



## SAFE EVACUATION PLAN – SEPTEMBER 2022

### HEALTH & SAFETY POLICY – APPROVED JUNE 2021 (due for review Autumn Term 2022)

#### 7. Fire Safety

- 7.1. All staff members fully understand and effectively implement the Safe Evacuation Plan.
- 7.2. The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 7.3. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- 7.4. The school will test evacuation procedures on a termly basis.
- 7.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 7.6. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 7.7. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the Premises Manager's office.
- 7.8. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the Premises Manager's office.

#### RATIONALE:

Fire in school is something that we all dread, yet because its occurrence is so rare, perhaps we do not take fire precautions and drill as seriously as we ought. Unless we as a staff familiarise ourselves with the plan, we cannot expect the pupils to do likewise. If fire precautions are to be effective and the risks in any real emergency minimised, then we must all play our part in the following plan: -

#### PROCEDURE:

**When the FIRE ALARM sounds this takes precedent over the ONE WAY SYSTEM.**

On hearing the alarm, examine the Fire Notice posted in the classroom. Remind the pupils of the exit door from the building and their route to the Assembly Point on the Tennis Courts.

Designated support staff fire marshals should go to their allocated position to support, direct and maintain order. Locations are indicated on the school plan below.

Please lead your class out to the Assembly point, ensuring all pupils leave their bag and any belongings behind. **Each department must designate a member of staff (and a reserve) who will stay to ensure no pupils remain and all classroom doors are closed on the way out.** They should then immediately follow the last class and help maintain silence on the way to the assembly point. Pupils should be reminded to walk no more than two abreast and in silence so they can listen to instructions.

By leading the class you are able to spot potential hazards which may lead to congestion, ie a latch still on a door so not able to be fully opened creating a bottle neck, ensure the right route is taken etc.

Exit the building in a quiet, calm but urgent manner. Insist on single file if possible and appropriate.

Do not wait for all the classes in your block to leave – come straight out with your class. Staff should not exit the building in groups but actively supervising their particular class.

**The pupils should line up in Forms on the Tennis Courts in alphabetical order and in single file. Please patrol up and down the line. Insist on silence. Stay with your Form at all times.**

If you are a Form Tutor, the Director of Learning will give you your register. The Director of Learning will approach you to check all are present after the register has been taken. Please only mark pupils present that are in the line in front of you, absences will be cross referenced at the assembly point.

After you have registered your Form do not allow the pupils to talk. Staff also should not talk in groups. If we do not talk we can expect the children to do likewise. Please actively supervise the Form at all times, patrolling the line.

If you do not have a form but are attached to a year group, please register with the Director of Learning initially, who will direct you to patrol the back of their Year Group's lines throughout the drill in order to maintain silence, or cover in the absence of any form tutors.

The Director of Learning must report any missing staff or pupils to Mrs Morgan as a matter of urgency.

### **DISMISSAL:**

This will be in single file in Forms to avoid congestion. Do not let three or four Forms go at once in groups. Each Director of Learning will dismiss the children on the Headteacher's instruction. Year 7 and Year 11 will be dismissed first. Please assist in an orderly, quiet dismissal. Leave the Tennis Courts with your Form and then exercise general supervision as the pupils make their way back to the classrooms.

\* When we are using the front of school as an assembly point can we return to class by following the instructions to return.

### **GENERAL NOTES:**

PLEASE BE SERIOUS. DISPLAY A SENSE OF CALM URGENCY. THIS WILL 'RUB OFF' ON THE CHILDREN. OUR EXAMPLE IS EVERYTHING **AT ALL TIMES**, PARTICULARLY DURING THE FIRE ALARM AND DURING DISMISSAL OF PUPILS. REMEMBER - IT MAY BE REAL!!

The drill will be timed as follows:

1. Time taken for all to reach assembly point.
2. Total time to report all present to the Headteacher.

Staff and pupils will be informed of times taken and any points for improvement.

OFSTED noted that the general **consistency** with which we operate is a major factor in the success of the school. If we all consistently follow these guidelines the fire drill will run smoothly.

### **ROUTES:**

**The routes to the Assembly Point are described on the Fire Notices in each room.**

Please ensure that all pupils are made aware of the correct route from each classroom or teaching space prior to the first fire drill of each academic year. Adhere to these routes unless unavoidable.

On occasions the designated assembly point may be out of action due to events taking place during the school day and additional parking required. In these circumstances the secondary assembly point at the front of school will be used. A designated exit point will be identified on the fire notice:

**Exit A** – Main Entrance – Using either ramp entrance via Reception or Admin corridor

**Exit B** – Pupil Entrance at side of Music Block via Y7 playground and MFL doors

**Exit C** – Walking via the side of the Sports Hall and car park

Please note: Although the gates at the side of music and PE are closed, they are opened using the push pad as a means of escape.

### **REPORTING:**

The Headteacher and Mr Inman, Premises Manager will remain at the alarm control box to establish, with the Site Maintenance Assistant, if the fire is genuine. If the alarm is a false activation the evacuation will continue as normal and used as a practice drill.

**The Attendance Officer** will collect registers and give them to the Directors of Learning for each year group..

**Main Reception Staff** will print an evacuation report produced from the INVENTORY module to take to the Reporting Position. During this time a phone call may be received from CUSTODIAN to establish if the fire is genuine, there is a designated phone in the office solely for this purpose. **The School Business Manager** will verify this with the Premises Manager. Unless verified from the Premises Manager the activation must be assumed to be genuine.

