



## EMERGENCY EVACUATION PROCEDURE (during school hours – 8:00 – 3:30)

### Alarm

- In the event of an emergency such as a fire, the nearest alarm should be activated. This will trigger a warning in Reception.
- The control panel will indicate to the Senior Fire Officer which fire alarm has been triggered and the Maintenance staff will be alerted by I.T.Support via radio to attend the scene and ascertain the nature of the emergency.
- Maintenance staff at Exeter Road will immediately advise all radio users if the Fire Brigade should be called.
- Radios will be silenced except for Reception, Maintenance and the Senior Fire Officers

### Evacuation

- If the alarm sounds during lesson time, the building should be immediately evacuated by the quickest possible route, to the assembly point allocated to each room.
- The class teacher will take responsibility for all students in their class and any visitors, having instructed them where to assemble. The teacher will be the last person to leave the room. **They will not lock the door.** No persons should enter another building in order to find an assembly point.
- If the alarm should sound during break or lunch time, students should be directed to the nearest assembly point by all staff.
- **The most senior member of staff at each assembly point will take control** and check the presence of staff, students and visitors. The person who has taken control of the assembly point will ensure that students and staff line up and wait in an orderly manner

### Assembly

- Students will line up in silence.
- The class teacher will check visually that all students in their class have been safely evacuated.
- Any student who has been asked to attend the Student Support Office / School Office will become the responsibility of the Student Support Manager or their deputy at Exeter Road or Office Manager at Mill Lane and will evacuate to the appropriate assembly point with them.
- An appointed Fire Marshal (wearing a yellow, hi-vis jacket) will, if possible, check each area to ensure that it has been fully evacuated. They will then go to their designated assembly point and report to the senior member of staff.
- The results of the checks will be reported to the senior member of staff present who will take responsibility of the assembly point.
- Following evacuation, no one may return to the building unless the all clear is given by a Senior Fire Officer. Radio's need to be kept clear for emergencies and can be un-reliable therefore release will be done in person by a senior fire officer.

- If an assembly point at Exeter Road is deemed unsafe due to a serious emergency, students and staff will be instructed by the senior member of staff, to move by the quickest, safest route, to the upper playing field, where a further check will be made; if necessary, this evacuation will be made along Exeter Street into Exeter Road and up to the Sports Centre entrance.
- Students will remain the responsibility of the class teacher and the senior member of staff who has taken control of the assembly point. Students and staff will remain on the field until the all clear is given.

## **EVACUATION PROCEDURE FOR EXTERNAL EXAMINATION ROOMS**

If the alarm sounds during an external examination, whilst the rest of the school will evacuate as normal, Invigilators will make an immediate judgment as to the safety of the students in their vicinity and then stand by and listen to radio advice. The alarm panel will indicate the nature of the emergency and instruction will be given to evacuate or remain in position. Invigilators will halt the examination whilst the alarm is sounding, ensure the students remain silent, and ensure that any time lost is added at the end of the exam. If it is necessary to evacuate the examination room, Invigilators will follow the procedure above and remain with the students until they are released to return to the building. If it is not possible to return to the examination room, the Invigilator will take advice from the Examinations Officer or the Leadership Team.

## **EMERGENCY EVACUATION PROCEDURE (outside school hours – after 3:30pm and during school holidays)**

**During school holidays: all staff must enter the site via the Main Entrance and sign in to indicate their presence in school. They should also alert the Maintenance staff via phone, or two way radio, which will be positioned on the Reception desk. When leaving the site, staff must sign out. If students are onsite during the school holidays, this must be by arrangement with the class teacher and the class teacher must ensure that a register is taken. All students will remain the responsibility of the class teacher, who should ensure that they have left the site once dismissed.**

### **Alarm**

- In the event of an emergency such as a fire, the nearest alarm should be activated. This will trigger a warning on all fire panels.
- The control panel will indicate which fire alarm has been triggered and the Maintenance personnel present, at Exeter Road, will check the fire panel to ascertain the nature of the emergency.
- Fire Brigade will be alerted if necessary

### **Evacuation**

- When the alarm sounds all occupants should evacuate immediately, to the central evacuation point. At Exeter Road this will be outside the Arts Centre. At Mill Lane this will be at the main entrance, outside the hall. Students will remain the responsibility of the staff member with whom they evacuate.
- If during term time, the Maintenance personnel on site will collect the Cleaners' signing in sheet and ensure that all cleaners are present at the assembly point. If during the holidays, the Maintenance personnel will collect signing in sheet from Reception and ensure that everyone is present.

- Following evacuation, no one may return to the building unless the all clear is given by the Maintenance personnel onsite at the time.
- If the assembly point at Exeter Road is deemed unsafe due to a serious emergency, personnel will be instructed to move by the quickest, safest route, to the upper playing field, where a further check will be made; if necessary, this evacuation will be made along Exeter Street into Exeter Road and up to the Sports Centre entrance. If the assembly point at Mill Lane is deemed unsafe due to a serious emergency, personnel will be instructed by the senior member of staff, to move by the quickest, safest route, to the school field.
- If any students are on site, they will remain the responsibility of the class teacher. Everyone will remain on the field until the all clear is given.

