



Emergency Evacuation Procedures

In case of an emergency the appropriate procedures are to be followed in an organised manner.

General Fire Precautions

1. All areas/classrooms must display a site plan indicating the nearest escape route and outside assembly points.
2. All staff should be aware of the emergency evacuation procedures.
3. The lift must not be used in case of an evacuation.
4. Evacuation drills will be scheduled during the year and a record kept.
 - a. Feedback from evacuations drills will be taken.

The alarm system

The school fire alarm adheres to the US NFPA 72 standards. The NFPA allows for a delayed alarm sequence as follows:

1. Stage 1: a smoke alarm initially triggers a buzzer alarm at the control panel at the security guard station to allow the guards to investigate – after 2 minutes the alarm goes to stage 2.
2. Stage 2: The alarm sounds in the building where the smoke is detected – after 3 minutes the alarm goes to stage 3.
3. Stage 3: General alarm across the whole campus, full evacuation.
4. A manual alarm will usually immediately trigger the general alarm and evacuation.
5. A delayed alarm usually allows for false alarms to be investigated and if the guards can confirm the false alarm within the set time period, they can reset the alarm and prevent the disruption of a full evacuation.

Fire Fighting Equipment

1. Fire extinguishers are installed at key positions in the building.
2. Fire extinguishers shall be checked every three months.

Evacuation procedures

Should fire break out in the school

1. Raise the alarm using the nearest alarm.
2. The fire alarm is a **continuous ringing bell**.
3. Staff will supervise the evacuation of students/visitors to the designated assembly point.
4. The assembly points are at the end of the EY Building 2, by the bike track and on the Secondary basketball court.
 - a. Numbers on the fence show Class/Tutor group positions.
 - b. Students should sit in their Classes/Tutor groups.
5. The last person to leave the classroom must close the door, and turn off lights and the air con if it is safe to do so.
6. Students should put shoes on if it is safe to do so and walk in their class or group and remain with their teacher at the assembly point.
7. Students who are not in a classroom when the alarm sounds, must walk to the nearest assembly point and report to their class line.
8. Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to the most convenient assembly point.
9. The office staff will summon the emergency services as necessary
 - a. The Headteacher will liaise with the Fire Brigade on their arrival.
10. The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.
11. If the building cannot be reoccupied following an evacuation, students will be evacuated to the far end of the sports field to the car park or through the gate on to the golf course and arrangements made to contact parents.

Evacuation Procedure at Break Times

1. On hearing the alarm at break time it is the responsibility of the staff on duty to ensure students get to the nearest evacuation point.
2. Students should sit in their Classes/Tutor groups.
3. The first member of staff without direct supervision of children should take the High Viz jacket in each location. They are then the designated 'sweep' and should carry out a check of all areas to ensure full evacuation.

Evacuation during ECAs

1. On hearing the alarm during ECAs it is the responsibility of the ECA teacher to ensure students get to the nearest evacuation point.
2. Students should sit in their classes/ tutor groups.
3. The first member of staff without direct supervision of children to take the High Viz jacket place on each floor. They are then the designated 'sweep' and should carry out a check of all rooms on that floor to ensure full evacuation.

It is the responsibility of ECA teacher to ensure that:

- A register is taken at the beginning of the session.
- On hearing the alarm students are taken to the nearest evacuation point.
- The register is taken to the evacuation point.

- At the evacuation point the register should be checked.
- An arm should be raised if there are students missing.

Evacuation for disabled or non-ambulatory students or staff

1. Disabled or non-ambulatory students or adults should be supported to evacuate to the assembly points.
2. Disabled or non-ambulatory students or adults on the second or third storey of buildings should be supported to go to a safe place on the same level and wait for assistance from emergency services/ maintenance staff. Sweepers will communicate this.
3. If there is imminent danger two adults will assist to transport the person to a lower floor to wait for assistance.
4. If the location of the fire is known not to be in the Secondary building then the lift may be used.

The sweeping system

1. The first member of staff without direct supervision of students takes the High Viz jacket and check list from each location.
 - a. They are the designated 'sweep' and should carry out a check of all areas in that location to ensure full evacuation.
2. Those with High Viz jackets report to a member of SLT when all areas are checked.
3. Walkie talkies shall be taken to the evacuation points by Admin staff in each admin office.
 - a. SLT will operate the walkie talkies and check that each floor in their area has been evacuated.
4. Check lists are as follows:
 - a. Building 1 will have 2 checklists to hand in to the end of Building 1.
 - b. Building 2 will have 2 checklists to hand in to the basketball court assembly point.
 - c. Science Building will have 2 checklists to hand in to the basketball court assembly point.
 - d. Library Building will have 1 checklist to hand in to the basketball court assembly point.
 - e. Swimming Pool area will have 1 checklist to hand in to the basketball court assembly point.
 - f. Secondary Building will have 3 checklists to hand in to the basketball court assembly point.

Registration

1. Teachers will check the presence of students in the line against the register / 'schoolbase' app.
 - a. The 'SchoolBase App' for smartphones is available to download on the Apple store and the Google Play store'.
 - b. The school ID for SchoolBase App is: 7621
2. A red and green system is in operation. Green is used to signal all students accounted for in a class. Red is used to indicate missing students.
 - a. The red / green cards will be provided on the field for Y7 - 13 tutors to collect upon arrival. Younger classes will have flags in classrooms for the teacher to take.

3. Walkie talkies will be used to identify the location of students where classes/groups split across the campus.
4. Non-tutor group or class teachers should report to their subject team and absences reported to the Headteacher.
5. If older students are using a drop-in registration system due to exam leave, secondary office staff will take the registration list to the field for verification.
6. Office staff will check the visitors using the visitors book.
7. The result of all checks must be reported to the Headteacher.

Fire Fighting

1. The safe evacuation of persons is an absolute priority.
2. Ensure the alarm is raised BEFORE attempting to tackle a fire.
3. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.