**Form Tutors and Attached Staff** report to the Director of Learning for their year group.

**Each Director of Learning** will give out Registers to Form Tutors.

**Form Tutors** check pupil attendance and report any missing pupils to their Director of Learning.

**Each Director of Learning** will collect Registers from Form Tutors.

**Each Director of Learning** will report missing children to Mrs Morgan at the Reporting Position and return Registers.

**Support staff** report to Mrs Lennon at the Reporting Position.

**Trainee teachers** report to Mrs Morgan at the Reporting Position. Then report to attached form.

**Visitors to School** report to Receptionist on duty at the Reporting Position.

**Disabled Personnel** report to the steps at the front of the Tennis Courts.

**The Catering Manager** registers and accounts for kitchen staff.

If appropriate, Mrs Lennon will register and account for cleaning staff.

**Learning support assistants** should proceed to the reporting station after ensuring any supported pupils go to their form safely. If the pupil has a PEP (Personal Evacuation Plan) this should be actioned. The SENCO will keep a register and ensure a named LSA (and reserve) is aware of the details of the PEP.

#### **OUTSIDE THE SCHOOL DAY:**

If the fire alarm sounds outside of the normal school day (i.e. before 8.40 a.m. and after 3.15 p.m., any school holiday) all visitors, staff and pupils on site must evacuate the building by the nearest route and report to the main playground. This includes all Cleaning and Catering staff.

#### **SUPPORT STAFF MARSHALLING ROLES**

**Position 1** – Bottom of stairs outside Room 1 – Finance staff (either Kay Chambers or Joanne Morgan)

**Position 2** – On Y7 yard – Jonathan Hooton or Tracy Jones (during exam periods reserve will be Sharon Leonard)

**Position 3** – Under covered way near to doors – Adam Fitzpatrick or Michael Scully (Sarah Bowen-Read in reserve)

**Position 4** – Bottom of stairs outside staffroom – Reprographics (Michelle Clayton (am) Daniel Heaton (pm) reserve Gillian Lynch)

**Position 5** – Top of M6 corridor – Stuart Macduff

**Position 6** – On yard near to double gates to tennis courts – Maria Ruane

**Position 7** – Single gate to tennis courts – Ginny Young (when secondary point being used please stand near fence at side of science)

## Key

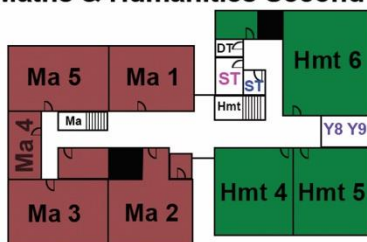
- T Boys' Toilets
- T Girls' Toilets
- ST Mens' Toilets
- ST Womens' Toilets
- DT Disabled Toilets
- GC Girls' Changing Room
- BC Boys' Changing Room
- RG Reprographics
- Y7 Year 7 Pastoral Office
- Y8 Year 8 Pastoral Office
- Y9 Year 9 Pastoral Office
- Y10 Year 10 Pastoral Office
- Y11 Year 11 Pastoral Office
- ⊘ No Entry

## One way exception

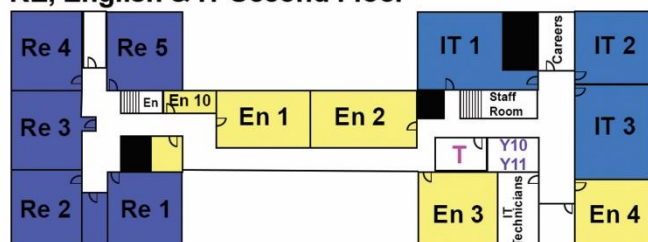
- \* Staff allowed through
- Pupils allowed through only at these times:
- Before School
- End of School



Maths & Humanities Second Floor



RE, English & IT Second Floor



## **Rationale**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On extremely rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent in causing harm/damage.

## **Notification of Lockdown**

Staff will be notified that lockdown procedures are to take place immediately on hearing **3 X 5 bursts of the school bell.**

Staff should remain as calm as possible to ensure students are emotionally supported.

## **Procedures:**

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

The above signal will activate a process of pupils being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors, where it is possible to remain safe.

At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed and locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, mobile phones are put on silent mode.

Children or staff not in classrooms for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

If buildings need to be evacuated the school fire alarm will be sounded, staff and pupils will then follow the usual fire drill procedures.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

Staff will support pupils in keeping calm and quiet.

Staff to remain in lock down positions until 5 long bells are sounded.

As soon as possible after the lock down teachers conduct a register and notify the reception immediately of any pupils not accounted for.

## **Staff Roles:**

School Office to ensure that the office is locked and liaise with Headteacher to ensure emergency services are called if necessary – in case of an intruder.

Head or site supervisors lock the school's front doors and entrances.

All staff lock/close classroom door(s) and windows.

Nearest adult to check exit doors.

Kitchen staff to lock outer kitchen doors and await further instruction from SLT.

A senior manager will evaluate the situation to ascertain next action required, following advice from emergency services where relevant.

## **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - text

Parents will be told:

***'..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.'***

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

#### **End of incident:**

Once the situation is resolved a senior member of staff will activate the school bell with 5 long bells to notify all members of the school community that the lock down has been released.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

OFSTED will be informed.

Security risk assessment will be reviewed.

#### **Lock down drills**

Lock down practices will take place once a year in September to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.