POLICY FOR
FIRE and GENERAL EVACUATION

January 2020

Related Policies

Health and Safety Policy
Teaching and Learning Policy

Stakeholders

Staff, Students and General Public in attendance.

Fire and General Evacuation Procedure

1. <u>All</u>

    1.1   The continuous ringing of the school bell indicates the emergency alarm

    1.2   Every person on the school site must follow the emergency evacuation procedure

    1.3   **Every person** is required to follow the procedure in **silence,** except for members of staff giving necessary instructions.

    1.4   Every member of staff is expected actively to enable these procedures to be followed.

On hearing the emergency alarm, proceed <u>by the nearest fire exit</u> to the assembly area in accordance with the detailed instructions below:

2. <u>Staff in classrooms and Department areas (including Supply Staff)</u>

2.1. Check that there are no obstructions to movement then instruct the students to walk in silence to the fire assembly area. Do not attempt to use the lift. If you have disabled persons in your room they should be taken to one of the refuge areas (see map). If there is a TA or other responsible adult available they will lead the students to the Assembly Point with you bringing up the rear.

2.2. If any student is temporarily absent from the lesson when the alarm bell rings, (e.g. toilet, time-out) he/she must go straight to the assembly area and join the tutor group. The class teacher must alert the relevant year head or assistant so that a special check can be made for that student.

2.3. <u>The teacher will leave last, having checked that the room and cupboards are empty of students and having shut the windows. The classroom doors must be shut but must not be locked</u>. Teachers will then catch up with and accompany their group and any visitors to the Assembly Point.

2.4. In the event of the normal fire exit being unavailable for use, students must be directed to the nearest alternative exit.

2.5. Staff not teaching at the time will stand prominently near fire exits, maintain the silence and help to direct pupils out of the nearest available exit.

2.6. Once at the Assembly Point, students will go to the place assigned to their tutor group by Year Group, and line up in alphabetical order.

3. <u>Heads of Year</u>

➢ Collect registers from Attendance officer and distribute registers to tutors
➢ Tutors complete registers and Head of Year reports status to Head Teacher.
➢ Receive names of missing students from tutors and report to the Head Teacher.
➢ Receive names of missing tutors and assistant Heads of Year and report to the Head Teacher.

4. <u>Teachers who are Tutors.</u>

➢ Collect registers from Head of Year.
➢ Ensure pupils have lined up in alphabetical order at their allocated places at the Assembly Point
➢ Take the register immediately and report unexplained absence(s) of students as well as all present to Head of Year.
➢ Report unexplained absences of tutors to Head of Year immediately.
➢ Remain to actively supervise tutor group. All must remain in silence throughout. If any students persist in making a noise they should be isolated at the front of the line.

5. **Teachers who are NOT Tutors or Heads of Year including Supply**

   ➢ Report presence to Head's PA
   ➢ Assist as required or as directed by SLT.

6. **Staff Responsible for visiting students and teachers (includes Partnership courses)**

   ➢ Take these students to the far end of the Assembly Point.
   ➢ Report any unexplained absence of students or teachers to the Head Teacher

7. Staff with visitors are responsible for escorting them to the evacuation assembly point and notifying **Reception staff. Reception staff** will also take note of all contractors booked in on site.

8. **Support staff**

   ➢ TAs will report to **Learning Support Manager or deputy** then proceed to accompany their student(s) where applicable, to their Year group.
   ➢ ARC staff will report to the **ARC manager** and retain supervision of their student group.
   ➢ Assistant Heads of Year will assist in the organisation and control of tutor groups
   ➢ All other support staff will report as below
   ➢ Those names in bold type will report to Head's PA their staff group status and any absences.
   ➢ Once they have reported their safe presence, support staff should then gather to their place in the assembly area and be prepared to assist other staff.

   8.1.1. Admin, library, Careers, Finance and catering manager report to **Finance Manager or deputy**
   8.1.2. IT technicians report to **IT Network Manager**
   8.1.3. Science technicians report to **Senior Science Technician** who will have noted technician left to stop public re-entrance into building (see para 18)
   8.1.4. Technology technicians report to **Senior Tech technician**
   8.1.5. Cover supervisors report to **Head's PA**
   8.1.6. CBU staff to report **to the CEO's PA**
   8.1.7. Nursery Manager see para 21.
   8.1.8. Lunchtime supervisors or cleaning staff report to **Manager**
   8.1.9. Catering staff report to **Catering Manager**.

