



Fire and Emergency Evacuation Procedure

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Responsibility for review: Linda Hinchliffe

Fire/Emergency Evacuation Procedures

In Case Of Fire

The fire alarm is continuous siren - **not the normal school bell**. If the alarm is sounded, all students and staff must evacuate the building.

All staff have a responsibility to ensure that school buildings are fully evacuated. We must have all buildings cleared and be commencing "roll calling" within **3 minutes** of the "Fire Alarm" sounding.

Assembly point positions

Upper Yard:

Year 10	Year 11
10BGO / 10JCH / 10SWO	11DMO / 11JGU / 11HGL

Lower Yard

Year 7	Year 8	Year 9
7JMO / 7LTA / 7MBO / 7JRO	8STN / 8WDE / 8ASW / 8RON	9AAV / 9IBA / 9VHU

Staff and students must be aware of their roll call position and their nearest exit point. All staff should ensure that the Fire Assembly Point and Exit Route notices are displayed in each room that they teach in. Please inform the caretaker immediately if these notices are missing.

Staff and Student Responsibilities

Fire Marshalls

When the "Fire Alarm" sounds fire marshals must ensure as they leave their teaching area that they check all other areas in close proximity including offices, toilets etc., to ensure that there are no people left in the building as the last person leaves the area. Fire Marshalls have a responsibility to liaise with the staff around them to make sure they divide the areas to be checked between themselves.

Fire Marshall Allocation:

Attend and Monitor Fire Alarm:	Mr T Lamb	/	Mr C Wade
Science & Technology	Miss K Francis	/	Mrs Normandale/Mr McDonagh
Three Storey Block	Mr S White	/	Mrs A Pickering
Maths / English	Mr M Anderson	/	Mrs A Nimmo
External Mobiles	Mr M Bond	/	Miss B Gordon
Admin/Staff/Meeting rooms	Mrs L Hinchliffe	/	Mrs T Donaldson

Students

When the alarm is rung, students must leave the building **immediately** by the nearest available exit.

- Do not stop to collect possessions.
- Leave silently and in an orderly fashion.
- Assemble in tutor groups as per the Fire Assembly point notice; Years 7, 8 and 9 (Lower Yard), Years 10 and 11 (Upper Yard).
- Line up in their tutor group in single file, in alphabetical order, facing the main building.
- Remain quiet and orderly, and follow all instructions.

Staff

All staff have the legal duty to take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do.

Staff in column 1 (below) should be registered present by staff in column 2 (below), who in turn should report to the Headteacher.

Column 1	Column 2
SLT	Mr T Cartmail/ Mrs A Pickering
English Maths and MFL	Miss N Simm/ Mrs G Elliott
Science and Sport	Mrs J Bell/ Miss K Francis
Humanities, Creative Arts and Music	Mrs A Day/ Mr N Roberts
Heads of Year and Teaching Assistants	Mrs J Bestington/Miss K Davies
Support Staff	Mr J Clappison/ Mrs T Donaldson
Catering Staff	Mr J Hudson / Miss J Waller
Cleaning Staff	Miss J Wood/ Mrs L Hinchliffe

Teaching Staff

- When the alarm sounds, accompany the teaching group from the building in an orderly fashion by the nearest available exit, leaving all possessions in situ.
- Close windows and doors if possible as you leave. **DO NOT LOCK.**
- In the three storey block:
 - students must be escorted through the nearest exit door to the assembly point or by the door to the front car park even if this means a longer walk to the back of the school (see map in applicable classrooms).
 - both staircases should be used to bring students down to the ground floor. Students can be taken **AROUND** the astro/3G pitches to avoid congestion on the steps outside Room DT3.
- For the Learning Resources Centre students should leave via the fire exit at the field end of the building (see map in classroom).
- Staff who are teaching when the fire siren sounds are responsible for the evacuation of the class they are teaching. Staff not teaching should assist with the general supervision once they have registered their presence.
- Mrs Emmerson will be responsible for bringing the correct register lists out to the playground. These will be distributed to form tutors. Once fire marshals arrive onto the yard they should assist with the distribution as should any staff members who do not have a class or staff register to mark.
- Reception staff will bring the visitor books and recent signing in / out of students to the playground.
- Tutors should know exactly where they need to position their tutor group and which other tutor group should be to their left. All tutor groups have a predetermined "roll call" position.
- Tutors check that all students are present or accounted for, and report absences immediately to Mrs Emmerson.
- Tutors must remain with their tutor group while awaiting the 'all clear', and should actively supervise students to ensure that they remain in good order, quiet and in a straight line.

