



# Sir Christopher Hatton

A Foundation School with Specialist Mathematics & Computing Status

## EMERGENCY EVACUATION PROCEDURE

### A. ACTION ON DISCOVERING A FIRE

1. On discovering a fire you should operate the nearest 'break glass' call point and dial extension number 200 to notify reception staff, if it is safe to do so. If the line is engaged then evacuate the premises immediately and notify the member of staff leading the evacuation at the assembly point of the location of the fire. The senior member of staff must then communicate this information through to the Business Manager / Estates Supervisor.
2. Reception staff will notify the Fire Brigade immediately on receipt of an emergency call. Reception will then notify the Redwell Playgroup on 01933 272788.
3. The priority on discovery of a fire must be to **evacuate the premises**. If a fire is known to be in a specific room and it is safe to do so, then the door to the room should be closed to slow down the spread of fire. **Under no circumstances should personal safety or the safety of others be compromised.**
4. In the event of a fire in the playgroup building behind the Gymnasium, the playgroup will notify School reception by telephone. The School will then conduct a full evacuation to guarantee the safety of all pupils, staff and visitors.

### B. ACTION ON HEARING THE FIRE ALARM (SCHOOL HOURS)

5. On hearing the fire alarm bell (recognisable by a continuous ringing bell) staff, students and visitors must leave the buildings by the shortest route, in an orderly manner (**DO NOT RUN!**)
6. If you are based in 'specialist' rooms (i.e. IT Server Room, Science Rooms, Canteen, Design & Technology, Food Technology, **PE ICT Suite**) air conditioning systems, gas, electricity and machinery must be turned off where it is safe to do so.
7. Where it is safe to do so without delaying evacuation, windows and doors should be closed.
8. **The designated Fire Marshall in each area should check that the area, including toilets, is empty. There should be two fire marshals allocated to each area to ensure that cover is in place in the event of absence.**
9. Staff will escort students out of the buildings and onto the playing fields to the Assembly point. It is good practice for a member of staff to lead students and where possible for a member of staff to follow behind.
10. Special arrangements will apply for disabled students or visitors. Personal evacuation plans must be in place. **If you have a disabled student or visitor in**

- your class / room then please ensure that both you and they are aware of any special arrangements for evacuation.** If a student or visitor is unable to go to the assembly point, then they should go as far as the car park behind C block and remain on the tarmac area, so that they are visible from the field.
11. Reception and Office staff will take the Visitors book and Signing Out books with them as well as a walkie-talkie and the loud-hailer to assist communication throughout the evacuation.
  12. Students will line up in register groups and in register group order at the assembly point.
  13. **School administration staff will take all registers out to the assembly point (on the bank). Heads of Year and Form Tutors should look for and collect their registers from their designated person.**
  14. **All staff (excluding the Head, Deputy Heads, Heads of Year and Form Tutors) should report to the Headteacher PA to confirm their attendance at the assembly point. The Headteacher's PA will call the register of all non-teaching staff and visitors.** All staff and Visitors should make sure that they have registered on the field with a receptionist who will have the visitors book and staff signing out book.
  15. Once registered, all teaching and non-teaching staff who do not have a registration group must support other staff with maintaining good discipline at the assembly point. LSAs, classroom supervisors and spare staff will be directed to support a registration group at the assembly point.
  16. Premises staff will have responsibility for control of the main gate, checking that the traffic barrier is raised (this should happen automatically as the barrier is linked to the fire alarm system) and to direct emergency services. Other than emergency services, staff, visitors and students will not be permitted to leave the site.
  17. Premises staff will follow procedures to check the location and status of the fire and to control the operation of the fire alarm panel in conjunction with the Business Manager.
  18. Premises staff must keep their radios open throughout the evacuation to ensure that important dialogue is not interrupted.
  19. Form tutors or their replacements will check the registers and report to the appropriate Head of Year. Heads of year will return registers to administration staff, and report any missing students to the Headteacher / Deputy Headteacher in charge at the assembly point.
  20. The Business Manager / Estates Supervisor will check that the evacuation is complete and notify the fire brigade / Headteacher as appropriate. In the absence of the Business Manager, the Senior Premises Officer will assume this responsibility.
  21. Any students who are off-site for approved school-related activities will be checked against lists provided to the office. Tutors must check absentees against these lists.
  22. Students must remain in their registration groups until the all-clear is given.

