

ACADEMY@WORDEN

INSTRUCTIONS FOR EMERGENCY EVACUATION OF SCHOOL

Tennis Courts (Assembly Points) Pupils to line up in forms as per attached diagram

1. When the alarm sounds, all pupils, staff and visitors must make their way immediately by the safest route available (details in all teaching areas and office rooms) to the congregation points. These are situated on the hard surface inside and outside of the tennis courts adjacent to the Westfield Centre.

In an emergency the Fire Service should be informed – 999.

2. All Fire Marshals to identify themselves by wearing their high viz vests and ensure that their designated area is clear on route to exiting the building. Fire Marshals are identified below – see attached information sheet. If you require a vest please see the office staff.
3. Pupils are to line up in silence in register order with their form tutors.
4. Registers to be run off by the **Attendance Officer (J Hurley)** to be distributed to Form Tutors.
5. **The Attendance Officer** will ensure all forms are accounted for, and report to the Headteacher (Deputy Headteacher in the Heads absence)
6. Designated staff will take staff registers as instructed and report any discrepancies to the Headteacher (Deputy Headteacher in the Heads absence.)
7. **Front Office staff/PA (A Bowman/B Monk)** will bring out information from the Inventory system, the daily cover list and details of other visitors. The DBF will confirm to the Headteacher (Deputy Headteacher in the Heads absence) that all staff and visitors are accounted for.
8. A member of the office staff or SLT to remain front of the school to ensure no-one enters or in the case of a real fire the Emergency Services.
9. Following consultation with the Deputy and site staff, the Headteacher will authorise an orderly return to the building when safe to do so.

Practices – the fire alarm can be switched off by pressing the silence and reset buttons (there is a delay as the alarm stops throughout the building).

Regular call point checking at least once a week to ensure all are working properly.

Emergency Evacuation Routes

Attendance office, Suite of offices and Dining room

Leave by the front entrance and walk round the side of the premises on to Redwood Avenue and assemble on the courts as per instructions on the gate of the courts to then enter the school premises, when safe to do so.

Hall

Leave via the side double doors and assemble on the courts.

Kitchen

Exit via the kitchen fire escape door, walk round the side of the premises on to Redwood Avenue and assemble on the courts as per instructions on the gate of the courts to then enter the school premises, when safe to do so.

M11, M12, M15, M16

Pupils to leave the classroom in an orderly fashion and exit the building via the conference room fire exit.

M14

Leave by the fire exit

M10

Pupils to leave by classroom exit door.

M17, M18, M19, M20

Pupils to leave the classroom in an orderly fashion, use the nearest staircase and exit the building via the doors near 10M.

M1, M2, M3, M4, Dining Room 2, M5

Pupils/staff to leave the classrooms/office in an orderly fashion and exit the building via the double doors opposite M1 (Accelerated Reader).

M6, M7, M8

Leave building by the door near M2/M3

M27, M28, M29, M30, M31, M32, M33, M34

Down the main stairs and out through the double doors opposite the hall

M21, M22, M23, M24, M25, M26

Through the doors at M22 down the side stairs and out through the doors near M10

B6, B8 (New science rooms)

Down the stairs and out the fire exit doors opposite the Newton Suite

B9, B10, B12, B14, B15

Pupils to leave the classroom in an orderly fashion, use the main fire exit door facing the Newton Suite

B1, B2 Offices upstairs

Pupils to leave via the fire exit door, go through the car park gates, walk round the side of the premises and enter through the gates on Redwood Avenue. Assemble on the courts and await further instructions.

B3 Gym, B4 Sports Hall

Pupils to exit by the fire exit door facing the science block or go through the Westfield car park, walk round the side of the premises and assemble on the courts as per instruction on the gate of the courts, to then enter the school premises, when safe to do so

Newton Suite

Pupils to leave by fire exits (classrooms) or via Prep room straight onto the yard and make their way to the courts.

Westfield Centre

W9, W10, W11, W12

Please make your way out to the front stairs and leave by the main entrance. On to the Westfield car park and head to Redwood Avenue, enter school by the gates. Please assemble on the courts.

W14, W15, W17, W18

Leave office/classroom by the back staircase and leave the building on to the school yard. Assemble on the courts.

W2

Please make your way out of the classroom and exit via the front entrance. Walk through the Westfield car park to the entrance on Redwood Avenue. Enter school and assemble on the courts.