### **False Alarms**

When the fire alarm is activated, trained personnel will check the situation to ascertain whether it is a false alarm. The school will immediately evacuate while the nature of the alarm activation is confirmed. A Fire Officer, who will always carry a two-way radio, will check the read-out on the control panel. They will radio the Maintenance Staff who will immediately investigate and radio back to the Fire Officer, the nature of the alarm. If it is a false alarm, the Fire Service will not be called; the panel will be reset and the school will be released from the assembly points to return to the building. Nobody will return to the building until a Fire Officer has released the site.

### **Arrangements for Assisting Disabled People with Evacuation:**

The school recognises that access to buildings brings with it a responsibility to ensure that arrangements are in place to allow all occupants, including those with a disability, to exit promptly and safely, under normal and emergency circumstances, and that building users who have a disability, either temporary or permanent, may need practical assistance to do this. The school aims to provide such assistance, so far as is reasonably practicable. All building users should be aware that although they may access the upper levels of buildings by lift, these cannot be relied upon for exit. Lifts **MUST NOT** be used in the event of a fire alarm activation. If a student or staff member has a mobility impairment, a PEEP (Personal Emergency Evacuation Plan) should be completed before access is permitted to the upper floors of the buildings. Access will only be given if a person is able to exit via the stairs, with assistance if necessary. If assistance is required, it must be available at all times when that person is inhabiting the upper floors. In the event of an evacuation, a person with a physical impairment should wait beside the stairwell until all able bodied people have passed; they should then exit with their assistant. Wheelchair users will not be given access to the upper floors unless it is imperative and satisfactory evacuation assistance is in place.

### **Evacuation Practice**

At appropriate times, an evacuation practice will take place. Staff will normally be given advance warning and the procedure above will be followed as if it were a genuine emergency.

## EMERGENCY EVACUATION PROCEDURE FOR VISITORS

Visitors will be given a map and be requested to familiarise themselves with the assembly points around the site. Visitors should remain at all times with the member of staff or class they are visiting and will remain the responsibility of that person.

Zone 1:	Alive Car Park	Sports Centre
Zone 2:	Top Field	Arts Centre: (Drama, Music, PE) Café 6 Science Dept. U35 (Tech)
Zone 3:	Principal's Lawn	Admin Dept. Student Support English Corridor English Huts (U33/34) Staff Room Sixth Form Common Room Library
Zone 4:	Lego Field	Lego Block (Humanities / Catering) IT Dept. IT Support Art / Photography Technology U36 / 37 Huts U16/17
Zone 5:	West Lawn Upper Playground	Winterbourne Kitchen / Dining Area Maths Huts (W33/34) Motor Vehicle Workshop W17 Hairdressing Salon
Zone 6:	West Lawn Lower Playground	West Lawn: (Maths / MFL) Sixth Form Centre

### Out of Hours and School Holidays

### Outside Arts Centre

**Senior Fire Officers:** James O'Connell – Reception  
Joab Forte – Reception,  
Phil Humphrey – Westlawn,  
Justine Housecroft - Winterbourne  
Most senior member of staff – Main Field  
Samantha Atkinson – Principals Lawn

**Marshalls:**

Sports Centre: PE Staff on duty

Arts Centre: 1. Sarah Goodman

Resources, admin downstairs: 1. Jackie Moore

Reception down to English 1. Maire Cotterill

Library: 1. Tess Masterman  
2. Rebecca Booker

Science: 1. Jennifer Barrett  
2.

Art / IT / IT Support Corridor, plus Technology & Photography: 1. Jake Templeman  
2. Ben Webber

Lego (including Catering): 1. Tom Franklin  
U15 / 16 plus U33 / 34 2. Jeff Taberham

Winterbourne (including CAL & Skills Centre): 1. Michelle Milton  
2. Di Lumb  
3. Tracey Winsborrow

Kitchen/Dining Area: 1. Ross Gilbert  
2. Kirsten Gill

West Lawn: 1. Rachel Harte  
2. Judi Hellier  
3. Sarah Minty-Dyke

Sixth Form Centre: 1. Mel Deeks  
2. Tammy Best

ACRONYM	TERM	DEFINITION
PEEP	Personal Emergency Evacuation Plan	For completion in the event of a mobility impairment or disability

## Amendment Record

VERSION #	DATE	AMENDED BY	NATURE OF CHANGE
1	2010	M Stone	To accommodate site changes
2	27.11.13	M Stone	Update following advice from H&S
3	08.09.14	M Stone	Annual Review. Addition of evacuation procedure for disabled people
4	08.02.17	M Stone	Addition of procedure for outside of school hours and during holidays. Addition of Examinations Procedure
5	07.03.18	R Weston	Update with new staff roles
6	13.02.19	R Weston	Update with new staff roles
7	16.7.19	R Weston	Update with new staff roles
8	14.09.20	R Weston	Update with new staff roles
9	24.08.21	R Weston	Update with new staff roles