

ST. EDMUND ARROWSMITH CATHOLIC HIGH SCHOOL

A High Performing Specialist Technology and Music College with Leading Edge status

SAFE EVACUATIONS POLICY & PROCEDURES

JANUARY 2015

Mission Statement:

Prepare the way of the Lord

Education -

Dignity – To respect the value and work of ourselves and others as children of God (Genesis 1:17) – Created in the image of God).

Mission – To let God be known through word and actions (Mt 7:12 – “Do for others, what you want them to do for you”).

Understanding – To respond to the needs of others (Mt 7:7 – “Ask, and you will receive; seek and you will find; knock, and the door will be opened to you”).

Nurture – To allow all to grow to full potential (John 15:5 – “I am the vine and you are the branches. Those who remain in me, and I in them, will bear much fruit”).

Discipleship – To follow Christ in Faith, Hope and Love. (Mk 1:16 “Follow Me”).

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 procedure, 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 procedure:-

PROCEDURE:

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.

Please accompany your class out to the Assembly Point after first checking that all pupils have left the classroom and that all bags have been left behind.

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 Senior Learning Co-ordinator will give you your register. The Senior Learning Co-ordinator will approach you to check all are present after the register has been taken.

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.

Attached staff are to patrol the back of their Year Group's lines throughout the drill in order to maintain silence.

Senior Learning Co-ordinators must report any missing staff or pupils to Mr Eyes 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. Senior Learning Co-ordinators 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.

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 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

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.

Room 1 Office staff collect registers and give them to Senior Learning Co-ordinators.

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. Unless verified from the Premises Manager the activation must be assumed to be genuine.

Form Tutors and Attached Staff report to Senior Learning Co-ordinators.

Senior Learning Co-ordinators give out Registers to Form Tutors.

Form Tutors check pupil attendance and report any missing pupils to Senior Learning Co-ordinators.

Senior Learning Co-ordinators collect Registers from Form Tutors.

Senior Learning Co-ordinators report missing children to Mrs Chapman at the Reporting Position and return Registers.

Support staff report to Mrs Jameson 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 (including Vocational Students).

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 Jameson will register and account for cleaning staff.

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.) 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.

Date policy accepted:.....

Signed by

Chair of Finance and Buildings Committee:.....