   The following staff have specific responsibilities:

9. **Head Teacher** (or Deputy) will proceed immediately to assembly point and is in overall charge of the assembly.
   ➢ is in communication with the members of staff who are checking the buildings;
   ➢ will receive any reports of unexpected missing persons and pass the details on to those who are checking the building;
   ➢ is in communication with SLT members and will be notified of persons in any Refuge Areas,
   ➢ will receive the fire all-clear and will be the only person who authorises a return to the buildings.
   ➢ will arrange contact of the Fire Service in the event of positive confirmation and be responsible for directing all operations and keeping people safe until the emergency services appear.

10. **Deputy Head teacher** will take a position outside the school Main Entrance and
    ➢ will supervise the controlled movement of students to and from the assembly area;
    ➢ will stop anyone from re-entering the building via Reception or vehicles entering the site in this area
    ➢ will hold a file to be handed to the Fire Brigade on arrival and brief them of the occupation of Refuge areas (see Receptionist point below).

11. **Business Manager** checks the main fire alarm Panel 1 and confirms alarm location and code with Site Manager, then helps investigate fire source location, co-ordinates the refuge areas and school clearance operation. When this is done contact the Head Teacher to declare buildings evacuated.

12. **Site Manager (or deputy)** checks the refuge areas and the rooms, toilets and corridors in Humanities, Science, English and Technology. When this is done, contact the Business Manager or Head Teacher.

13. **Other SLT** will take up positions to assist the smooth and silent evacuation to the Assembly Point.

14. **Attendance Office** (reserve Sixth Form sec.) collects registers and distributes to HOYs

15. **Receptionist on duty** phones Lux Park to message school personnel to stay there and escorts anyone in Reception out of the building to the assembly point. They will take the visitor's book and student signing-out sheet and pass these to the Head's PA. They will also pass the "Fire Officer file" and the transport listing to the Deputy Head.

16. **PA to SLT** (reserve receptionist) takes a position outside the front of Reception to prevent re-entry.

17. **Head Teacher's PA (RS)** will :
   ➢ Receive names of support staff, Nursery staff and children, and visitors
   ➢ Receive visitor's book and staff signed-out sheet from the Receptionist.
   ➢ Take out a copy of staff cover sheet
   ➢ Provide a list of unexplained missing staff and visitors and pass to the Head Teacher.
   ➢ Provide a student contact & transport list to enable further site evacuation. (Lux Park)

18. After reporting their presence via their Senior Technician or Head of Department, the following staff will place themselves to stop re-entry to the buildings until the all-clear is given:
   ➢ **Arts technician** at the roadway entrance near the Arts block to stop re-entry
   ➢ **Science technician** at the Coldstyle Rd entrance

19. <u>**Evacuation for disabled students and adults**</u>

   19.1. When the alarm sounds a quick assessment of the situation must be made by a Teacher, Teaching Assistant or other responsible adult on behalf of any disabled students.

   19.2. Disabled people if possible will evacuate as normal with consideration being given to waiting until the main population have evacuated.

   19.3. If disabled people are <u>upstairs, and if there is no obvious danger</u>, they must wait in the refuge areas at the top of the stairs **by H3 or S9 or A4** classrooms. **No attempt should be made to use the lift**, nor to descend the stairs if the person requires carrying, or a wheelchair or similar is involved.

   19.4. **If there is an obvious immediate danger, the responsible adult or disabled person must seek assistance for emergency evacuation, including the carrying of the person or wheelchair downstairs if necessary.**

   19.5. A member of SLT or Site Manager will check all the refuge areas.

   19.6. The teaching assistant or accompanying adult will wait in the refuge area with the disabled student until contacted by SLT member who will advise either to stay there or to evacuate. It will be the Deputy Head teacher's responsibility to alert the rescue services to the Refuge whereabouts and the presence of people there. Otherwise the people will stay in this place of safety until staff and students return back to the building.

