Block 3 – IHC (Integrated Health Centre).**

Through main entrance and/or fire exit off reception/circulation area.

### **Block 4**

- P.E., Groundsmans, DT Technicians Machinery shop, stores - Through exit doors to Assembly Points
- **Leisure Centre**
- Sports Hall and Swimming Pool - Through nearest exit

*The above may be varied by any member of staff in charge of a class to meet a particular emergency.*

*There is an alternative exits for some rooms (eg alternative exit for ICT6, Reprographics, Assistant Heads Office through the Junior Canteen final exit door, **Isolation Room, ICT7 via the corridor final exit adjacent HS2**) should the normal exits be blocked.*

All movements from the buildings must be carried out in an orderly fashion, each group of pupils under the control of the responsible member of staff.

### **ASSEMBLY POINTS – SEE APPENDIX C3**

The Assembly Points will be the **Playgrounds, Tennis Courts** and **Sculpture adjacent Music block** as given above. On assembly, each member of staff will check her/his Form as described in these instructions. As stated above, should these assembly points be impractical because of compromised safety, students will assemble on the **school field** in lines parallel to Bodieve Road and facing the school with Year 7 nearest the road and the Sixth Form on the Primary School side.