Headteacher and Senior Staff

- To receive reports from form tutors regarding students accounted for/not accounted for.
- To liaise with the Fire Brigade/Police.
- To declare 'all clear' and instruct form tutors to dismiss year groups.
- Senior staff will wear Hi-Vis jackets.

Tutors

Tutors are to position themselves in their designated Fire Drill Position and wait for their students to assemble in a line in alphabetical order. Each Tutor Group will be given a Fire Drill Check List which will contain a Tutor Group list to check off.

Tutors should:

- Assemble students in a line in alphabetical order, facing the school building, where indicated by markings on the yard.
- Stay with students to keep them in order and your register will be brought to you.
- Mark with an **X** on the list any student who is **NOT** present.
- Return the list promptly to Mrs Emmerson.
- Return to their group and keep them in line.
- Wait for the 'all clear' before dismissing students.
- The Heads of Year will have a file in which to record **unaccounted for** students.
- Check all students with crosses on tutor list against absence list, late book and signing-out book.
- Write the names of any **unaccounted for** students on the 'unaccounted for list' which needs to be given to Mrs Emmerson. Nil returns are required.
- Mrs Emmerson will forward the **unaccounted for** list to the Headteacher as soon as possible.

Other Staff:

- Designated persons should collect their staff lists from Jamilla Watkins/Linda Hinchliffe who will be stood next to the astro/3G pitches on the bottom yard. Complete the staff register and hand to the Headteacher.
- When the alarm sounds non-teaching staff (TAs, Technicians and the admin support staff) should make their way out of the building in an orderly fashion by the nearest available exit, leaving all possessions where they are. Close windows and doors if possible as you leave. **DO NOT LOCK.**

Fire evacuation at lunchtimes

At lunchtime, the duty staff are responsible for ensuring buildings are evacuated where they normally are on duty. Classes should then form up on the playground to await Form Tutors.

Fire Drill Procedure during Exams

- In the case of exams: The Exams and Data Manager will ensure her and the exams invigilators muster exam students separately at the front of school.
- Collect the attendance register and evacuate the examination room in line with instructions given by the appropriate authority.
- All students must stop writing and leave the exam hall by the appropriate door (main door from the hall, side exit onto field from gym).
- All students must remain silent throughout the evacuation and invigilators must ensure that they supervise students effectively distributing themselves amongst candidates to ensure maximum speed of evacuation and no discussion about the examination.
- All question papers and scripts must be left in the examination hall.
- Invigilators must note the time and length of the interruption and ensure that students have the full working time of the exam.
- Invigilators must make a full report of the incident and of the action taken and give this to the exams officer who will retain it on file pending relevant enquiries.

- In the event of the fire alarm going off and there being very few candidates' invigilators may consider removing candidates to a suitable alternative venue.
- Following the all clear students must be brought back into the exam hall in silence and allowed to continue.
- At the end of the examination all candidates must be fully reassured that the interruption will be fully reported to the examination board concerned.

In the event of an actual fire

Caretaker and/or site staff to call the Fire & Rescue Service.

Bomb threat

Should a bomb threat be made staff will be alerted by the continuous ringing of the **school bell**. Bags should be removed from classrooms, doors and windows left open and students assemble on the playground as indicated.

Spillages

Class teachers should make their own decision to evacuate a classroom should a spillage occur which is hazardous to health. Reception is to be informed immediately and appropriate action taken in consultation with the Health and Safety Co-ordinator. If it is necessary to evacuate the school, classes will be directed immediately by the Leadership Team to an area which is considered to be safe.

On no account should students be asked to clean up chemical spillages, nor should staff do so without first alerting Mr T Lamb and reception.