23. Students, Staff and Visitors will be dismissed from the assembly point by the Head/Deputy Head once the all clear has been given by the Business Manager (Senior Premises Officer in the absence of the Business Manager) or the Fire Brigade.
24. Staff and students should return to the buildings once it is safe to do so and in an orderly manner.
25. Staff and students must familiarize themselves with the appropriate evacuation route (which will be found in all classrooms near to the exit door). On hearing the emergency bell, staff should give clear and concise instructions to students.
26. PLEASE REMEMBER THROUGHOUT THAT THE SAFETY AND WELFARE OF PEOPLE IS PARAMOUNT! THE FIRST PRIORITY IN AN EMERGENCY SITUATION IS THE PERSONAL SAFETY OF STAFF AND STUDENTS!

### **C. RECOMMENDED EVACUATION ROUTES TO ASSEMBLY POINT**

**B Block, Gym and Sports Hall – evacuate via the path adjacent to the sports hall and tennis courts.**

**Library, E and D blocks** via fire doors onto the field or via C block car park (DO NOT USE THE PATH ADJACENT TO THE SPORTS HALL)

**A Block** via C block car park (DO NOT USE THE PATH ADJACENT TO THE SPORTS HALL)

**C Block** via C block car park (DO NOT USE THE PATH ADJACENT TO THE SPORTS HALL)

**A1, A2 and Hall** via drive and C block car park (DO NOT USE THE PATH ADJACENT TO THE SPORTS HALL)

**THE ABOVE ROUTES ARE DESIGNED TO PREVENT BOTTLENECKS WHICH RESTRICT THE SPEED OF EVACUATION (PARTICULARLY IN THE AREA OF THE SPORTS HALL).**

**ALL STAFF MUST ENSURE THAT THE EVACUATION ROUTE IN YOUR CLASSROOM / OFFICE REFLECTS THE ABOVE ROUTES.**

### **D. ACTION ON HEARING THE FIRE ALARM (OUTSIDE OF SCHOOL HOURS)**

27. Before 8.00am and after 3.00pm the above procedures apply as applicable, however, given the reduced volume of people on site and given the lack of illumination on the school fields, for health and safety reasons the **ASSEMBLY POINT** outside of school hours is the **CAR PARK IN FRONT OF RECEPTION.**
28. If you are supervising an afterschool club, then it is your responsibility to ensure that all students are escorted to the assembly point and registered as being present. If you know someone to be missing then this must be reported to the Business Manager or Senior Premises Officer, leading the evacuation.
29. The receptionist (3.00pm until 4.30pm) will bring out the register of visitors and any after school club lists which are left in reception and the walkie talkie so that

contact can be made at all times with the Business Manager or Senior Premises Officer leading the evacuation.

30. The Business Manager or Senior Premises Officer will lead the evacuation and in the event of the incident being close to reception will advise the evacuees as to the safest place to stand.
31. Premises staff will ensure that the gate is manned and will search for the fire or call point that has been activated.
32. Premises staff will have responsibility for control of the main gate, checking that the traffic barrier is raised (this should happen automatically as the barrier is linked to the fire alarm system) and to direct emergency services. Other than emergency services, staff, visitors and students will not be permitted to leave the assembly point without the authorization of the Business Manager or Senior Premises Officer in charge of the evacuation.
33. Premises staff will follow procedures to check the location and status of the fire and to control the operation of the fire alarm panel in conjunction with the Business Manager.
34. Premises staff must keep their radios open throughout the evacuation to ensure that important dialogue is not interrupted.
35. Students, Staff and Visitors will be dismissed from the assembly point by the Business Manager (Senior Premises Officer in the absence of the Business Manager) or the Fire Brigade once the premises are confirmed to be secure and the emergency systems are reset.

## **LETTINGS**

36. All organizations using the schools facilities out of hours must be advised of these procedures and will take responsibility for taking their own register and reporting people missing as appropriate.