20. <u>**ARC special case students**</u>
   20.1. Those students for whom it is not appropriate to evacuate to the main Assembly Area will remain with the manager of the ARC and their helpers in the ARC Refuge Area beside the fire exit.
   20.2. They will be contacted by a member of SLT who will advise either to stay there or to evacuate on to the playing field depending on the danger.
   20.3. If required to evacuate they will lead the student out onto the main playing fields away from buildings and remain there until further instruction.

21. **Nursery**

21.1. Staff and children in the Nursery must vacate the main building and proceed immediately to the Guide Headquarter (GHQ) area. The route is through the nursery outdoor play area or across the corridor and straight out to the GHQ.

21.2. The Nursery (or Deputy) Manager will conduct a register of all children, staff and carers and report the status to **the Head of Child Care.**

21.3. The Head of Child Care will report this status directly to the Head's PA.

21.4. Nursery staff will be aided in their evacuation by staff and sixth formers from Child Care and library as required. Library staff and any students will then proceed to the main assembly area and report their presence. Once reported they may return to assist with Nursery children and equipment.

22. **Caretakers**

22.1. Site Manager, Business Manager and members of the School caretaking team will conduct a sweep through of the school buildings to determine fire source or broken call point and visit all Refuge Areas

22.2. If it is confirmed as a false alarm, the caretaker will cancel the fire alarms on instruction from the Business Manager who will inform the Head teacher that it is now safe to re-enter the buildings.

22.3. Site Manager liaises with Fire Officer regarding the location of isolation points for main services, i.e. gas, water and electricity, and to identify the location of all known toxic hazards and volatile materials. (these are referred to in the Fire Officer's file which will have been passed to the Officer by the Deputy Head teacher)

22.4. School Contractors on site will have signed in at Reception, been inducted by Caretaking staff and will have been instructed to proceed to the assembly point and report to Reception staff.

22.5. Members of the School caretaking team will assist in general evacuation duties as requested

23. **Special Arrangements during Examinations**

23.1. If the fire bell rings when examinations are in session **the main exam hall does not evacuate immediately.** The Exams Manager will go straight to the main exam hall (school gym). She will then be advised of the need to evacuate by an SLT member.

23.2. All individual exam rooms in Block 1 (Learning Support, Languages) will evacuate led by the invigilator **onto the sports field.** The Exams Manager will supervise the evacuation of the gym **onto the sports field.** The Exams Manager will take a register of all evacuated people. The SLT members in those areas will be contacted to advise that rooms are evacuated.

23.3. The Data Manager will supervise the evacuation of students from exam rooms in the new parts of the school (Blocks 2,3 &4) as required and Guide HQ and will assemble behind the Guide HQ.

23.4. The Data Manager will report any missing students to the Exams Manager who will then advise the Head teacher

23.5. Where possible exam rooms should be located on the ground floor.

24. **False Alarms (***cross reference: Behaviour policy)*

In the event of inappropriate use of fire alarms staff must endeavour to identify the culprits. Once confirmed it is important to establish whether setting off the alarms was genuinely accidental or deliberate. Dealing with deliberate offenders:

- A fixed term exclusion may be appropriate
- Pupil(s) will be expected to appear in front of :
  - Student Council
  - Nursery staff and children
  - Kitchen staff… to explain their actions
  - Fire officer
- The disruption to the school day (1,500 people) is immense
- A hoax fire alarm is a criminal offence punishable with a fine and/or imprisonment
- False alarms may endanger others if fire-fighters waste time and resources attending false calls
- Parents will always be informed

25. Practice Evacuation

25.1. All staff and pupils will be expected to practise evacuating the building. A practice 'walk through' will feature in the school calendar early in the new academic year for Year 7. There will also be unannounced practice fire drills periodically throughout the year but at least 3 times.

25.2. It is important that all staff are familiar with the action to be taken by staff in the event of fire, the evacuation procedure and the arrangements for calling the fire brigade.

25.3. **Tutors are responsible for ensuring that pupils are reminded of evacuation procedures and their responsibilities, especially behaviour whilst waiting in the assembly area.**