W3, W5, W6, W7 and Hub 3

Exit classrooms and follow the exit signs on to the school yard. Assemble on the courts.

Fire Marshal List

At least two for each area, to deputise for each other in case of absence

A Wade/J Harness – Sports Hall/Gym, PE Office, Changing Rooms
TAs/V Dovey – The Haven, Westfield Centre
M McNulty/J Ellis – Thinking Reading Westfield Centre
S Day/R Fagan – Newton Suite
L Privett/C Price – M1, M2, M3, M4, Dining room 1, M5, M6, M7, M8
R Wiggans/C Critchlow/S MacPherson – B6, B8, B9, B10, B12, B14, B15
V Duxbury/K Beattie – M10, M11, M12, M14, M15, M16
K Sumner/L Bergon - M17, M18, M19, M20
S Mangera-Badat /J Hennigan – M21, M22, M23, M24, M25, M26
E Quayle/L Robinson – M27, M28, M29, M30, M31, M32, M33, M34
D Gaskill/P Cairns - Suite of Offices, Dining Room and Hall
G MacMillan/R McClure – Hub 3, W3, W5, W6, IT office
B Monk/A Bowman/M Reed – Front office, suite of offices Westfield Centre

All Fire Marshals to wear their high viz vest for identification purposes. If you haven't got a vest please let B Monk know.

Fire Marshals are responsible for ensuring that all rooms are vacated on route to the fire exit within their designated area. If for any reason you are not in that area at the time and there is a fire please do not attempt to re-enter that area.

All the dedicated areas above are en route to the nearest fire exit, a quick look as you go past is suffice, we do not expect anyone to start fighting fires unless there is a fire blocking your route and there is no alternative route out of the building.

Please let the Headteacher/DBF know if there are any issues whilst carrying out checks.

Anyone who has a disability will have their own personal evacuation plan and will know where their refuge area is in the case of a fire. They may need assistance to get there but should be left by the designated area.

Once out of the building all staff to ensure they identify themselves to the person taking the register (admin staff) identified in high viz.

Fire Drills

A fire drill will take place once a term, a lock down drill will take place yearly.

A Fire Marshals duties

Fire Marshals are appointed to provide assistance in the event of an emergency evacuation by ensuring the safe and prompt evacuation of people from their area. This role may also include reassuring members of the public and providing an escort to leave the building.

Your role is **NOT** to fight fires and, like all employees, you should only use firefighting equipment in an extreme situation (i.e. to assist in exiting the building).

As a Fire Marshal you have the responsibility for ensuring that your class and any other pupil/staff within your area of the building exits the building safely.

The main duties of a Fire Marshal are to, without placing themselves at risk:

- Assist the safe and prompt evacuation of people from the building via the appropriate escape routes to the designated assembly points.
- If there is a disabled pupil or member of staff they will have a personal evacuation plan which they will be aware of and will follow. In these cases ensure that they have reached a safe refuge (between two fire doors – side stairs or at the top of the main stairs).
- Provide assistance to those people who have are experiencing difficulty (may be prearranged e.g. employee or not e.g. disabled visitor);
- Inspect all rooms in their designated area(s) to ensure that no one is still in the building;
- Report to the Responsible Person (M Reed) that their designated area(s) has been checked and is clear or is not clear. If it is not clear, The Fire Marshal must supply the Responsible Person with the details of the location of anyone still in the building so the Emergency services can be informed;

For Information only

Types of fire extinguisher / firefighting equipment

The type of extinguisher used to fight a fire is very important, both to the success of extinguishing the fire and to the safety of the operator. The types of extinguishers and their specific use is given below.

- **Water** - Suitable for most fires except those involving flammable liquids or live electrical apparatus.
- **Dry Powder** - Suitable for fires involving flammable liquids or electrical apparatus.
- **Carbon Dioxide** - Suitable for fires involving flammable liquids or electrical apparatus. Note: Carbon dioxide extinguishers should not be used in confined spaces where there is danger that the fumes may be inhaled.
- **Foam** - Suitable for most fires involving flammable liquids.
- **Wet Chemical** – Suitable for fires involving cooking oils and fats, such as lard, olive oil, sunflower oil, maize oil and butter.
- **Fire Blankets** - Fire blankets are made of fire resistant materials and are particularly useful for smothering kitchen fires, in particular, cooking fat fires.